

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**May 19, 2020**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 4/21/20 regular meeting
3. Guest: Jennifer Coughlin, Deputy Director Community Mental Health Services
4. Appointment of Chairman:
5. Adoption or Amendment of Civil Service Rules: None
6. Certification of Eligibles: (provided separately)
7. Establishment of Eligible Lists: None
8. Eligible Lists to Extend:
  - A. Account Clerk (2017) OC#2017-01
  - B. Accountant (2019) OC#61495
  - C. Data Entry Machine Operator (2017) OC#2017-04
  - D. Junior Accountant (2019) OC#62719
  - E. Occupational Therapist (2019) OC#20195
  - F. Principal Account Clerk (2018) OC#64291
  - G. Principal Account Clerk (BOCES) (2018) PPM#77636
  - H. Principal Account Clerk Typist (2018) OC#64391
  - I. Public Health Educator (2019) OC#65803
  - J. School Security Guard (2019) OC#64097
  - K. Senior Account Clerk (2018) OC#61583
  - L. Senior Account Clerk Typist (2018) OC#61896
  - M. Senior Audit Clerk (2018) OC#62079
  - N. Senior Audit Clerk (DSS) (2018) NCP#77572
  - O. Senior Human Resources Associate (2019) PPM#74395
  - P. Senior Public Health Educator (2019) OC#65288
  - Q. Victim/Witness Program Coordinator (2019) OC#63999
  - R. Watershed Conservation Specialist (2019) OC#60855
9. Eligible Lists to Expire:
  - A. Director of Administrative Services (2016) OC#60923
10. Adoption of Class Specifications: None

11. Amendment of Class Specifications: None
12. New Position Duties Statements:
  - A. Senior Clerk (2) – BOCES – (C)
  - B. Business Manager – Weedsport Central School – (C)
13. Exempt Class Review: None
14. Job/Position Reclassification Questionnaire: None
15. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers: None
16. Consideration of Appeals: None
17. Upcoming Examination Schedule: *(provided separately)*
18. Discussion of the status of Upcoming Exams scheduled for 6/13/20 and 6/27/20:
19. Communications received: None
20. HR Administrators Report:
  - A. Working with the 6<sup>th</sup> floor on the re-open processes for the County Building for regular staff and furloughed staff.
  - B. Negotiation team for the Memo of Agreement with CSEA Union on the furloughs.
  - C. Called over 75 people to clarify an issue with information their department had given them. I was assigned to be the only person to contact people so the information was the same across the boards and was correct. Could not delegate.
  - D. Furloughed a group of 15 people that were non-bargaining regarding a furlough then over 85 people whether they wished to take a voluntary furlough by seniority or if they were part of the group that was mandatory. I was assigned as the point person on this and was asked not to delegate to insure the message was the same.
  - E. Mailed out follow-up letters with packets that included how to apply for unemployment and Receive a dues waiver from CSEA to all affected furloughed staff within 24 hours.
  - F. Fielding questions regarding unemployment, furloughs, and the CARE/FFCRA requests.
  - G. Updated contact data on affected personnel so when the time comes to bring them back for our department and payroll to send out additional information to the furloughed staff.
  - H. Made point person for the steering committee looking for a County Highway Superintendent. Have already sent other committee members applications that have come forth through Indeed, Egov and other methods. Will be beginning the narrowing of the pool shortly now that the furloughs are complete.
  - I. Working on a list of behavioral and work/knowledge related questions to give to the steering committee to review.
  - J. Staff have been doing a fantastic job working the flexible schedules of the rotating plan and Keeping up on the necessary work and everything I have had to throw at them as a result of the projects I have been assigned to work on in committee. I know that some departments have not been as lucky as I have been with their staff adapting to this fluid and stressful period.

21. Unfinished Business: None
22. Set Date/Time for Next Commission Meeting: Tuesday, June \_\_\_\_, 2020 @ 3:30 p.m.
23. Adjournment: