

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – April 2021 Regular
Meeting
 April 28, 2021

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner James Williams • Commissioner Carmen Rodriguez • Commissioner Wendy Mongillo • Commissioner Dennis Daniels • Noelia Marcano, Secretary <p><u>Absent</u></p> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Tax Collector, Maureen Villani • Deputy Tax Collector, Tamara Kirby • Health Director, Maritza Bond • Director of Parks and Public Works, Jeff Pescosolido • Director of Planning, Aicha Woods

Meeting opened at 12:37 P.M. Because the Board Chair James Williams was attending virtually, he authorized Commissioner Wendy Mongillo to act on his behalf to sign any items requiring signature at today's meeting.

#1 Job Descriptions

Customer Service Representative Supervisor

Ms. Marcano introduced Tamara Kirby, Deputy Tax Collector for the City of New Haven, and Maureen Villani, Tax Collector for the City of New Haven. Ms. Villani explained the need to fill the position of Customer Service Representative Supervisor, stating that the person currently in the position is retiring after over 25 years; therefore, the need for the updated job description. Minor questions from the Board were answered satisfactorily the Tax Office members and by Ms. Marcano. Commissioner Rodriguez motioned to approve the job description. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Job description for Customer Service Representative Supervisor approved.

Program Director Epidemiology

For the next job description on the agenda, Program Director Epidemiology, Ms. Marcano introduced Health Director Maritza Bond. Director Bond explained this new position that was created as a result of the pandemic and aspects of the position. There were no questions from the Board. Commissioner Daniels moved to approve the job description. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Job description for Program Director Epidemiology approved.

The next job description item was for the position of Deputy Director of Parks and Public Works was presented by Jeff Pescosolido, Director of Parks and Public Works. He that the need for this job description was due to the merging of the two departments. There were no questions from the Board. Commissioner Daniels motioned to approve the job description. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Job description for Deputy Director Parks & Public Works approved.

#2 Temporary Pending Test Requests

Ms. Marcano introduced Aicha Woods, Director of Planning, to present the request for a temporary pending test for the position of Planner II. Director Woods introduced herself and explained to the Board that the position has been vacant since March but is a very key position that staffs the City Plan Commission. The Board asked questions, which Ms. Marcano answered to their satisfaction. Commissioner Rodriguez motioned to approve the Temporary Pending Test request. Seconded by Commissioner Daniels. Votes

taken; all yeas, none opposed, no abstentions. Temporary Pending Test request for Planner II approved.

#3 Eligibility Lists

Ms. Marcano explained the Public Safety and Promotional testing process to the Board, and then presented results and provided testing and pass/fail data for list #21-18 Police Captain.

Commissioner Daniels 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 #21-18 Police Captain approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-19 Program Director Environmental Health. Commissioner Rodriguez 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 #21-19 Program Director Environmental Health approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-20 Deputy Health Director. Commissioner Daniels 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 #21-20 Deputy Health Director approved.

Ms. Marcano advised that Commissioner Williams recuse himself from the next item due to a family member being one of the individuals who tested for the position. Commissioner Williams was placed in the waiting room of the Zoom session while Ms. Marcano presented results and provided testing and pass/fail data for list #21-21 Title Maintenance Clerk. Commissioner Daniels moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed. List #21-21 Title Maintenance Clerk approved. Commissioner Williams then rejoined the meeting.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-22 Public Space Code Enforcement Officer. Commissioner Rodriguez 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 #21-22 Public Space Code Enforcement Officer approved.

#4 List Corrections/Extensions/Exhaustions

None.

#5 List Removals

Ms. Marcano presented individuals from list #21-01 Police Officer, explaining that this first set of Police Officer removals contains individuals who did not accept the conditional offer due to not following all of the instructions contained in the offer, and not submitting all required documents by the required deadline. The Board asked several questions, which Ms. Marcano answered successfully. Commissioner Williams motioned to approve the list removals. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List removals approved.

#6 Transfer Requests

None.

#7 Board Correspondence

None. No action needed.

#8 Corporation Counsel Update

No update to provide.

#9 Temporary Pending Test Report

Acknowledged the item for the record. No action needed.

#10 Meeting Minutes – February 24, 2021 Regular & March 4, 2021 Special

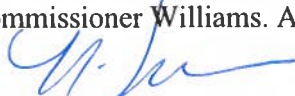
Ms. Marcano presented the meeting minutes for the March 24, 2021 Regular meeting. The Board took a moment to review. Commissioner Rodriguez moved to accept the March 24, 2021 Regular minutes as presented. Seconded by Commissioner Williams. Votes taken; all yeas, none opposed, no abstentions. Minutes for March 24, 2021 Regular approved.

#11 Other Business

A special meeting scheduled for May 12, 2021 was confirmed for 12:30 p.m.

The next regular meeting scheduled for May 26, 2021 was confirmed for 12:30 p.m.

There being no more business to conduct, Commissioner Daniels motioned to adjourn; seconded by Commissioner Williams. All yeas. Meeting adjourned at 1:17 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: 5/26/2021