

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – March 2021 Regular
Meeting
March 24, 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 • Director of Human Resources and Labor Relations, Lisa Mack • Director of School Security, Thaddeus Reddish • Health Programs Director, Brooke Logan • Heather O’Grady, Administrative Assistant for Human Resources • Other members of the Public

Meeting opened at 12:32 P.M.

#1 Job Descriptions

None.

#2 Temporary Pending Test Requests

Ms. Marcano informed the Board that there was a last minute request from the Health Department indicating that they would like to be added to the agenda to discuss the possibility of hiring a Program Director of Epidemiology as a Temporary Pending Test. Commissioner Mongillo made a motion to add the Temporary Pending Test Request to the agenda. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test Request added to the agenda.

Ms. Marcano began with the School Security Officer Temporary Pending Test request by introducing Thaddeus Reddish, Director of School Security. Ms. Marcano explained to the Board that there is a list for School Security Officer in place, but it is a very short list, and now that we are moving towards opening up the schools, they need to fill those vacancies. There are currently more vacancies than candidates on the list. The Board asked several questions, which Ms. Marcano and Lisa Mack, Director of Board of Education Human Resources successfully answered. Commissioner Mongillo moved to approve the request. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test request for School Security Officer approved.

The next item on the agenda was the Temporary Pending Test request for Deputy Director of Parks and Public Works. Ms. Marcano asked if anyone was present from the Department to speak about the request. Nobody was present, so the Board moved on to the next Temporary Pending Test Request, which was for Project Director of Epidemiology in the Health Department.

Ms. Marcano introduced Brooke Logan, Health Programs Director, who explained the need for a Temporary Pending Test Request for Program Director of Epidemiology. The Board asked several questions, which Ms. Logan and Ms. Marcano answered to their satisfaction. Commissioner Daniels motioned to approve the Temporary Pending Test request. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test request for Program Director of Epidemiology approved.

Ms. Marcano moved on to provide information on the need for a Temporary Pending Test request for Deputy Director of Parks and Public Works, explaining that The Department of Public Works had merged with the Parks Department. The Department had been operating without a Deputy Director for some time, and now that position has been restored in the budget, the Department is seeking to fill the position. The Board asked several questions, which Ms. Marcano answered to their satisfaction. Commissioner Mongillo motioned to approve the Temporary Pending Test request for the Deputy Director of Parks and Public Works. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test Request approved.

#3 Eligibility Lists

Ms. Marcano presented results and provided testing and pass/fail data for list #21-12 Registrar of Vital Statistics. 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 #21-12 Registrar of Vital Statistics approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-13 Police Officer Lateral. 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 #21-13 Police Officer Lateral approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-14 Public Health Emergency Response Coordinator. Commissioner Mongillo 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 #21-14 Public Health Emergency Response Coordinator approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-15 Special Projects Director. Commissioner Mongillo 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 #21-15 Special Projects Director approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-16 Assistant Building Inspector. 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 #21-16 Assistant Building Inspector approved.

Ms. Marcano finally presented results and provided testing and pass/fail data for list #21-17 Parking Enforcement Officer. Commissioner Mongillo 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 #21-17 Parking Enforcement Officer approved.

#4 List Corrections/Extensions/Exhaustions

Ms. Marcano presented the need for a list amendment for Fire Lieutenant list #21-09, which is now #21-09A. Ms. Marcano explained that the list was amended to include two individuals who were tested after the exam was certified. One individual was accommodated due to a military accommodation, while the other individual was not able to take the original test due to COVID-19 illness. Although the City was not required to accommodate the individual who had COVID-19, it chose to allow him to test because the accommodation for the military candidate made it possible to facilitate an accommodation for the COVID-19 affected candidate as well. Ms. Marcano explained that the addition of these two individuals resulted in two added ranks, which had a cascading effect on the ranking order of the list, meaning that anyone who scored lower than the first added candidate moved down one rank from their original rank, and anyone who scored lower than the first and second additional candidates moved down two ranks from their original rank.

Commissioner Rodriguez motioned to approve amended eligibility list #21-09A for a period of one year. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. List #21-09A approved.

Ms. Marcano then presented the need for list extensions to the maximum period for several lists in the Fire Marshal's Office in the New Haven Fire Department. These lists include #19-41E2 Deputy Fire Marshal, #19-42E2 Fire Investigative Supervisor, #19-43E2 Life Safety Compliance Officer, and #19-44E2 Public Assembly Inspector. Ms. Marcano explained that in October of 2020, the Board extended the lists out by six months, and the request is to extend the lists out to their maximum duration, which would be through December 18, 2021. Ms. Mongillo motioned to extend list #19-41E2 Deputy Fire Marshal, #19-42E2 Fire Investigative Supervisor, #19-43E2 Life Safety Compliance Officer, and #19-44E2 Public Assembly Inspector for six months to December 18, 2021. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List extensions approved.

#5 List Removals

Ms. Marcano explained that there were several list removals this month, and that each of the individuals were contacted for an interview opportunity, and never responded. There was an interview opportunity for the position of Police Records Clerk, list #20-26, to which Ms. Marcano presented the names of three individuals, explaining that they were properly notified and did not respond. Ms. Marcano then presented the name of the individual from list #20-33 Management Analyst II, who was properly notified but did not respond, and finally presented the name of the individual from list #20-35 Administrative Assistant Bilingual, who was notified, and did not respond. Commissioner Mongillo motioned to accept the list removals from #20-26 Police Records Clerk, #20-33 Management Analyst II, and #20-35 Administrative Assistant Bilingual. 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

Attorney Scott informed that there was 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

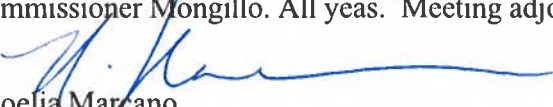
Ms. Marcano presented the meeting minutes for the February 24, 2021 Regular meeting and the March 4, 2021 Special Meeting. The Board took a moment to review. Commissioner Rodriguez moved to accept the February 24, 2021 Regular minutes and the March 4, 2021 Special minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Minutes for February 24, 2021 Regular and March 4, 2021 Special approved.

#11 Other Business

The next regular meeting scheduled for April 28, 2021 was confirmed for 12:30 p.m.

Ms. Marcano informed the Board that the City was seeking replacement commissioners for the vacancies resulting from Mr. Cirillo leaving and for the expired tenure of Commissioner Williams.

There being no more business to conduct, Commissioner Williams motioned to adjourn; seconded by Commissioner Mongillo. All yeas. Meeting adjourned at 1:13 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: 4/22/21