

CITY OF NEW HAVEN
CIVIL SERVICE BOARD

MINUTES OF MEETING

August 19, 2009

Present

- Commissioner James Segaloff-Chair
- Commissioner Anne Massaro
- Commissioner Frank LaDore
- Noelia Marcano, Civil Service Secretary

Also Present

- Scott Nabel, Public Safety Human Resources Manager
- Bill O'Brien, City Assessor

Absent

All commissioners were present

Noelia Marcano opened the meeting at 12:37 PM.

Item #1 Revised Job Description: Assistant Assessor

Bill O'Brien, City Assessor presented this job description to the Board. He summarized the need for the position along with a summary of the duties and requirements. There were no questions from the Board.

Commissioner LaDore motioned to approve, Commissioner Massaro seconded the motion, all yeas; no opposed; no abstentions. Job description approved.

Item #2 Eligibility List Removals: List #08-23 Police Officer

Scott Nabel, Public Safety Human Resources Manager presented this item and explained that the candidates on the list recommended for removal by the Board of Police Commissioners had been informed by letter of which component of the conditional offer they failed to meet, and that each had been given the opportunity to view their files with Captain Peterson. Additionally, they were informed of the date of this meeting.

Reflecting on removals from this same eligibility list acted on by the Board at one of its previous meetings, there were questions regarding recommendations for removal. The Board inquired whether or not the Psychologist's report is brought to the Board of Police Commissioners meetings. Mr. Nabel informed that the report is brought to the meetings and that conclusions or highlights on issues are typically read for the Commission. Sometimes it only takes a couple of words for the Commission to determine if an individual should be removed and other times more scrutiny of a report is required.

The Board inquired as to its own role in the removal process. Ms. Marcano reminded the Board that its role was to ensure that there is consistency and uniformity and that the Civil Service Board's rules are adhered to. Commissioner Segaloff questioned the right to appeal, as individuals cannot ask the Civil Service Board to overturn the decisions/recommendations of the Board of Police Commissioners. Commissioner Segaloff also asked what was the point of individuals coming to the Civil Service Board meeting in where their name is recommended for removal if there is nothing the Civil Service Board can do about it. Commissioner Segaloff asked for clarification regarding the right to appeal to the Civil Service Board. Ms. Marcano stated that

the removal from the Civil Service list is an action that calls for Civil Service Board approval. She went on to discuss how the Board, in past and out of courtesy, has heard individuals who come to the meeting, even though the meeting is not an arena for appeal, and that individuals are informed of this in writing. Commissioner Segaloff went on to question what would happen if the Civil Service Board felt that an individual had a valid argument for remaining on the list. Mr. Nabel informed the Board that the Board of Police Commissioners would either have to accept that the person remain on the eligibility list or that they could provide more information to the Civil Service Board as to why that individual should be removed.

Commissioner Massaro asked whether or not the Police Department uses the same psychologist for its candidate evaluations. Mr. Nabel informed that the department uses Behavioral Health Consultants, who is also the City's EAP provider.

Mr. Nabel went on to define the Board of Police Commissioners role as the decision maker in determining if all conditions of an employment offer is met in terms of what they are presented with on each candidate. If there is for example, a procedural violation, it would make sense for the candidate to come to and be heard at a Civil Service Board Meeting.

Ms. Marcano suggested that the discretion of the Civil Service Board is to determine and evaluate that when these names are presented to the Board, that the Board's rules have been adhered to. Commissioner LaDore suggested that in the future, individuals are given an opportunity to be heard, but only if there was indeed some violation of a procedure or rule.

There being no further discussion, Commissioner Segaloff motioned to approve the removals from List #08-23 Police Officer. Commissioner LaDore seconded this motion. All yeas; no opposed; no abstentions. Removals approved.

Item #3 Revised Job Description: Senior Personnel Analyst

Ms. Marcano presented this job description to the Board. She summarized revisions to the job description. There were no questions from the Board. Commissioner LaDore motioned to approve, Commissioner Massaro seconded the motion, All yeas; no opposed; no abstentions. Revised job description approved.

Item #4 Request to Reinstate K.Wallace, Assistant Custodian-BOE

Ms. Marcano presented this item and summarized the reinstatement request to the Board. There were some questions from the Board, which were answered satisfactorily by Ms. Marcano.

Commissioner Segaloff motioned to approve. Commissioner LaDore seconded. All yeas; no opposed; no abstentions. Reinstatement approved.

Item #5 Request for Transfer D. Sullo

Ms. Marcano presented this item and summarized the request. There were no questions from the Board.

Commissioner Segaloff motioned to approve. Commissioner LaDore seconded. All yeas; no opposed; no abstentions. Transfer request approved.

Agenda Item #6 Eligibility List-#09-09 Tax Collector

Ms. Marcano presented List, #09-09 Tax Collector to the Board She summarized the exam process and pass/fail rates.

Commissioner Massaro motioned to approve. Commissioner LaDore seconded the motion. All yeas; no opposed; no abstentions. Eligibility list #09-09 approved.

Agenda Item #7 Request to Accept Late Application: Epidemiologist

Ms. Marcano presented the request to accept a late application for the position from applicant Alice Robinson. She summarized the reason for the request stating that it was very difficult to recruit for this position and only a few candidate applied within the prescribed deadline.

Commissioner Segaloff motioned to approve. Commissioner Massaro seconded the motion. All yeas; no opposed; no abstentions. Late application accepted.

Agenda Item #8 Request to Appoint Temp Pending Test: Elderly Services Specialist

Ms. Marcano presented the request to appoint Georgianne Dogolo on a temporary pending test basis in the position Elderly Services Specialist. She stated the rules regarding temporary appointments to the Board. She added that this individual meets the minimum requirements of the position.

Commissioner LaDore motioned to approve. Commissioner Massaro seconded the motion. All yeas; no opposed; no abstentions. Request to appoint Georgianne Dogolo on a temporary pending test basis was approved.

Agenda Item #9 Meeting Minutes

The Board reviewed the meeting minutes from March 31, 2009; April, 14, 2009 and April, 28, 2009. Commissioner LaDore entered a motion to approve each set as presented. Commissioner Segaloff seconded the motions. All yeas; no opposed; no abstentions. Meeting minutes from March 31, 2009; April, 14, 2009 and April, 28, 2009 meetings approved.

Agenda Item #10 Other Business

Ms. Marcano recommended to the Board that the proposed rule revisions to CS rules be tabled. She also stated that since Corp Counsel was not present, that the Litigation Update should also be tabled.

The Board will double check the next meeting date of September, 29th, 2009.

Ms. Marcano was asked by the Board if there were any updates on potential Commissioners. She stated that there was a recommendation from Commissioners LaDore, as well as two candidates

submitted previously. Also, Sean Mattison, Executive Assistant to the Mayor, had forwarded a name as a potential as well.

There being no other business to discuss, Commissioner LaDore motioned to adjourn. Commissioner Segaloff seconded the motion. Meeting adjourned at 1:36pm.

Respectfully Submitted,



Noelia Marcano
Civil Service 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: 9/29/09