

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

MINUTES OF MEETING

December 14, 2009

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none">• Commissioner James Segaloff-Chair• Commissioner Anne Massaro• Commissioner Frank LaDore• Commissioner Latrina Kelly• Noelia Marcano, Civil Service Secretary	<ul style="list-style-type: none">• Kathleen Foster, Asst. Corporation Counsel• Emmet Hibson, Director Organizational Development• Scott Nabel, Public Safety HR Manager• Asst Fire Chief Ronald Dumas <p><u>Absent</u> All commissioners were present</p>

Noelia Marcano opened the meeting at 12:44 pm.

Commissioner Segaloff motioned to go out of order of the agenda to address Item #4 Other Business first and to add two revised job descriptions to the agenda, those being Deputy Fire Marshal and Director of Training. Commissioner LaDore seconded the motion.

Item #4 Other Business

Asst. Chief Ronald Dumas presented both revised job descriptions to the Board. He first summarized the revisions to the Deputy Fire Marshal job description and gave reasons for the needed revisions.

Commissioner Massaro motioned to accept the revised description. Commissioner Kelly seconded the motion. All yeas; no abstentions. Revisions to this job description were approved.

Asst. Chief Dumas then summarized for the Board the revisions to the Director of Training job description and the reasons for the changes. Mr. Hibson added reasons for the needed revisions. Commissioner LaDore motioned to approve. Commissioner Massaro seconded the motion. All yeas; no abstentions. Revisions to this job description were approved.

The Board then proceeded to Agenda Item #2.

Item #2 Eligible Lists

Ms. Marcano presented List #09-20 Firefighter and provided information on the number of applicants, the number of candidates that proceeded through each phase of the examination process and the pass/fail rates for the entire process. There were some questions from the Board concerning the low applicant count which Ms. Marcano and Mr. Hibson answered to the satisfaction of the Board.

There being no further questions, Commissioner Kelly motioned to approve. Commissioner LaDore seconded the motion. All yeas; no abstentions. List #09-20 was approved.

Ms. Marcano then presented List#09-17 Caretaker and provided information on the number of applicants, the number of candidates that proceeded through each phase of the examination process and the pass/fail rates for the entire process.

Commissioner Segaloff motioned to approve. Commissioner Massaro seconded the motion. All yeas; no abstentions. List #09-17 was approved.

Item #1 Eligibility List Correction #09-14Corrected Elderly Services Specialist

Ms. Marcano presented this item to the Board. She proceeded to recollect for the Board that this was the list certified the month previous in where she read the score data from the pencil list in order to clarify a score discrepancy appearing on the list she presented for certification in November. The list presented in November showed a candidate named Georgiann Dogolo with a score of 87.08 at rank 5 even though the score of 87.08 was the third highest score achieved of all the scores shown on the list. At that time, Ms. Marcano read score data from the pencil list into the record to clarify the discrepancy, and according to the pencil list, Georgiann Dogolo score was shown to be 82.50. At that time, the score of 87.08 was adjusted by hand on the list that was presented to the Board to reflect a score of 82.50 and then the list was certified.

Ms. Marcano informed that after the list was certified, she double checked all scoring information for accuracy and discovered that the score of 87.08 showing for Georgiann Dogolo on the list presented in November was indeed the correct score and not the score of 82.50. The corrected list before the Board today corrects and explains the error to show Georgiann Dogolo with a score of 87.08 at rank 3.

Commissioner Segaloff motioned to approve the corrected list. Commissioner LaDore seconded the motion. All yeas; no abstentions. List #09-14Corrected was approved.

Item #3 Meeting Minutes

Ms. Marcano informed that the set of minutes for the November 30, 2009 meeting was not ready to present to the Board and requested that the Board table the item. Item was tabled by the Board.

Item #4 Other Business

The Board then addressed the balance of the items listed under this agenda item.

Commissioner LaDore offered a motion to enter executive session in order to discuss litigation updates. Commissioner Massaro seconded the motion. Executive session entered at 1:07 pm.

Commissioner Segaloff motioned to re-open the meeting. Commissioner LaDore seconded the motion. Meeting re-opened at 1:09 pm.

The next meeting date was confirmed for January 26, 2010.

The Board acknowledged that Commissioner Segaloff had served the maximum time allowed under the City Charter and consequently would not be re-appointed to another term on the Board.

It was planned to have Board elections at this meeting to prepare for Commissioner Segaloff's impending departure. To that end, Ms. Marcano then opened the floor for nominations for Board Chair. Commissioner Massaro nominated Commissioner LaDore. Ms. Marcano asked for any other nominations and there were none. Ms. Marcano then called for votes. All yeas; no nays;

no abstentions. Commissioner LaDore was confirmed as the new Civil Service Board Chair effective Feb 1, 2010.

There being no other business to discuss, Commissioner LaDore motioned to adjourn. Commissioner Segaloff seconded the motion. Meeting adjourned at 1:15 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: 2/23/10