

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

September 27, 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 <p><u>Absent</u></p> <ul style="list-style-type: none"> • Commissioner Carmen Rodriguez • Commissioner Leasley Negrón 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Assistant Corporation Counsel Atty. John Leonard • Laura Brown, Director of City Plan Department • Executive Administrative Assistant HR, Emma Acampora • Other members of the Public

Meeting opened at 12:32 pm.

#1 Job Descriptions

Assistant Director of Comprehensive Planning

Mrs. Baldwin presented the item and introduced Laura Brown, Director of City Plan Department who spoke on behalf of the revisions. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Assistant Director of Comprehensive Planning approved.

GIS Coordinator

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 City wide and the Board of Education. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions.

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

#2 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.

Mrs. Baldwin presented results and provided pass/fail data for list #22-69CR Administrative Assistant. 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 #23-81 Fair Rent Commission Field Representative. 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 #23-82 Program Director, Nursing. 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 #23-83 Deputy Director 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 #23-84 Crime Analyst. 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 #23-85 Assistant 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 #23-86 Manager Operations Process Improvement. 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 #23-87 Carpenter. 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 #23-88 Assistant Building & Plans Official. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

#3 List Removals

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

List #22-68CR Police Officer- Removals

Rank	Last Name	First Name
27	Butler	Avery
7	Cameron	William
32	Othmane	Barida

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR Police Officer. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.

#4 Continuous Recruitment Request

Project Leader, Information Technology

Mrs. Baldwin on behalf of the item and explained to the Board that she is requesting for the position of Project Leader for the Department of Information Technology to have a continuous recruitment list. Mrs. Baldwin further goes on to explain that this is a critical position with 5 vacancies total between the City and the Board of Education. Mrs. Baldwin explained details of the job including its job duties.

Commissioner Mongillo asked for Corporation Counsels' opinion and Assistant Corporation Counsel Atty. John Leonard answered adequately. Commissioner Mongillo asked Mrs. Baldwin numerous questions and Mrs. Baldwin answered adequately as well. Commissioner Daniels motioned to accept the continuous recruitment request for the position of Project Leader, Information Technology. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed.

#5 Temporary Pending Test Request

Mrs. Baldwin presented the temporary pending test request for the position of Assistant Director of Comprehensive Planning for the City Plan Department. Mrs. Baldwin introduced Laura Brown, Director of City Plan Department who spoke on behalf of the item and explained to the Board that the department is trying to fill the vacancy as soon as possible its vital role in the department and its current limited number of deputy positions filled.

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

#6 Temporary Pending Test Report

Acknowledged. No Board action required

#7 Reinstatement Requests

G. Meade, 911 Operator / Dispatcher II

Mrs. Baldwin presented the reinstatement request for former 911 Operator / Dispatcher II, Gerray Meade. Mrs. Baldwin presented the request and explained to the Board that Ms. Meade met the requirements to be reinstated from a part-time to full-time employment status.

Commissioner Daniels motioned to approve the reinstatement request for Gerray Meade. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions. Reinstatements approved.

#8 Board Correspondence

None received this month

#9 Corporation Counsel Update

No update this month

#10 Meeting Minutes

Mrs. Baldwin presented the minutes from the meeting conducted on August 30, 2023 and September 13, 2023. Motion to accept the meeting minutes as presented was made by Commissioner Daniels for meeting minutes dated August 30, 2023 and September 13, 2023; And, seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. Both sets of minutes approved.

#11 Other Business

The next regular meeting date scheduled for October 25, 2023 at 12:30 pm and special meeting date scheduled for October 11, 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 Mordecai. Meeting adjourned at 1:04 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 10/25/23

