

# CITY OF NEW HAVEN CIVIL SERVICE BOARD

## MINUTES OF MEETING

October 25, 2011

| <b>Present</b>   | <b>Also Present</b>  |
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| <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</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> |
| <b>Absent</b> <ul style="list-style-type: none"><li>• None</li></ul>   |  |

Meeting opened at 12:32 pm.

### **Item #1 Eligible Lists**

Ms. Marcano presented List #11-15 for the position of Senior Project Manager and provided summary information on the position, test date and pass/fail rates. There were a few minor questions posed by Commissioner Williams concerning the nature of work of the position, which Ms. Marcano answered to the satisfaction of the Board.

Commissioner DelPrete motioned to approve List #11-15. Commissioner Wright seconded the motion. All yeas; no abstentions. List #11-15 approved.

Ms. Marcano presented List #11-16 Community Outreach Coordinator to which she provided summary information on the position, test date and pass/fail rates.

Commissioner DelPrete motioned to approve List #11-12. Commissioner Wright seconded the motion.

There some questions posed by Commissioner Williams on the hiring process that follows after certification of a list, which Ms. Marcano answered to the satisfaction of the Board with additional information provided by Mr. Librandi.

There being no more questions, Commissioner LaDore reminded the Board that there was a motion and a second on the floor. All yeas votes offered; no abstentions. List #11-15 approved.

### **Item #2 Two Transfer Requests**

Ms. Marcano presented the transfer request from Elaine DeLucia, who seeks placement on the Transfer List to be considered for positions similar to her current title of Parking Enforcement Officer.

Commissioner Williams motioned to approve the request. Commissioner Massaro seconded the motion. All yeas; no abstentions. Transfer request by Elaine DeLucia was approved.

### **Item #3 Meeting Minutes: September 27, 2011 & October 5, 2011**

Ms. Marcano presented the meeting minutes for September 27, 2011 and October 5, 2011. Commissioner Massaro motioned to accept the September 27, 2011 minutes as presented. Commissioner Williams seconded the motion. All yeas; no abstentions. Minutes approved.

Commissioner DelPrete motioned to accept the October 5, 2011 minutes as presented. Commissioner Massaro seconded the motion. All yeas; no abstentions. Minutes approved.

**Item #4 Civil Service Board Correspondence**

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

**Item #5 Corporation Counsel Update**

Attorney Foster advised that there was no need to enter executive session for her update. She reported that Briscoe v. City of New Haven was currently at the second circuit; that Tinney, et al. v. City of New Haven was currently at federal court; that a summary judgment was recently filed in the Luschenat, et al. v. City of New Haven and Civil Service Board case; and that there has been no activity in the Jackson v. City of New Haven case. Attorney Foster added that there was one new case – Perry v. City of New Haven currently being filed in federal court. No action needed nor required with this item.

**Item #6 Public Safety Testing Update**

Mr. Librandi summarized for the Board all recent activity in regards to both Police Officer and Firefighter entry-level recruitment drives. Discussion ensued on the process proposed by the City for the Firefighter application process that was proposed in a briefing with the Board of Alders earlier in the week. Mr. Librandi added the City was currently considering all the issues/ideas offered by the public during that briefing, and could not confirm at this point in time any possible changes to what was proposed.

As part of the update, Mr. Librandi explained to the Board the procedure to be used in terms of applicants seeking to claim residency preference points in the Police Officer application process, and pointed to the Rule (II, Sec. 3(d)) specifying when proof of domicile could be sought.

Commissioner LaDore motioned to have applicants, seeking preference points in the processes for entry-level police officer and firefighter, file proof of their residency (domicile) or veteran status at the time of submitting their employment application for either or both of these positions. Commissioner Williams seconded the motion. All yeas; no abstentions. Motion carries.

**Item #7 Other Business**

The next regular meeting was confirmed for November 15, 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 Massaro seconded. Meeting adjourned at 1:33 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: 11/15/2011