

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

MINUTES OF MEETING

July 26, 2011

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none">• Commissioner Anne Massaro• Commissioner Daniel DelPrete• Commissioner James Williams• *Commissioner Allyn Wright• Noelia Marcano, Civil Service Secretary	<ul style="list-style-type: none">• Attorney Kathleen Foster, Assistant Corp Counsel
<u>Absent</u> <ul style="list-style-type: none">• Commissioner Frank LaDore	

Meeting opened at 12:38 pm.

In the absence of Board Chair, Frank LaDore, Ms. Marcano opened the floor for nominations for temporary chair to conduct the meeting. Commissioner Massaro nominated Commission DelPrete. Commissioner Williams seconded that nomination. No other nominations forwarded. All yeas. Commissioner DelPrete conducted this meeting.

Item #1 Two Eligibility List Removals #10-08 911 Operator/Dispatcher

Ms. Marcano informed that two candidates on List #10-08 -- Terri Davis and Melony Rease were contacted previously by the City of New Haven Department of Human Resources concerning an opportunity to interview for the position of 911 Operator/Dispatcher. Interview notices for these two candidates were sent twice – once in November 2010; and the second time in June of 2011. These notices were sent by regular and certified mail, return receipt requested. Neither responded to either of the interview notices. At the end of June 2011, Ms. Marcano sent one final notice to these two individuals informing that they were both slated to be removed from eligible list #10-08. This final notice was also sent by regular and certified mail, return receipt requested.

Commissioner DelPrete asked for a motion to remove both Terri Davis and Melony Rease from List # 10-08. Commissioner Massaro motioned to remove. Commissioner Williams seconded the motion. All yeas; no abstentions. Removals approved.

Item #2 Request to Accept Two Late Applications for Position of Program Director Health

Ms. Marcano informed that the request to accept these late applications is from the Human Resources Department. She informed that each application was received after the job posting removal date of July 11, 2011. She continued by explaining that each applicant’s experience and background was ideally suited to the requirements for the position. And since of the 20 or so applications that were received within the deadline date, there are only around 5 that meet the requirements, Human Resources thought it prudent to request acceptance of the late applications so that these applicants could compete in the exam process.

Discussion ensued as to why the applicants were late in responding and how each applicant availed themselves of the job announcement. Ms. Marcano informed that one applicant expressed technical difficulty in opening associated documents from the City’s job posting website, as stated in a cover email.

The other applicant called the Human Resources Department after the deadline date and was instructed to submit an application. Each applicant's application was then brought to Ms. Marcano's attention, and after reviewing experience and background of each, the request to accept each application was slated for today's meeting agenda.

Discussion ensued on the nature of the technical difficulty experienced by one of the applicants in responding to the job announcement and concluded with Commissioner Williams offering a motion to accept the late application of Mr. Thomas Kidder.

Discussion then ensued as to the nature of why Ms. Lisa Pippa's application was late, and specifically, the date of her initial call to Human Resources. Ms. Marcano informed that Patricia Clark, of the Human Resources Department handled the initial contact with this applicant and offered to have her join the meeting so that she could answer direct questions from the Board. *(There then followed a break of approximately 2-3 minutes in where Ms. Marcano went to ask Ms. Clark to join the meeting.)*

Ms. Clark addressed the Board's questions informing that Ms. Lisa Pippa had previously served as an evaluator on a past oral exam associated with the Health Department. When she heard about the vacancy for Program Director, she placed a call that was received by Mr. Stephen Librandi in Human Resources, who then forwarded the matter to her to follow up with Ms. Pippa. When she did, she informed Ms. Pippa that the deadline had passed, but upon Ms. Marcano's instruction asked her to submit her application anyway so that a request to accept her late application could be brought to the Board for consideration. There being no more questions for Ms. Clark, she was dismissed from the meeting.

After hearing this information from Ms. Clark, Commissioner Williams retracted his motion and Commissioner DelPrete asked for a motion to either accept or deny these late applications. No motions were forwarded.

Commissioner Massaro shared her opinion on the matter by bringing up past occurrences in where deadlines were not adhered to and that those matters came before the Board. Discussion ensued over the importance of deadline dates weighed against the need for qualified candidates.

Commissioner DelPrete again asked for a motion to either accept or deny these late applications. No motions were forwarded but a question was raised whether to accept late application of Mr. Thomas Kidder over Ms. Lisa Pippa, or both. Discussion followed and Attorney Foster provided clarification to the Board concerning their authority over matters of this type.

Again, Commissioner DelPrete asked for a motion to either accept or deny these late applications. Commissioner Wright motioned to accept both late applications. Commissioner Massaro seconded the motion to bring the matter to a vote. Commissioner DelPrete voted yea, Commissioner Wright voted yea; Commissioner Massaro voted nay and Commissioner Williams voted nay. No abstentions. Motion fails. Late applications were not accepted.

Item #3 Request to Accept Two Late Applications for Position of Project Manager DPW

Ms. Marcano informed that this item poses the very same situation just discussed in Item #2. There being no questions or discussion, Commissioner DelPrete asked for a motion. Commissioner Williams motioned to deny. Commissioner Wright seconded the motion. All yeas; no abstentions. Late application of William Sperazza was not accepted.

Item #4 Eligible List

Ms. Marcano presented List #11-06 for the position of Project Leader and provided summary information on the position, test dates and pass/fail rates. There were some questions posed by the Board over the nature of the position, which Ms. Marcano answered to the satisfaction of the Board.

There being no other questions, Commissioner DelPrete asked for a motion to approve List #11-06 Project Leader. Commissioner Williams motioned to approve. Commissioner Massaro seconded the motion. All yeas; no abstentions. List approved.

Attorney Foster requested if the Board would consider her need to attend another scheduled meeting and entertain next Item #10 on the agenda, Corporation Counsel Update.

Item #10 Corporation Counsel Update

Commissioner DelPrete agreed to Attorney Foster's request and asked for a motion to enter executive session. Commissioner Massaro motioned. Commissioner Williams seconded. Executive session entered into at 1:30 pm.

Commissioner DelPrete motioned to re-open the meeting at 1:44 pm. Commissioner Massaro seconded the motion and Attorney Foster dismissed herself from the meeting.

Item #5 Two Transfer Requests

Ms. Marcano presented requests from Tyranzia Lindsay-Edwards and Lynette Stallings. Both seek placement on the Transfer List to be considered for vacancies for their exact titles of Clerk Typist, or other positions similar to Clerk Typist.

Commissioner DelPrete asked for a motion. Commissioner Williams motioned to approve. Commissioner Wright seconded the motion. All yeas; no abstentions. Both transfer requests were approved.

Item #6 Request to Extend Eligibility List #10-14 Administrative Assistant II

Ms. Marcano informed that this list is scheduled to expire on its first anniversary date from certification, which is September 28, 2011; and, since there is currently activity with this list in that Human Resources is trying to fill two current vacancies for this position, this list will need to be extended by a period of somewhere between three to six months.

Commissioner DelPrete asked for a motion to extend. Commissioner Massaro motioned to extend the list by six months. Commissioner Williams seconded the motion. All yeas; no abstentions. List #10-14 was extended by six months. Ms. Marcano informed she would bring a re-formatted version of this list to the Board for signature at its next meeting.

Item #7 Meeting Minutes

Ms. Marcano presented meeting minutes for May 24, 2011, June 9, 2011 and June 28, 2011. She informed that the minutes for May 24 and June 9 were ready to present for approval at the meeting that took place on June 28, but were inadvertently not added to the agenda for that meeting. The Board took a moment to review all three sets of minutes.

Commissioner DelPrete motioned to accept the minutes of the May 24, 2011, June 9, 2011 and June 28, 2011 meetings as presented. Commissioner Williams seconded the motion. All yeas; no abstentions. All three sets of minutes were approved.

Item #8 Public Safety Testing Update

Ms. Marcano informed that since her last update, the firm of Morris & McDaniel has completed the job analysis process for the promotional position of Battalion Chief in the Fire Department, and expected that shortly the consultant will be forwarding his recommendation for testing. There were no questions by posed regarding this item. No action taken or required by this item.

Item #9 Civil Service Board Correspondence

All parties present report that no correspondence had been received this month.

Item #11 Other Business

The next regular meeting was confirmed for August 16, 2011. All commissioners present affirmed availability to attend.

There being no further business to discuss, Commissioner DelPrete motioned to adjourn and Commissioner Wright seconded. Meeting adjourned at 2:00 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: August 16, 2011