

**CITY OF NEW HAVEN  
CIVIL SERVICE BOARD**

**MINUTES OF MEETING**

September 27, 2011

<b><u>Present</u></b>	<b><u>Also Present</u></b>
<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 (<i>via telephone</i>)</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><u>Absent</u></b> <ul style="list-style-type: none"><li>• None</li></ul>	

Meeting opened at 12:40 pm.

**Item #1 Eligible Lists**

Ms. Marcano presented List #11-11 for the position of Assistant Plumbing Inspector and provided summary information on the position, test date and pass/fail rates. There were no questions posed by the Board on the presented list.

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

Ms. Marcano presented List #11-12 Project Manager Public Works to which she provided summary information on the position, test date and pass/fail rates. There were no questions posed by the Board on the presented list.

Commissioner Massaro motioned to approve List #11-12. Commissioner Wright seconded the motion. All yeas; no abstentions. List #11-12 approved.

Lastly, Ms. Marcano presented List #11-13 Program Director Health to which she provided summary information on the position, test date and pass/fail rates. There were no questions posed by the Board on the presented list.

Commissioner LaDore motioned to approve List #11-13. Commissioner DelPrete seconded the motion. All yeas; no abstentions. List #11-13 approved.

**Item #2 Two Transfer Requests**

Ms. Marcano presented the transfer request from Valerie Van Etten, who seeks placement on the Transfer List to be considered for positions similar to her current title of Clerk Typist.

Commissioner DelPrete motioned to approve the request.

There followed some questions posed by Commissioner Williams concerning the specific schools the requester would not be interested in transferring to as noted on the form. Ms. Marcano responded that the only criteria specified under the Civil Service Rule that covers transfer request procedures is that the

requester be a permanent civil service employee. So her request not to be considered for transfer to specific schools was permissible.

There being no further questions, Commissioner LaDore reminded the Board that there was a motion to approve on the floor. Commissioner Wright seconded the motion. All yeas; no abstentions. Transfer request by Valerie Van Etten was approved.

Ms. Marcano then presented the transfer request from Debra Beard, who seeks placement on the Transfer List to be considered for positions matching or similar to her current title of Legal Executive Secretary.

There being no questions concerning this request, Commissioner LaDore asked for a motion to approve. Commissioner Massaro motioned to approve. Commissioner DelPrete seconded the motion. All yeas; no abstentions. Transfer request by Debra Beard was approved.

### **Item #3 Special Meeting Request**

Ms. Marcano informed that one eligibility list would be ready to the present to the Board within the next two weeks that can not wait until the next regular meeting to be certified. Ms. Marcano then requested if the Board could conduct a special meeting during the first week of October to address this need.

Four of the five Commissioners present indicated availability to conduct requested meeting on October 5 at the hour of 12:30 pm. One commissioner needs to confirm availability.

### **Item #4 Meeting Minutes: August 16, 2011 and September 7, 2011**

Ms. Marcano presented the meeting minutes for August 16, and September 7, 2011. The Board took a moment to review both sets of minutes. Commissioner LaDore asked if there were any questions concerning either set of minutes.

There being no questions, Commissioner DelPrete motioned to accept the minutes of the August 16 and September 7, 2011 meetings. Commissioner Massaro seconded the motion. All yeas; no abstentions. Minutes of both meetings were approved.

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

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

### **Item #6 Legal Update**

Commissioner DelPrete motioned to enter executive session. Commissioner Massaro seconded the motion. Executive session entered at 12:53 pm. Commissioner DelPrete motioned to re-open the meeting. Commissioner Wright seconded the motion. Meeting re-opened at 12:55 pm.

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

Ms. Marcano informed that there has been no change since her last update concerning the Battalion Chief promotional exam project. She also informed of the current public safety recruitment activities – including the open-houses planned by both the fire and police departments and the projected application period for the position of police officer. There were no questions posed regarding this item. No action taken or required by this item.

**Item #8 Other Business**

The next regular meeting was confirmed for October 25, 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 1:57 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Noelia Marcano". The signature is written in a cursive, flowing style.

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: October 25, 2011**