

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – January 23, 2020 Special Meeting**

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner James Williams • Commissioner Wendy Mongillo • Commissioner John Cirello • Noelia Marcano, Secretary <p><u>Absent</u></p> <ul style="list-style-type: none"> • Commissioner Dennis Daniels • Commissioner Carmen Rodriguez 	<ul style="list-style-type: none"> • Attorney Robert Scott

Meeting opened at 12:38 P.M.

#1 Eligibility List #20-06 Executive Administrative Assistant

Ms. Marcano presented results and provided testing and pass/fail data for list #20-06 Executive Administrative Assistant. Commissioner Cirello moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Mongillo. Votes taken, all yes; none opposed. List #20-06 approved.

#2 Discussion on CS Rules Changes

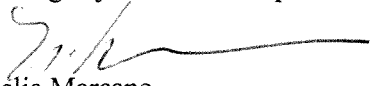
Proposed changes to Rule II and its subsections were read into record by Commissioner Cirello. As proposed changes were read, each was reviewed and discussed where needed and concluded with the following additional revisions:

- Subsection C, Veteran Application Procedures – a rewrite that clarified the language was proposed by Ms. Marcano. The Board agreed that proposed language change made the subsection clearer.
- Section 4, subsection A - a language change was needed regarding protecting the security of the exam, and removal from list due to cheating on any prior exam.
- Subsection “B (i)” - updated to reflect clarity regarding submitted application changes.
- Subsection “appeals” - it was determined that a change was needed to include that applicants will receive notice of the next Civil Service Board meeting at the time of a requested appeal.

Commissioner Cirello motioned to approve the proposed changes to Rule II pending additional revisions as discussed. Seconded by Commissioner Mongillo. Votes taken, all yes; none opposed.

The Board then moved on to the proposed changes to Rule III. Before Commissioner Cirello commenced to read the proposed changes into record, Ms. Marcano discussed the difference between entry level, open competitive exams, and promotional competitive exams, and suggested including language that would indicate the difference between the two. A note was made to return to that item later. Commissioner Cirello commenced reading the proposed changes to Rule III into record. As proposed changes were read, each was reviewed and discussed where needed, noting that most changes were simply clarifications of existing rule language.

Having reached the pre-agreed to 60-minute time period allotted to this meeting’s agenda, the Board decided to conclude the meeting, leaving off at the end of Section 5, Rule III, page 11 of the proposed version of the Civil Service Rules. Commissioner Williams motioned to adjourn; seconded by Commissioner Mongillo. Votes taken, all yes; none opposed. Meeting adjourned at 1:32pm.


Noelia Marcano
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: 2/26/2020

