

# CITY OF NEW HAVEN CIVIL SERVICE BOARD

## MINUTES OF MEETING

November 15, 2011

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"><li>• Commissioner Frank LaDore</li><li>• Commissioner Anne Massaro</li><li>• Commissioner Daniel DelPrete</li><li>• Commissioner James Williams</li><li>• Commissioner Allyn Wright (via Tel)</li><li>• Noelia Marcano, Civil Service Secretary</li></ul>	<ul style="list-style-type: none"><li>• Stephen Librandi, Manager HR &amp; Benefits</li><li>• Attorney Kathleen Foster, Assistant Corp Counsel</li></ul>
<u>Absent</u> <ul style="list-style-type: none"><li>• None</li></ul>	

Meeting opened at 12:34 pm.

### Item #1 BOE Job Descriptions: Personnel Analyst and HR Executive Assistant

Ms. Marcano informed that Kim Carolina, Labor Relations Specialist for the Board of Education was in attendance to present these job descriptions to the Board. Ms. Carolina summarized for the Board the reasons for the job descriptions and the nature of work for each position. Ms. Marcano provided some additional information which helped to clarify some of the points Ms. Carolina expressed.

There being no questions, Commissioner LaDore asked for a motion. Commissioner DelPrete motioned to approve the job description for the position of Personnel Analyst. Commissioner Massaro seconded the motion. All yeas; no abstentions. Job description approved.

Commissioner LaDore asked for a motion to approve the job description for the position of HR Executive Assistant. Commissioner DelPrete motioned to approve. Commissioner Williams seconded the motion. All yeas; no abstentions. Job description approved.

### Item # 2 Eligible Lists

Ms. Marcano presented List #11-17 Project Leader to which she provided summary information on the position, test date, number of participants and pass/fail rates.

There was one question posed by Commissioner LaDore, which Ms. Marcano answered to the satisfaction of the Board. Attorney Foster cited Civil Service Rule III Section 3, which was the rule Ms. Marcano referred to in response to Commissioner LaDore's inquiry.

There being no more questions, Commissioner LaDore motioned to approve List #11-17. Commissioner Williams seconded the motion. All yeas; no abstentions. List #11-17 approved.

Ms. Marcano presented List #11-18 Clerk Bilingual Series to which she provided summary information on the position, test dates, number of participants and pass/fail rates.

There being no questions, Commissioner Williams motioned to approve List #11-18. Commissioner DelPrete seconded the motion. All yeas; no abstentions. List #11-18 approved.

### **Item #3 Transfer Request**

Ms. Marcano presented the transfer request from JoLynn Wilson, who seeks placement on the Transfer List to be considered for vacancies for her current title of Clerk Typist, and added that all was in order with this particular request.

Commissioner LaDore asked for a motion. Commissioner DelPrete motioned to approve the request. Commissioner Williams seconded the motion. All yeas; no abstentions. Transfer request by JoLynn Wilson was approved.

### **Item #4 Meeting Minutes: October 25, 2011**

Ms. Marcano presented the meeting minutes for October 25, 2011. The Board took a moment to review. Commissioner LaDore asked for a motion. Commissioner Massaro motioned to accept the minutes as presented. Commissioner Wright seconded the motion. All yeas; no abstentions. Minutes approved.

### **Item #5 Civil Service Board Correspondence**

Mr. Librandi summarized the correspondence received regarding residency. Ms. Marcano identified each into the record: three were received; one was hand-delivered and two were received by email; on October 25, 2011 an email was received from Albert Lucas, Director Legislative Services with an attachment, body of email indicates that the attachment is a request from ten alderpersons and two democratic nominees calling for the Civil Service Board to adopt a residency requirement for City jobs. The actual attachment is an unsigned letter not addressed to the Civil Service Board but to Honorable Mayor John DeStefano and there is no carbon copy reference on the attachment to the Civil Service Board. The second piece contained what appeared to be a tracking sheet for aldermanic affairs dated October 24, 2011 and received on this date or thereabout; the document contained a file number and a title with a reference indicating a request letter submitted by certain alderpersons submitting a request for a public hearing on the benefits and drawbacks of residency requirements for applicants for City jobs; document also indicates a referral to Civil Service Commission representative Frank LaDore and Steve Librandi from Human Resources. The letter accompanying the tracking sheet was not addressed to the Board but to Aldermanic Board President Carl Goldfield and there is no carbon copy reference on the attachment to the Civil Service Board. The third piece and final of correspondence is an email from Roberta Lehman from the Office of Legislative Services addressed to Noelia Marcano dated October 31, 2011 making reference to an attached referral to the Civil Service Board from the October 24, 2011 Board of Aldermen meeting and indicating that Item # 3 in the attachment had been referred to the Civil Service Commission.

Attorney Foster reviewed each individual piece of correspondence noting that two of them clearly do not instruct the Civil Service Board to do anything in particular and that one does request that public hearings be held on the benefits and drawbacks of a bonafide residency requirement for City jobs, but does not indicate who should conduct said public hearings.

Commissioners Wright shared that he had attended that last Black & Hispanic Caucus Committee meeting and recalled that at that meeting it was clarified that only the Civil Service Board had the authority to consider such a requirement. He added that affinity groups in attendance had expressed that they would be forwarding requests to the Civil Service Board, to which Ms. Marcano noted that to date, those requests had not been received.

Commissioner LaDore shared that he had received a phone call from Roberta Lehman from Legislative Services and that she had informed that a request to the Civil Service Board would be forthcoming asking the Board to hold said public hearings.

Attorney Foster suggested that perhaps the Board could wait for the request referenced by Commissioner LaDore, but as for the correspondence received, not one directly instructs the Board to do anything specific. Accordingly, no action on any of these is required at the moment.

Commissioner DelPrete asked if the forthcoming request would ask the Board to re-open its rules. Attorney Foster responded that she would not know what the request would contain. Commissioner LaDore repeated the hearing request contained in one of the correspondence received, that being "hearings on the benefits and drawbacks of a bonafide residency requirement" – and then asked what would that mean within the context of any of the existing Civil Service Rules. Discussion ensued on this point.

Attorney Foster noted that the City Charter provides for the only instances in where the Civil Service Board can hold public hearings, those instances being when the Board has proposed changes to its rules; typically a rule change would be in some draft form and then hearings are held on that draft. She further expressed that perhaps there might be some confusion on how the word "hearing" applies to the Civil Service Board, within the context of the requests contained in the correspondence received, and how it applies to the Board of Alders. Attorney Foster stated that she does not understand the Civil Service Board to have the broad plenary powers to convene hearings on matters such as the Board of Alders would.

Commissioner LaDore referred back to the wording of the request for the public hearings: "hearings on the benefits and drawbacks of a bonafide residency requirement," and expressed that a hearing on the benefits and drawbacks of something would not meet the definition of a public hearing on a rule change, which is within the Civil Service Board's scope of authority. Commissioner DelPrete agreed and added that the only public hearings the Civil Service Board could conduct would require it do deal specifically with rule changes. Discussion concluded and no action was taken on this item.

#### **Item #6 Corporation Counsel Update**

Attorney Foster advised that the Board enter executive session for a legal update. Commissioner DelPrete motioned to enter executive session. Commissioner Massaro seconded. Meeting closed at 1:04 pm.

Commissioner DelPrete motioned to re-open the meeting. Commissioner Massaro seconded. Meeting re-opened at 1:24 pm.

#### **Item #7 Public Safety Testing Update**


Ms. Marcano apprised the Board of the activities to date in the Police Officer recruitment process. Mr. Librandi summarized for the Board recent activity in regards to the recent openhouse at the Fire Training Academy concerning the Firefighter recruitment. No action required or taken.

**Item #8 Other Business**

The next regular meeting was confirmed for December 13, 2011. All commissioners present affirmed availability to attend.

There being no further business to discuss, Commissioner LaDore asked for a motion to adjourn. DelPrete motioned. Commissioner Williams seconded. Meeting adjourned at 1:30 pm.

Respectfully Submitted,

  
Noelia Marciano  
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: 12/13/2011