

**CAYUGA COUNTY CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES
January 28, 2023
Civil Service Commission
7:30 a.m. Business Meeting**

PRESENT: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission
Ryan M. Foley, Commissioner
Timothy C. Lattimore, Commissioner
Diann Ferris, Human Resources Administrator

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

Motion was made by Chairman Sherman and seconded by Commissioner Foley to open the Special Commission Meeting at 7:32 a.m. ***MOTION APPROVED***

2. **NEW POSITION DUTIES STATEMENT:**

A. Associate Planner – Planning Department – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to APPROVE the New Position Duties Statement as indicated above and directed staff to notify the appointing authority. ***MOTION APPROVED***

3. **ADJOURNMENT:**

Motion was made by Commissioner Ryan and seconded by Chairman Sherman to adjourn the Civil Service Commission meeting at 7:33 a.m. ***MOTION APPROVED***

ATTEST: Diann Ferris
Diann Ferris
Human Resources Administrator