

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – June 2023 Regular Meeting**

June 28, 2023

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Wendy Mongillo • Commissioner Dennis Daniels • Commissioner Christopher Mordecai • Susan Baldwin Secretary 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Assistant Corporation Counsel Atty. John Leonard • Administrative Assistant HR, Emma Acampora • Other members of the Public
<p><u>Absent</u></p> <ul style="list-style-type: none"> • Commissioner Carmen Rodriguez • Commissioner Leasley Negron 	

Meeting opened at 12:42 pm.

#1 Exam Eligibility

E. Jones – candidate for Director of Training

Mrs. Baldwin presented the item to the Board and introduced Drillmaster Ernest Jones. Mrs. Baldwin reminded the Board of the facts of the matter that were originally brought to the Board at the last Civil Service Meeting on June 14, 2023. Mrs. Baldwin explains that she has some additional information regarding the case once receiving the documents that Drillmaster Jones has previously sent strictly to the Commissioners. Mrs. Baldwin goes on to state that they have been contact with the State of Connecticut, specifically, Rafaela Calciano, who is the director of the Office of Emergency Medical Services and State of Connecticut Department of Public Health. This agency is the governing body of the license licensure that we are discussing. Director Calciano oversees all aspects of the Ems system, including regulatory and statutory oversight. according to Director Calciano, Drillmaster Jones did not have the certification on the date of his application based on the dates provided by Drillmaster Jones. Mrs. Baldwin believed Drillmaster Jones had also provided a certificate of completion, but that certificate, merely indicates that Mr. Jones completed the class. Not that he was certified as an instructor.

At this time Drillmaster Jones spoke to the Board and reminded the Board that at the time of his application, he had reached out to the retired Personnel Director, Noelia Marcano. With that he explained to her his situation and it was her final decision to allow him to apply for the position and sit for the examination.

Commissioner Daniels motioned to grant the exam eligibility for Drillmaster Jones. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

#2 Job Descriptions

Finance Compliance & Assurance Monitor

Mrs. Baldwin presented the item and spoke on behalf of it. Mrs. Baldwin pointed out the specific job duties of the position and explained that this position was needed in the Department of Finance. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Finance Compliance & Assurance Monitor approved.

IT Infrastructure Specialist I

Mrs. Baldwin presented the item and spoke on behalf of it. Mrs. Baldwin pointed out the specific job duties of the position and explained that this position was needed in the Board of Education. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for IT Infrastructure Specialist I approved.

Senior Infrastructure Specialist

Mrs. Baldwin presented the item and spoke on behalf of it. Mrs. Baldwin pointed out the specific job duties of the position and explained that this position was needed in the Board of Education. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Senior Infrastructure Specialist approved.

Technical Solutions Lead

Mrs. Baldwin presented the item and spoke on behalf of it. Mrs. Baldwin pointed out the specific job duties of the position and explained that this position was needed in the Board of Education. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Technical Solutions Lead approved.

#3 Reinstatement Request(s)

None received this month

#4 List Removals

Guests were moved to the virtual waiting room. Ms. Baldwin presented the names for removal from list eligibility #22-68CR Police Officer and #21-45E2 Floater BOE Maintenance. After review, guests were brought back into the meeting.

List #22-68R Police Officer- Removals

Rank	Last Name	First Name
87	Hurrin	Dirk
94	Reed	Savon
59	Dubret	Ryan
101	Fulton	Anthony
98	Keith	Devon

List #21-45E2 Floater BOE Maintenance

Rank	Last Name	First Name
8	Covert	Jessica

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR and #21-45E2. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions. List removals approved.

#5 Eligibility Lists

The Board was given the opportunity to view the lists virtually on screen before deliberating or voting. Guests were placed in the virtual waiting room. After review, guests were brought back into the meeting.

Commissioner Daniels motions to add list #23-48 Parks & Public Works Technician. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.

Mrs. Baldwin presented results and provided pass/fail data for list #23-41 Outdoor Adventure Coordinator. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-42 Deputy Building Inspector. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-43 Deputy Director of Programs CSA. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-44 Deputy Director of Youth & Recreation Administration. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-45 Deputy Director of Youth & Recreation Operations. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-46 Chief School Crossing Guard. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-47 Coordinator of Resident Services. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-48 Parks & Public Works Technician. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

#6 List Amendments/Corrections/Extensions /Expirations

Mrs. Baldwin presented list #21-45E2 Floater BOE Maintenance to be extended by 3 months.

Commissioner Daniels moved to approve list #21-45E2 Floater BOE Maintenance extension for a period of 3 months. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#7 Temporary Pending Test Request

Mrs. Baldwin presented the temporary pending test request for the position of Finance Compliance & Assurance Monitor. Mrs. Baldwin explained to the Board the job description was just approved in this meeting and the department is trying to fill the vacancy as soon as possible due to need.

Commissioner Daniels motioned to approve the temporary pending test request for the position of Finance Compliance & Assurance Monitor. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented the temporary pending test request for the position of Police Records Clerk. Mrs. Baldwin explained to the Board that the Police Department have an extremely life number of vacancies and until the next test can be certified, they need people to fill the vacancies in the meantime. Mrs. Baldwin introduced Lieutenant Portela who answered questions by the Board adequately.

Commissioner Daniels motioned to approve the temporary pending test request for the position of Police Records Clerk. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented the temporary pending test request for the position of Senior Sanitarian. Mrs. Baldwin explained to the Board that this is a position with the Board of Education who are in desperate need to fill the vacancy with the upcoming school year commencing very soon.

Commissioner Daniels motioned to approve the temporary pending test request for the position of Senior Sanitarian. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented the temporary pending test request for the position of IT Infrastructure Specialist I (BOE). Mrs. Baldwin explained to the Board the job description was just approved in this meeting and the Board of Education is trying to fill the vacancy as soon as possible due to need.

Commissioner Daniels motioned to approve the temporary pending test request for the position of IT Infrastructure Specialist I (BOE). Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.

Mrs. Baldwin presented the temporary pending test request for the position of Senior Infrastructure Specialist (BOE). Mrs. Baldwin explained to the Board the job description was just approved in this meeting and the Board of Education is trying to fill the vacancy as soon as possible due to need.

Commissioner Daniels motioned to approve the temporary pending test request for the position Senior Infrastructure Specialist (BOE). Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented the temporary pending test request for the position of Technical Solutions Lead (BOE). Mrs. Baldwin explained to the Board the job description was just approved in this meeting and the Board of Education is trying to fill the vacancy as soon as possible due to need.

Commissioner Daniels motioned to approve the temporary pending test request for the position Technical Solutions Lead (BOE). Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#8 Transfer Request(s)

J. Augustine, Communications Supervisor

Mrs. Baldwin presented a transfer request from Justin Augustine, who is looking for placement on the transfer list to be considered for vacancies with her current or similar title in her position of Communications in any department.

Commissioner Daniels motioned to approve the transfer request for Justin Augustine, Communications Supervisor. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

D. Lewis, Executive Administrative Assistant

Mrs. Baldwin presented a transfer request from Dawn Lewis, who is looking for placement on the transfer list to be considered for vacancies with her current or similar title in her position of Executive Administrative Assistant in any department.

Commissioner Daniels motioned to approve the transfer request for Dawn Lewis, Executive Administrative Assistant. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

#9 Board Correspondence

None received this month

#10 Corporation Counsel Update

No update this month

#11 Temporary Pending Test Report

Acknowledged. No Board action required.

#12 Meeting Minutes

Mrs. Baldwin presented the minutes from the meeting conducted on May 24, 2023 and June 14, 2023. Motion to accept the meeting minutes as presented was made by Commissioner Daniels for meeting minutes dated May 24, 2023 and June 14, 2023; And, seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. Commissioner Mordecai abstains for May 24, 2023. Both sets of minutes approved.

#13 Other Business

The next regular meeting date scheduled for July 26, 2023 at 12:30 pm was discussed and confirmed.

There being no further business to conduct, Commissioner Daniels motioned to adjourn meeting. Seconded by Commissioner Negron. Meeting adjourned at 1:21 p.m.

Susan Baldwin
Secretary

NOTE: For the purpose of compliance with the Freedom of Information Act, these minutes are made available for review subject to later review, revision and approval by the Civil Service Board.

Civil Service Board Approval Date: Susan Baldwin 7/26/23

