

# CIVIL SERVICE COMMISSION REGULAR MEETING

Tuesday, June 12, 2012, 2:00 p.m.

City Hall, 45 Lyon Terrace, Wheeler A and B, Bridgeport, CT 06604

## MINUTES

Commissioner Guedes called the June 12, 2012 regular meeting of the Civil Service Commission to order at 2:10 p.m. Present were Commissioners McBride and Rodgers. Also attending were Clerk to the Commission Deborah Brelsford, Police Chief Joseph Gaudett, Lt. Rebeca Garcia and members from OIA.

### 1. Meeting Minutes - APPROVED

The minutes from the regular meeting held on May 8, 2012 and the minutes from the special meetings held on May 15, 2012 were submitted for review. In Mr. Dunn's absence, Ms. Brelsford explained that Mr. Dunn had reviewed the minutes and they were in order. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers, the Commission approved the minutes for the May 8 and May 15 meetings.

### 2. Vacancies - APPROVED

Ms. Brelsford noted the 8 vacancies to the Commissioners and introduced Alanna Kabel, Assistant Chief Administrative Officer to give further explanation. Ms. Kabel explained that the Director of Public Health was expected to return from her leave of absence soon, however, in the meantime, there was a temporary position of Acting Deputy Director of Public Health needed to take responsibility for the department. She added that the Print Shop Foreman was now the Harbormaster and this was the reason for the vacancy in the Print Shop. Ms. Kabel further explained that the Registered Sanitarians were going through the process of being certified to inspect restaurants and that the Environmental Intern had the necessary Food Service certification and was handling the related responsibilities. In addition, there is a lot of work and a backlog of work that required an Electrical Inspector in the Building department. Ms. Kabel also explained that the vacancy in the Finance Department was created when the previous Acting Finance Director moved on to another opportunity. Ms. Kabel stated that all of the vacancies were handled properly according to protocol.

Ms. Brelsford explained that the Assistant Fire Chief was taken off the certified employment list and that Tim Quinn previously performed the work of the Special Project Coordinator in the Police department. Chief Gaudett added that previously a detective interfaced with the media and that he preferred to have a detective conducting investigations. The Special Project Coordinator would create a web presence and work with social media such as Facebook and Twitter and would be the point person for the media seven days a week, similar to a Public Information Officer.

On a motion made by Commissioner Rodgers and seconded by Commissioner McBride the Commission approved the following vacancies:

<u>Department</u>	<u>Title</u>	<u>Employee</u>
Health	Acting Deputy Director of Public Health	Albertina Baptista
Print Shop	Acting Print Shop Foreman	Shequilla Robertson
Health	Environmental Intern	Inna Khmel'nitskaya
Building	Electrical Inspector	Albert DuBois

PF-Airport	Public Works Foreman I	Richard Bonney
<u>Department</u>	<u>Title</u>	<u>Employee</u>
Finance	Acting Finance Director	Anne Kelly-Lenz
Fire	Assistant Fire Chief	John Mazza
Police	Special Project Coordinator	

### 3. Merit Increases – APPROVED

Ms. Brelsford stated that the merit increases were in accordance with the contracts and on a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commissioner approved the following increases:

#### MERIT INCREASES EFFECTIVE JUNE 1, 2012

##### PARKS DEPARTMENT

Steven Hladun	Special Projects Coordinator	\$73,093 (3) to \$76,016 (4)*
Steven Hladun	Special Projects Coordinator	\$78,667 (4) to \$81,707 (5)

\*Retroactive effective July 1, 2010

##### POLICE DEPARTMENT

Peter Keogh	Special Projects Coordinator	\$52,365 (3) to \$53,865 (4)*
Peter Keogh	Special Projects Coordinator	\$56,041 (4) to \$57,600 (Top)

\*Retroactive effective July 1, 2010

#### MERIT INCREASES EFFECTIVE JULY 1, 2012

##### BUILDING DEPARTMENT

Steven Adler	Electrical Inspector	\$80,186 (4) to \$82,200 (Top)
Anthony Grabowski	Assistant Building Inspector	\$80,186 (4) to \$82,200 (Top)

##### CITY ATTORNEY

Danielle Kripps	Paralegal	\$44,133 (2) to \$46,622 (3)
Margo Litz	Paralegal	\$44,133 (2) to \$46,622 (3)

##### CAO OFFICE

Lisa Carroll	Administrative Assistant	\$72,301 (5) to \$74,116 (Top)
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##### EMERGENCY OPERATIONS CENTER

Rebeca Lopez	PSC Budget Analyst	\$70,321 (2) to \$72,840 (3)
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##### LABOR RELATIONS

Maria Heller	Administrative Assistant	\$72,301 (5) to \$74,116 (Top)
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##### LIBRARY

Luis Rodriguez	Junior Librarian	\$36,783 (1) to \$40,355 (2)
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##### MUNICIPAL GARAGE

Angel Davila	Automotive Servicer	\$36,721 (3) to \$39,429 (4)
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##### PUBLIC FACILITIES ADMIN

Virginia Baldino	Senior Office Manager	\$73,747 (5) to \$75,599 (Top)
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##### ROADWAY

Samuel Adams	Maintainer I (Grade I)	\$28,289 (2) to \$30,441 (3)
Paul Albuquerque, Jr	Maintainer I (Grade I)	\$29,699 (3) to \$31,893 (4)
Philip Lage	Maintainer II	\$16.45/hr (3) to 17.66/hr (4)

##### WPCA

Lauren Mappa-McBennett	Civil Engineer I	\$63,736 (1) to \$66,913 (2)
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##### COMPROLLER

Kathleen Brickett	Accountant	\$71,365 (4) to \$74,764 (5)
Virginia Cambell	Administrative Assistant	\$72,301 (5) to \$74,116 (Top)

#### CONTRACT RAISES EFFECTIVE JULY 1, 2012

##### WEIGHTS AND MEASURES

Ramon Larracuente	Deputy Sealer	\$24.82/hr (1) to \$26.09/hr (2)* Ramon Larracuente
	Deputy Sealer	\$26.09/hr (2) to \$27.43/hr (3)*

\*Retroactive effective July 1, 2011

##### POLICE DEPARTMENT

Beronica Gill	Typist I	\$30,400 (1) to \$32,561 (2)
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**BOARD OF EDUCATION**

Vincent Wahn	Custodial Supervisor I	\$55,855 (3) to \$58,743 (4)
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**CITY CLERK**

Frances Wilson	Assistant City Clerk	\$68,158 (2) to \$71,428 (3)
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**MERIT RAISES – JULY 2012 MEETING****FIRE**

Hathaway, William S.	Fire Assistant Chief	\$85,726 to \$89,633 (3)	7/1/12
Morton, Robert T.	Fire Assistant Chief	\$85,726 to \$89,633 (3)	7/1/12
Thode, Richard E.	Fire Assistant Chief	\$85,726 to \$89,633 (3)	7/1/12
Cora, Armando	Fire Captain	\$75,757 to \$77,946 (3)	7/1/12
Foss, Scott S.	Fire Captain	\$73,585 to \$75,757 (2)	7/1/12
Penix, Darren L.	Fire Captain	\$73,585 to \$75,757 (2)	7/1/12
Santiago, Louis J.	Pumper Engineer	\$61,187 to \$63,357 (2)	7/1/12
Silvia, Joaquin G.	Pumper Engineer	\$61,187 to \$63,357 (2)	7/1/12

**EOC**

Deida, Debra K.	PSC Training Officer	\$63,822 to \$70,398 (4)	7/1/12
Fonseca, Sharday M.	PS Telecommunicator	\$19.95 hr to \$22.05 hr (3)	7/1/12
Konoval, Judith	PS Telecommunicator	\$19.95 hr to \$22.05 hr (3)	7/1/12
Pierce Ramona	Telecommunications Operator	\$22.05 hr to \$23.10 hr (4)	7/1/12
Reyes, Xiomara	PS Telecommunicator	\$19.95 hr to \$22.05 hr (3)	7/1/12
Santiago, Jessica	PS Telecommunicator	\$19.95 hr to \$22.05 hr (3)	7/1/12
Werder, Kevin J.	PS Telecommunicator	\$19.95 hr to \$22.05 hr (3)	7/1/12
Frattaroli, Alyssa	PS Telecommunicator	\$17.85 hr to \$19.95 hr (2)	7/18/12

**4. Permanent Appointments****PERMANENT APPOINTMENTS – JUNE 2012 MEETING**

<u>Employee Name</u>	<u>Job Title</u>	<u>Effective Date</u>
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**POLICE**

Belinkie, Mark	Police Sergeant	3/22/12
Calvao, Arthur	Police Detective	3/22/12
Ferri, Jason	Police Detective	3/22/12
Garcia, Ramon	Police Detective	3/22/12
McKenna, Kenneth C.	Police Detective	3/22/12
Martocchio, Edward N.	Police Detective	3/22/12
Ronan, Sean	Police Detective	3/22/12
Iamartino, Gregory	Police Detective	5/16/12
Lariccia, Vincent M.	Police Detective	5/16/12
Lazaro Jr., Lawrence F.	Police Detective	5/16/12
Nieves, Wilfredo	Police Detective	5/16/12
Pizarro, Jessi	Police Detective	5/16/12
Scholl II, Thomas W.	Police Detective	5/16/12

**FIRE**

Becker, Mark E.	Fire Inspector	4/27/12
Dimbo, Charles R.	Fire Inspector	4/27/12
Hernandez, Alberto	Fire Inspector	4/27/12
Police Henry L.	Fire Inspector	4/27/12
Taylor, Joseph F.	Fire Inspector	4/27/12
Velez, Hiram	Fire Inspector	4/27/12
Waggoner, Autumn	Fire Inspector	4/27/12

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the agenda was amended to move item #8 to #5 due to the department head having another appointment.

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the agenda was amended to include the appeal of Michelle Alston who was disqualified from Police #2302 for habits and conducts.

**5. Sokha Khuth Probation Extension - APPROVED**

The Commission received a request from Adam Heller, Director of Information Technology, to extend the probationary period for Sokha Khuth for 6 months, to December 12, 2012, with the condition that he has obtained his A+ Certificate. Ms. Brelsford introduced Mr. Heller to the Commission. Mr. Heller explained that the certification is a requirement of the job description and in his opinion, since his staff has been working on computer-related issues Mr. Khuth has not had enough time to prepare for the exam. This is a chance for more time to get the certification. On a motion made by Commissioner Rodgers and seconded by Commissioner McBride, the Commission approved the 6-month probationary period extension for Mr. Khuth.

**6. Town Clerk – Reclassification of Assistant Town Clerk I - TABLED**

The Commission received a request from Alma Maya, Town Clerk, to reclassify the position of Assistant Town Clerk I from competitive to non-competitive. Ms. Brelsford referred the Commissioners to the memo submitted by Ms. Maya, as she was not in attendance at the meeting. Ms. Brelsford further explained that the Assistant Town Clerk II position is classified as non-competitive and Ms. Maya wanted both Town Clerk I and II in the same classification. Mr. Lawrence Osborne, Labor Relations Director, stated that a few months ago the Commission reclassified the position of Assistant Town Clerk II to non-competitive and Ms. Brelsford added that she was part of the structured oral interview panel that recommended the employee to fill the position of Assistant Town Clerk II. The Commission decided to table the matter in order to get more information such as union agreement.

**7. Temporary Assignment – Acting Deputy Director of Public Health - APPROVED**

The Commission received a request from the Chief Administrative Officer. Ms. Kabel explained that the Director of the department has been on leave for about 4 ½ months and that she was hopeful the Director would be back to work shortly. In the interim an Acting Deputy Director would be a temporary position. The person assisting her comes from another Health district. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission approved the temporary assignment of Acting Deputy Director of Public Health.

**8. New Position – Financial Management Supervisor**

The Commission received a request from Labor Relations and BCSU to create a new position, titled “Financial Management Supervisor” in the Finance Department. Acting Finance Director, Ms. Anne Kelly-Lenz, explained to the Commissioners that the Finance department is going through a re-organization. This position would oversee Accounts Payable staff of 5 or 6. Currently Kim Jack is filling the duties, however, she is acting out of classification. This position is responsible for end of fiscal year close, legal documents related to W-9s and 1099s, support person for departments throughout the City who have A/P questions, State and Federal EIN

numbers and a great deal of detail in the municipal structure that somebody off the street would not have. This will most likely be filled from within the ranks. This would be a change to the Finance department's Table of Organization. On a motion made by Commissioner Rodgers and seconded by Commissioner McBride the Commission approved the new position of Financial Management Supervisor.

**9. Michael Hawkins Appeal – APPROVED ADDITIONAL 6 MONTH PROBATIONARY PERIOD**

Ms. Brelsford explained to the Commission that last month Mr. Hawkins came before them regarding his termination from the Library and the matter was tabled to get additional information from his supervisor, who was not in attendance at the time, which Mr. Scott Hughes did not have. Ms. Brelsford introduced Ms. Paula Keegan, Head of the North Branch to the Commission. Ms. Keegan explained that tardiness was an issue and there were some other areas as well that led to the termination. Ms. Keegan said she agonized over her decision because Mr. Hawkins shows great promise. Mr. Hawkins tardiness was getting worse and was a factor in her final decision. She said that Mr. Hawkins needed to take responsibility for the other issues as well over an additional 6 month probationary period.

Commissioner Guedes asked Ms. Keegan if she was on board with a six month extension of his probationary period and Ms. Keegan replied that she was provided Mr. Hawkins takes responsibility for the other factors in addition to his tardiness. Ms. Brelsford added that Ms. Keegan had provided concrete details on the issues on the back side of the probationary reports and that these would be a good reference for Mr. Hawkins. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission extended Mr. Hawkins probationary period for another 6 months and Ms. Brelsford told Ms. Keegan and Mr. Hawkins that they would be getting a follow up phone call from Civil Service regarding the next steps.

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission took a short recess at 2:35 p.m. with the hope that Mr. Dunn would return from court in order to be present for the appeals for Mr. Gianpaolo, Ms. Kapitan, Ms. Mackenzie, and Mr. Polite.

Commissioner Guedes reopened the meeting in Public Session at 3:00 p.m. Mr. Dunn had not returned from the court yet and it was decided to continue with the matter for Mr. Gianpaolo.

**10. Anthony Gianpaolo, Police Candidate – APPROVED**

Ms. Brelsford explained to the Commissioners that at the last regular Commission meeting on May 8, 2012 the Commission tabled this appeal and sent Mr. Gianpaolo for a psychological evaluation, in which he was recommended for hire. Commissioner Guedes added that the Commission wanted to hold on the decision until the psychological evaluation came back, which it did and Mr. Gianpaolo was qualified for hire. Commissioner Guedes stated that she also spoke with OIA. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission granted Mr. Gianpaolo's appeal.

The Commission recessed at 3:05 p.m. in order to wait for Mr. Dunn to return from court. The Commission entered public session at 3:21 p.m. upon Mr. Dunn's arrival. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission moved item #12 to #11 in order to accommodate department heads, Mr. Lawrence Osborne and Ms. Doree Price, who had other appointments.

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission entered executive session at 3:23 p.m. to hear the appeal of Ms. Mackenzie.

**11. Hillary Mackenzie Appeal - DENIED**

The Commission received a request from Hillary Mackenzie, regarding the termination of her employment as a Public Safety Telecommunicator. Ms. Mackenzie was represented by Attorney Joshua Goodbaum from Garrisol, Levin-Epstein. The Commission returned to public session at 4:00 p.m. and Ms. Doree Price voted to deny the appeal. Mr. Dunn voted to deny the appeal. Commissioner Rodgers voted to grant the appeal. Commissioner McBride voted to deny the appeal. Commissioner Guedes voted to deny the appeal.

It is noted for the record that Attorney John Mitola joined the meeting at 4:00 p.m.

**12. Laura Kapitan Appeal –TABLED TO LATER IN MEETING**

The Commission has received a request from Laura Kapitan, regarding her disqualification from the Police Officer Exam #2302 process. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission tabled the appeal in order to give Ms. Kapitan time to read documents given to her by Mr. Dunn, which she had not seen prior to the appeal.

**13. Javon Polite Appeal - GRANTED**

The Commission received a request for an appeal from Javon Polite, regarding his disqualification from Public Safety Telecommunicator, due to habits and conduct. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers, the Commission entered executive session at 4:10 p.m. The Commission returned to public session t 4:30 p.m. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission granted the appeal of Javon Polite. Commissioner Guedes summarized by saying this was a tough decision for the Commission and stated that any ties with questioned affiliations must be severed rapidly and she further stated that the Commission did not want to be disappointed.

**14. Michelle Alston Appeal – DENIED**

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission entered executive session at 4:35 p.m. The Commission received a request for an appeal from Ms. Alston regarding her disqualification due to habits and conduct from Police #2302. Ms. Alston was represented by Attorney Bucci. The Commission returned to public session at 4:53 p.m. Commissioners McBride and Rodgers each voted to deny Ms. Alston's appeal.

**Laura Kapitan Appeal - DENIED**

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission entered executive session at 4:55 p.m. The Commission returned to public session at 5:10 p.m. Commissioners McBride and Rodgers each voted to deny Ms. Kapitan's appeal.

**15. Personnel Director's Report**

Mr. Dunn reported that the firefighter test was scored and that letters were sent out to candidates. Approximately 250 passed and about 500 candidates took the oral exam.

Chief Rooney needs 18 candidates to be ready to go to the Fire Academy in Windsor Locks by the end of August. By law, polygraphs can't be administered to the candidates. Lieutenant Rebeca Garcia plans to have 2 orientation sessions soon with the top 50 candidates split half and half between the 2 sessions. Mr. Dunn explained that the bar is much lower than the process that we have gone through for police officers. Our employment list may have felons both convicted and incarcerated for crimes. The fire exam has more eyes on it, i.e. by common interest groups. The firefighters want the bar lower, not necessarily the Fire Chief or the Mayor. There will be a meeting to talk and develop standards. Initially, the top 25 candidates will be sent for psychological evaluations. This evaluation will be oriented toward teamwork, with the hope of getting rid of problems. Mr. Dunn has learned that it is more acceptable for cops to be risk takers but not firefighters. Without a polygraph we will have to rely on the psychological evaluation. The Academy in Windsor Locks begins on August 30<sup>th</sup> and candidates will sleep overnight.

There is one more police officer appeal, for Branden Collins, and a special meeting will be set up for the beginning of next week for this.

Due to Mr. Dunn's vacation, the July Commission meeting scheduled for July 10 will be rescheduled to July 18.

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the regular monthly meeting of the Civil Service Commission adjourned at 5:20 p.m.