

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

MINUTES OF MEETING

April 6, 2010

(Replacement date for March 2010 Regular Meeting)

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Frank LaDore-Chair • Commissioner Anne Massaro • Commissioner Latrina Kelly • Commissioner Pedro Delgado • Noelia Marcano, Civil Service Secretary 	<ul style="list-style-type: none"> • Attorney Kathleen Foster, Corporation Counsel • Scott Nabel, Public Safety HR Manager • Howard Weissberg, Deputy Director for Public Works • Dr. Chisara Asomugha, Community Service Administrator, Acting Director of Health • Assistant Fire Chief Dumas, New Haven Fire Department <p><u>Absent</u> All commissioners were present</p>

Meeting opened at 12:35 pm. Commissioner Frank LaDore welcomed those present and introduced Commissioner Pedro Delgado as the newest addition to the Board.

Item #1 Revised Job Description – Director of Public Health

Agenda item #1 was postponed to later in the meeting due to department representative having not yet arrived to present this item to the Board.

Item #1, revised job description for Director of Public Health, was revisited after Dr. Chisara Asomugha, Community Service Administrator, arrived after Item #2 was discussed. Dr. Asomugha presented the changes to the job description, such as new requirements to participate in regional conferences, complete drafting memorandum, and special assignments. Dr. Asomugha also summarized new qualifications for this position such as a financial background, and research and writing experience.

There were few questions about the revised description which were answered satisfactorily by Dr. Asomugha.

Commissioner Frank LaDore motioned to approve; Commissioner Anne Massaro seconded the motion. All yeas; no abstentions. Revised job description approved.

Item #2 New Job Description – Lead Foreperson Infrastructure

Howard Weissberg, the Deputy Director for Public Works, stated his name for the record and presented the new job description for Lead Foreperson Infrastructure for the Department of Public Works. He provided justifications for this new position which would replace the position of Assistant Superintendent of the Streets. Mr. Weissberg then summarized the shifting of duties within the department. For example, the planning and managing of daily work assignments and requirements for this position such as understanding of materials and specifically handling contracts.

A few questions were asked and answered satisfactorily by Howard Weissberg. Commissioner Frank LaDore asked for a motion, and Commissioner Kelly motioned to approve, seconded by Commissioner Anne Massaro, and all yeas; no abstentions. New job description approved.

Item #1 was then revisited when Dr. Chisara Asomugha, Community Service Administrator arrived.

Item #3 Removals from Eligibility List 09-20 Firefighter

Assistant Fire Chief Dumas presented to the Board the names of the two candidates recommended for removal from List 09-20. Mr. Dumas summarized the reason for the recommended removal, such as not passing the background check or physical examination. Ms. Marcano stated that the individuals were properly notified of their impending removal from this list.

Commissioner LaDore motioned to remove Mr. Costa from the list; Commissioner Kelly seconded the motion. All yeas; no abstentions. The removal of Christopher V. Costa from List #09-20 was approved. Commissioner Kelly motioned then motioned to remove Mr. Racicot from the list; Commissioner Massaro seconded the motion. All yeas; no abstentions. The removal of Louis Racicot from List #09-20 was approved.

Item #4 Discussion on List Removals

Commissioner LaDore moved to address this item later on the agenda to be discussed with the litigation update. The motioned was seconded by Commissioner Kelly. All yeas; no abstentions. Motion approved.

Item #5 Eligibility List 10-04 Carpenter and 10-05 Assistant Custodian

Ms. Marcano presented and summarized the examination process, as well as the number of passes and fails for list # 10-04 Carpenter. There were no questions asked.

Commissioner Massaro motioned to accept List #10-04. Commissioner Kelly seconded the motion. All yeas; no abstentions. List was approved.

Ms. Marcano then presented List #10-05 and summarized the examination process, as well as the number of passes and fails. Ms. Marcano also explained the filling of vacancies within various schools, and suggested that this list should be considered to run its two year maximum.

Commissioner LaDore motioned to approve List #10-05 for Assistant Custodian with a two year expiration date. Motion was seconded by Commissioner Kelly. All yeas; no abstentions. List was approved.

Item #6 Extension of Expiration Date for Eligibility List #08-21 Police Mechanic and #09-02 Fire Inspector/Investigator

Scott Nabel, Public Safety Human Resource Manager, summarized reason for requesting to extend the date of the eligibility list for Police Mechanic. There were questions regarding the expiration, extension of the lists, and vacancies within the department, which were answered by Mr. Nabel and Ms. Marcano.

Commissioner Massaro motioned to extend the expiration date for the Police Mechanic list to October 28, 2010. Commissioner Delgado seconded the motion. All yeas; no abstentions. Extension was approved.

Assistant Fire Chief Dumas summarized reason for requesting to extend the date of the eligibility list for Fire Inspector/Investigator.

Commissioner LaDore motioned to extend the expiration date for the Fire Inspector/Investigator list to February 10, 2011. Commissioner Massaro seconded the motion. All yeas; no abstentions. Extension was approved.

Item #7 Eligibility List #10-03 Correction for Clerk Accounting Series

Ms. Marcano explained the correction needed to this list, and that the reason was specified on the corrected copy of the list.

Commissioner Kelly motioned to accept the correction to List #10-03 Clerk Accounting Series. Commissioner Delgado seconded the motion. All yeas; no abstentions. Corrected list was approved.

Item #8 Civil Service Leave Extension Request

Ms. Marcano explained the request from the Board of Education to extend the leave of Mr. Dominic Savo to August 1, 2010. Following brief questions, Ms. Marcano provided more information on these types of requests and medical reasons respectively.

Commissioner LaDore motioned to approve the request to extend the Civil Service Leave. Commissioner Massaro seconded the motion. All yeas; no abstentions. Leave extension was approved.

Item #9 Four Civil Service Transfer Requests

Ms. Marcano summarized the request by Tracie Ormond Houston. Commissioner Massaro motioned to approve the request for placement on the transfer list. Commissioner Delgado seconded the motion. All yeas; no abstentions. Transfer approved.

Ms. Marcano summarized the request by Shelley Zemelman. Commissioner LaDore motioned to approve the request for placement on the transfer list. Commissioner Kelly seconded the motion. All yeas; no abstentions. Transfer approved.

Ms. Marcano summarized the request by Stacie Ormond. Commissioner Massaro motioned to approve the request for placement on the transfer list. Commissioner Kelly seconded the motion. All yeas; no abstentions. Transfer approved.

Ms. Marcano then summarized the request by Gwendolyn Bonner-Bennett. Commissioner Kelly motioned to approve the request for placement on the transfer list. Commissioner Massaro seconded the motion. All yeas; no abstentions. Transfer approved.

Item #10 Other Business

Mr. Nabel updated Board on the exam process for Director of Training in the Fire Department. There were several questions and answers exchanged regarding the test dates, oral and written test notification, which were satisfactorily answered by Mr. Nabel.

There was a litigation update and Attorney Kathleen Foster recommended that the Board move to enter Executive Session. Commissioner LaDore motioned to go to executive session. Commissioner Kelly seconded. Executive entered at 1:23pm.

Commissioner LaDore motioned to open the meeting. Commissioner Kelly seconded. The meeting reopened at 1:55pm.

The next meeting date was confirmed for April 27, 2010. Commissioner Kelly stated that she was not available for this meeting.

Commissioner LaDore motioned to adjourn. Commissioner Massaro seconded the motion. All yeas. Meeting adjourned at 1:56pm.

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: 7/27/10