



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
SPECIAL MEETING
COMMISSION MEETING MINUTES
January 8, 2021 @ 2:30 p.m.

PRESENT: Bruce Sherman, Commissioner
Todd Delaney, Commissioner
Denise Prieto, Senior Human Resources Associate
Rachel Reis, Human Resources Associate

1. ROLL CALL & OPENING OF REGULAR MEETING:

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to open the Regular Commission Meeting at 2:38 p.m. **MOTION APPROVED**

2. AMENDMENT OF CLASS SPECIFICATIONS:

- A. Dentist* – Public Health – (NC)
- B. Staff Physician* - Public Health – (NC)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to amend the class specifications as indicated above and directed staff to notify the appointing authority. **MOTION APPROVED**

3. NEW POSITION DUTIES STATEMENTS:

- A. Dentist* (10) – Public Health – (NC)
- B. Registered Professional Nurse (20) – Public Health – (NC)
- C. Staff Physician* (20) – Public Health – (NC)

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

5. ADJOURNMENT:

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 2:39 p.m. **MOTION APPROVED**

ATTEST Denise M. Prieto

Senior Human Resources Associate
1/8/21