



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**REGULAR MEETING**  
**COMMISSION MEETING MINUTES**  
**April 10, 2019 @ 3:30 p.m.**  
**Cayuga County Civil Service Commission Conference Room**

**PRESENT:** Todd Delaney, Commissioner  
Bruce Sherman, Commissioner  
Michael Russell, Human Resources Administrator  
Jennifer Marshall, Staff Development Supervisor  
Richard Graham, Deputy Chief County Attorney  
Denise Prieto, Sr. Human Resources Associate

**GUESTS:** Patricia Glimpse, Principle Account Clerk

**1. ROLL CALL & OPENING OF REGULAR MEETING:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to open the Regular Commission Meeting at 3:51 p.m. **MOTION APPROVED**

**2. READ & APPROVE MINUTES FROM 01/09/19:**

Motion to waive the reading of the 03/13/19 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

**3. CERTIFICATION OF ELIGIBLES:**

**CAYUGA COUNTY MENTAL HEALTH**

Permanent appointment, Danielle Blumrick, Senior Clerk, effective 02/25/19

Contingent-Permanent appointment, Dawn Meccarielle, Health Home Care Manager, effective 3/18/19

Permanent appointment, Susan Lampman, Health Home Care Manager, effective 3/18/19

**SOCIAL SERVICES**

Permanent appointment, Michael Balzer, Caseworker effective, 03/25/19

Contingent Permanent appointment, Braelyn Burch, Caseworker, effective 4/8/19

**PUBLIC HEALTH**

Contingent Permanent appointment, Lorraine Pantori, Sr. Account Clerk, effective 03/11/19

**CAYUGA COUNTY PROBATION**

Temporary Appointment, Darren Walawender, Probation Officer, effective 03/25/19

**PORT BYRON SCHOOL**

Permanent appointment, Stacy Austin-Root, Mental Health Therapist, effective 03/18/19

Permanent appointment, Margaret Sayre, Mental Health Therapist, effective 03/18/19

4. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Supervising Social Services Attorney- 1 candidate- established for 1 year

Motion to establish the eligible list for the year(s) indicated above was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

5. **ELIGIBLE LISTS TO EXTEND: (All Lists to be extended for 1 year)**

- A. Conf Admin Asst to Provost and VP for Academic Affairs (2018) OC#66237  
B. Principle Typist (2018) OC#61610  
C. Conf Admin Asst to VP for Student Affairs (2018) OC#66238  
D. Confidential Secretary to the CSE Chair (2018) OC#61052  
E. Public Safety Officer II (2018) OC#65204  
F. Library Historian (2018) OC#65714

Motion to extend the eligible list for the year(s) indicated above was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

6. **ELIGIBLE LISTS TO EXPIRE:**

- A. Transportation Supervisor OC#62499- four years old

Motion to expire eligible list indicated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

7. **NEW POSITION DUTY STATEMENTS:**

- A. Senior Typist: (1 position) Indigent Defendants Cayuga County-C

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the classification of the positions as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

8. **ADOPTION OF CLASS SPECIFICATIONS:** None

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Amend: Senior Social Welfare Examiner- DSS  
B. Amend: Employment & Training Director II- Employment and Training

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to AMEND the job specifications as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

10. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:**

Typist to Sr. Typist- Cayuga County OFA

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to reclassify the above title, and directed staff to notify appointing authority. **MOTION APPROVED**

11. **DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:**

- A. Request to transfer Joanne Cartner as a Senior Typist from CCC to Southern Cayuga CSD  
B. Request to transfer Patricia Glimpse from DSS Principle Account Clerk to Principle Typist in HR/CS

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to grant the transfer requests. **MOTION APPROVED**

12. **EXEMPT CLASSIFICATION REVIEW:**

- A. Deputy County Treasurer- County Treasurer
- B. Human Resources Administrator- HR/CS

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to accept the Exempt Classification Review as stated above. **MOTION APPROVED**

13. **UPCOMING EXAMINATION SCHEDULE: (All fees are \$15)**

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>	<u>Last Filing Date</u>
<b>May 11, 2019:</b>	Highway Supervisor	OC#62855	Wed. 3/20
	Motor Vehicle Bureau Supervisor (OC)	OC#66628	Wed. 3/20
	Motor Vehicle Bureau Supervisor (Prom)	PPM#76867	Wed. 3/20
<b>June 1, 2019:</b>	Planner	OC#60164	Wed. 4/10
	School Transportation Dispatcher (OC)	OC#60257	Wed. 4/10
	School Transportation Dispatcher (PPM – Moravia School)	PPM#78006	Wed. 4/10
	School Transportation Dispatcher (PPM – SCCS)	PPM#77031	Wed. 4/10
	Senior Planner (OC)	OC#60302	Wed. 4/10
	Senior Planner (PPM)	PPM#76060	Wed. 4/10
	Transportation Supervisor	OC#60376	Wed. 4/10
<b>June 22, 2019:</b>	Human Services Examiner	OC#63752	Wed. 5/1

14. **COMMUNICATIONS RECEIVED:**

- A. Letter from Denise Spingler requesting a candidate be removed from the Eligible list.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to remove candidate. **MOTION APPROVED**

- B. Letter from Steve Lynch requesting a promotion of a Planner to Senior Planner in the Planning Department.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the promotion. **MOTION APPROVED**

- C. Agility test request for Deputy Sheriff/Sheriff Custody Officer

15. **HR ADMINISTRATOR’S REPORT:**

Commissioners reported that interviews for the HR Administrator have been scheduled. The interview team has met and hope to have a recommendation for a new HR Administrator for next month.

16. **UNFINISHED BUSINESS:** None

17. **NEXT REGULAR MEETING:** May 8, 2019 @ 3:30 p.m.

18. **ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 4:42 p.m. **MOTION APPROVED**

ATTEST Jennifer L. Marshall

Staff Development Supervisor  
04/10/19