

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – November 2020
Regular Meeting
November 18, 2020

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner James Williams (<i>joined via Zoom</i>) • Commissioner John Cirello • Commissioner Carmen Rodriguez • Commissioner Wendy Mongillo • Commissioner Dennis Daniels (<i>joined via Zoom</i>) • Noelia Marcano, Secretary 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Heather O’Grady, Administrative Assistant for Human Resources
<u>Absent</u> <ul style="list-style-type: none"> • None 	

Meeting opened at 12:39 P.M.

#1 Eligibility Lists

Ms. Marcano presented results and provided testing and pass/fail data for list #20-27 Assistant Director Comprehensive Planning. Commissioner Mongillo moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #20-27 Assistant Director Comprehensive Planning approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #20-28 Code Enforcement Working Supervisor. Commissioner Rodriguez moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. List #20-28 Code Enforcement Working Supervisor approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #20-30 Administrative Records Coordinator. Commissioner Mongillo moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Williams. Votes taken; all yeas, none opposed, no abstentions. List #20-30 Administrative Records Coordinator approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #20-31 Building Plans Examiner. Commissioner Rodriguez moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List #20-31 Building Plans Examiner approved.

#2 Temporary Pending Test Request

Ms. Marcano explained the need for a temporary pending test request for the position of Senior Project Manager in the Building Department. Ms. Marcano explained that this is an anticipated vacancy. The Board asked various questions, which Ms. Marcano answered to the Board’s satisfaction. Commissioner Mongillo motioned to approve the temporary pending test request. Seconded by Commissioner Daniels. Votes taken, all yes; none opposed, no abstentions. Temporary pending test request for Senior Project Manager approved.

#3 List Corrections/Extensions/Exhausted

Ms. Marcano presented the need for list extensions for the following lists for a period of one year: #20-01 Firefighter and #20-02 Firefighter Paramedic. Ms. Marcano explained that the lists were certified right before the pandemic hit, and the Department made the decision not to fill the positions at that time. Since then, the vacancies have grown, so they are requesting extension of both lists for an additional year, to the maximum list life of January 22, 2022.

Ms. Marcano then presented the need for extension to list #20-03 School Security Officer for a period of six months, stating that although they have vacancies, they do not want to make conditional offers while the Security Officers are not in the school buildings because of the pandemic.

Commissioner Daniels motioned to extend #20-01 Firefighter and #20-02 Firefighter Paramedic by a period of one year. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. List extensions for #20-01 and #20-02 were approved. Commissioner Mongillo then motioned to extend #20-03 School Security Officer by a period of six months. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Extension to list #20-03 was approved.

#3a Reinstatement Request

Ms. Marcano requested to add an item to the agenda. She explained that the item was a reinstatement request for the Department of Public Works. Commissioner Mongillo motioned to amend the agenda to add a new agenda item marked 3a Reinstatement Request. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Item #3a Reinstatement Request was added to the agenda.

Ms. Marcano then explained the details of the Reinstatement Request, the Department of Public Works was seeking reinstatement of former employee, Isaias Miranda to his former position of Administrative Assistant, and that the Department was eager to have him back. She added that Mr. Miranda separated from that position less than 1 year ago in good standing. The Board asked several questions, to which Ms. Marcano answered to the satisfaction of the Board. Commissioner Mongillo motioned that the Board accept the reinstatement. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Reinstatement Request approved.

#4 Corporation Counsel Update

Attorney Scott informed that there was no update to provide.

#5 Board Correspondence

None received. No action needed.

#6 Temporary Pending Test Report

Acknowledged the item for the record. No action needed.

#7 Meeting Minutes – October 28, 2020

Ms. Marcano presented the meeting minutes for October 28, 2020 Regular meeting. The Board took a moment to review. Commissioner Williams moved to accept the October 28, 2020 minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Minutes for October 28, 2020 approved.

#8 Other Business

The next regular meeting scheduled for December 16, 2020 was confirmed for 12:30 p.m.

A discussion led by Commissioner Cirello ensued regarding how the Board would continue to meet if a lockdown was mandated. Ms. Marcano informed the Board that she will be sending out a query to all

Commissioners to determine the level which all of the Board members are technologically situated. Ms. Marcano would then move to make arrangements so that the Board could have what it needs to continue to meet.

There being no more business to conduct, Commissioner Mongillo motioned to adjourn; seconded by Commissioner Rodriguez. All yeas. Meeting adjourned at 1:11 pm.



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: 12/16/2020