

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

**MINUTES OF MEETING
May 25, 2010**

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none">• Commissioner Latrina Kelly• Commissioner Anne Massaro• Commissioner Pedro Delgado• Noelia Marcano, Civil Service Secretary	<ul style="list-style-type: none">• Attorney Kathleen Foster, Corporation Counsel• Stephen Librandi, Acting Organizational Development Director• Renee Coppola, Registrar for the Office of Vital Statistics <p><u>Absent</u> Commissioner Frank LaDore-Chair</p>

Meeting opened at 12:40pm.

In the absence of Commissioner Frank LaDore, Noelia Marcano, Civil Service Secretary, opened the floor for nominations for a temporary Chair to conduct this meeting.

Commissioner Massaro nominated Commissioner Delgado. Commissioner Delgado nominated Commissioner Kelly. Commissioner Kelly nominated herself. All voted for Commissioner Kelly to Chair the meeting.

Item #1 Revised Job Description - Registrar of Vital Statistics

Renee Coppola, Registrar for the Office of Vital Statistics stated her name and affiliation for the record. Ms. Coppola presented this item and summed reasons for the revisions. There were a few questions and answers exchanged between the Board, Ms. Coppola and Ms. Marcano regarding bilingual ability language in the job description. All questions were answered to the satisfaction of the Board and there were no further questions.

Commissioner Delgado motioned to accept the revised job description. Commissioner Massaro seconded the motion. All yeas; no abstentions. Job description approved.

Item #2 Eligibility List #10-06 Public Works Foreperson Correction

Ms. Marcano presented this item and the need for the correction as noted on the bottom of the page of the corrected list, and the resulting change to the list order. There were a few questions about the other individuals on the list answered by Ms. Marcano to the satisfaction of the Board.

Commissioner Massaro motioned to accept the corrected Eligibility List #10-06. Commissioner Delgado seconded the motion. All yeas; no abstentions. Corrected list approved.

Item #3 Eligibility Lists

Ms. Marcano distributed and presented List #10-07 Deputy Economic Development Administrator to the Board. Ms. Marcano gave the logistics of the pass/fail groups.

Commissioner Kelly motioned to approve the list. Commissioner Delgado seconded. All yeas; no abstentions. List approved.

The next list, Eligibility List #10-08 911 Operator/Dispatcher, was presented by Ms. Marcano and she gave the statistics of individuals who completed the written exam, other information about the passes/fails for each exam, and vacancies within the department.

Commissioner Massaro motioned to approve Eligibility List #10-08. Commissioner Kelly seconded. All yeas; no abstentions. List approved.

Eligibility List #10-09 for Land Records Specialist was then presented by Ms. Marcano and again she provided the statistics of the individuals who took the exam, total number of passes/fails and different demographics of persons within these groups. Commissioner Massaro motioned to approve Eligibility List #10-09. Commissioner Delgado seconded. All yeas; no abstentions. List approved.

Last, Eligibility List #10-10 for Public Health Emergency Response Coordinator was presented by Ms. Marcano and again she summed the statistics for the individuals on the list who completed the exam.

Commissioner Kelly motioned to approve List #10-10. Commissioner Delgado seconded the motion. All yeas; no abstentions. List approved.

Item #4 Transfer Request

Ms. Marcano presented the transfer request to the Board. Ms. Marcano explained states this individual seek transfer to any vacancy for the current title of Clerk Typist or title similar.

Commissioner Delgado motioned to approve request to be placed on the transfer list. Commissioner Kelly seconded. All yeas; no abstentions . Request for placement on transfer list approved.

Item #5 Meeting Minutes

Minutes from meeting held on January 26, 2010 were presented. Commissioner Kelly asked for a motion to approve the minutes. Commissioner Massaro motioned to approve. Commissioner Delgado seconded. All yeas; no abstentions. Minutes approved.

Minutes from meeting held on February 23, 2010 were presented. Commissioner Kelly motioned to approve the minutes. Commissioner Massaro seconded. All yeas; no abstentions. Minutes approved.

Next, minutes from special meeting held on March 29, 2010 were presented. Commissioner Massaro motioned to accept the minutes. Commissioner Delgado seconded. All yeas; no abstentions. Minutes approved.

Commissioner Kelly then briefly referred to the special meeting held on March 29, 2010 and the future handling of removals for police officer lists. There was further discussion between the Board and Attorney Foster on this regard and no action was taken.

Item #6 Other Business

There was a discussion about a letter received by Commissioner Massaro. During the discussion, it was discovered that Commissioner Kelly and Commissioner Delgado received the same letter. The letter in question was presented to the Board by Ms. Marcano and there was further conversation about receiving such correspondence at personal home addresses v. the Board's business address. After further discussion the Board instructed Ms. Marcano to draft a letter concerning the Board's preference to receive correspondence on Board matters at the Board's business address.


The date of the next meeting was then discussed. Commissioner Massaro requested to move the date to June 22, 2010 instead of June 29, 2010.

Attorney Foster reported that there was no litigation update to provide the Board at this time.

Ms. Marcano then provided a brief update on Public Safety Testing and there were no questions or subsequent matters on this item to discuss.

There being no further business to discuss, Commissioner Kelly motioned to adjourn the meeting. Commissioner Massaro seconded. All yeas; meeting adjourned at 1:28pm.

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