

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

MINUTES OF MEETING

December 14, 2010

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none">• Commissioner Frank LaDore• Commissioner Anne Massaro• *Commissioner Daniel DelPrete• Commissioner James Williams• Noelia Marcano, Civil Service Secretary	<ul style="list-style-type: none">• *Attorney Kathleen Foster, Asst. Corporation Counsel• Scott Nabel, Public Safety HR Manager <p><u>Others:</u></p> <ul style="list-style-type: none">• Asst. Fire Chief Patrick Egan

Meeting opened at 5:08 pm.

In the interest of allowing time for the individual expected to speak on Item #1 to arrive, Commissioner LaDore asked for a motion to move out of order of the agenda to begin the meeting with Item #2. Commissioner Williams motioned to move out of order; Commissioner Massaro seconded the motion. All yeas; no abstentions.

Item #2 Reinstatement Request by NHPD for Yim Fong Russo

Ms. Marcano asked Mr. Nabel to present this item. Mr. Nabel provided summary background and reason for request. Ms. Russo separated in good standing from City employ as a Police Records Clerk less than one year ago. The Police Department requests to reinstate her to the same position at the same rate of pay she was receiving when separated.

There were a minor amount of questions asked by Commissioner Williams, which were answered satisfactorily by Mr. Nabel and Ms. Marcano.

Commissioner LaDore motioned to approve the reinstatement of Yim Fong Russo. Commissioner Williams seconded the motion. All yeas; no abstentions. Reinstatement approved.

Item #1 Disqualification Appeal by Scott Dillon for positions of Fire Investigative Supervisor, Life Safety Compliance Officer and Public Assembly Inspector

*Atty. Kathleen Foster arrived at the meeting at the start of this item. Commissioner DelPrete arrived at the meeting shortly thereafter.

Commissioner LaDore stated that the Board allowed time for Mr. Dillon to arrive, but the Board would have to proceed without Mr. Dillon's attendance. Ms. Marcano presented information concerning this case, including copies of the application packet for all three positions, which contained all job announcements and job descriptions for the positions referenced. She also distributed copies of the disqualification letters she hand-delivered to Mr. Dillon for each of the three positions to which he applied. Ms. Marcano explained that one of the minimum requirements for all three positions is that in order to be eligible, an applicant must already hold a permanent, sworn position in the Fire Marshal's Office. Ms. Marcano added that she sought confirmation directly from the Office of the Fire Chief concerning Mr. Dillon's present position. After receiving this information on Mr. Dillon's current position, she issued the disqualification letters to Mr. Dillon and informed him of his right to appeal the disqualifications to the Civil Service Board.

There were some questions from Commissioner DelPrete concerning why Mr. Dillon's applications would have been accepted if there was doubt that he met the afore-described requirement. Ms. Marcano explained that Human Resources accepts applications daily for jobs announced, and in its normal course of business, Human Resources then screens applications received and communicates with applicants concerning eligibility based on having met, or not met any announced requirements.

There were other questions posed by Commissioners LaDore and Williams as to why Mr. Dillon would have been detailed (a.k.a. temporarily assigned) to the Fire Marshal's Office but not in a sworn position. Ms. Marcano provided a brief history of the staff shortage in that office due to past retirements and Human Resources' efforts to administer the needed tests in order to fully staff that office. She added that over the time it has taken to test and fill the needed positions, Dillon and others may have been temporarily assigned to assist the Fire Marshal's Office staff. Asst. Fire Chief Egan then addressed the Board and clarified that Mr. Dillon was specifically, temporarily assigned to the Fire Marshal's Office for the purpose of training and obtaining State of CT certification. He added that Mr. Dillon's training had concluded and consequently, he was returned to firefighter duties. Commissioner LaDore made reference to the last disqualification appeal addressed by the Board and that that case was similar to the immediate one – the applicant did not meet one of the minimum requirements. Commissioner LaDore added that due to that, the precedent has been set.

There was then a concluding and brief exchange of questions and clarifications concerning the temporary assignment of individuals to the Fire Marshal's Office. All questions were answered to the satisfaction of the Board by Ms. Marcano and Asst. Fire Chief Egan.

Commissioner LaDore motioned to deny Mr. Dillon's disqualification appeal for the positions of Fire Investigative Supervisor, Life Safety Compliance Officer and Public Assembly Inspector. Commissioner DelPrete seconded the motion. All yeas; no abstentions. Appeal denied.

Item #3 Civil Service Lists

Ms. Marcano presented lists numbered 10-19 Assistant Plumbing Inspector and 10-20 Legal Executive Secretary. She provided pass/fail rates and methods of testing for each. There were no questions.

Commissioner DelPrete motioned to approve List #09-19. Commissioner Williams seconded the motion. All yeas; no abstentions. List #10-19 Assistant Plumbing Inspector approved.

Commissioner Massaro motioned to approve List #09-20. Commissioner DelPrete seconded the motion. All yeas; no abstentions. List #10-20 Legal Executive Secretary approved.

Item #4 Correspondence Received for Civil Service Board

There has been no correspondence received by or for the Board during the period between the last regular meeting and today's meeting.

Item #5 Litigation Update

Attorney Foster provided a brief update to the Board on the matters of Ricci v. DeStefano, Briscoe v. City of New Haven, Tinney, et al v. City of New Haven and Luschenat, et al v. City of New Haven and Civil Service Board. Executive session was not required.

Item #6 Public Safety Update

Ms. Marcano informed that by way of the Board addressing the Dillon disqualification appeal, information was already provided concerning the posting and testing dates for positions in the Fire Marshal's Office, those being Public Assembly Inspector, Life Safety Compliance Officer and Fire Investigative Supervisor. She added that in addition to those positions, activities have already been

underway for the testing of EMS Supervisor – two applications have been received and testing is planned for the first week of February.

Item #7 Minutes November 16, 2010 Meeting

The minutes of the November meeting were reviewed. Commissioner LaDore noted an error to be corrected in the attendance record portion of the minutes. Commissioner Massaro motioned to approve the minutes with the noted correction. Commissioner Williams seconded. All yeas; no abstentions. Minutes approved.

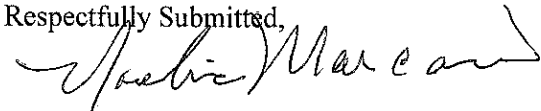
Other Business

Ms. Marcano distributed copies of the Schedule of Regular Civil Service Meetings for calendar year 2011.

The next regular meeting was confirmed to be held on January 25, 2011 at 12:30 pm.

There being no further business to discuss, Commissioner DelPrete motioned to adjourn and Commissioner Massaro seconded. Meeting adjourned at 5:37 pm.

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: 1/25/2011