



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
March 13, 2019 @ 3:30 p.m.
Cayuga County Civil Service Commission COB Caucus Room 1

PRESENT: Ronald J. Oughterson, Chairman
Todd Delaney, Commissioner
Bruce Sherman, Commissioner
Michael Russell, Human Resources Administrator
Jennifer Marshall, Staff Development Supervisor
Richard Graham, Deputy Chief County Attorney

GUESTS: Valerie Castiglia, Secretary to the Superintendent of USCSD
Neil O'Brien, Superintendent, Port Byron Central School District

1. ROLL CALL & OPENING OF REGULAR MEETING:

Motion was made by Commissioner Sherman and seconded by Chairman Oughterson to open the Regular Commission Meeting at 3:30 p.m. **MOTION APPROVED**

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

Motion to waive the reading of the 02/13/19 meeting minutes and approve the minutes as written was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

3. CERTIFICATION OF ELIGIBLES:
CAYUGA COUNTY SHERIFF

Permanent appointment, Robert Guarnieri Jr., Detective, effective 02/17/19
Permanent appointment, Jerry Field II, Deputy Sheriff, effective 02/01/19
Permanent appointment, Nikki Loveless, Deputy Sheriff, effective 02/01/19
Contingent-Permanent appointment, Brandon Androsko, effective 02/01/19

SOCIAL SERVICES

Contingent Permanent appointment, Patricia LeBlanc, Human Services Examiner effective, 01/14/19
Permanent appointment, Katya Estes, Case Supervisor Grade B, effective, 01/28/19
Permanent appointment, Rebecca Roloson, Caseworker, effective 01/28/19
Contingent Permanent appointment, Nicole Cline, Senior Caseworker, effective 02/01/19

PUBLIC HEALTH

Permanent appointment, Melissa Ford, Public Health Assistant, effective 02/14/19
Permanent appointment, Nina Yantch, Principal Account Clerk, effective 01/14/19
Permanent appointment, Kevin Zippel, Supervising Community Health Nurse, effective 01/14/19

COUNTY CLERK

Permanent appointment, Kimberly Bethel, Senior Clerk, effective 02/21/19

Permanent appointment, Jennie Daniels, Senior Clerk, effective 02/14/19

BOCES

Permanent appointment, Jessica Michaels, Day Care Specialist, effective 02/14/19

Permanent appointment, Abigail Katura, Day Care Specialist, effective 02/14/19

Permanent Appointment, Nancy Ukolowicz, Day Care Specialist, effective 02/14/19

4. ESTABLISHMENT OF ELIGIBLE LISTS:

- A. Mental Health Therapist (School) OC#68106 (4 candidates passed) 1 year
- B. Transition Coordinator (Jail) OC#61843 (13 candidates passed) 1 year
- C. Health Home Care Manager OC# 64552 (4 candidates passed) 1 year
- D. Social Work Assistant OC#62859 (5 candidates passed) 1 year
- E. Community Mental Health Professional OC#62508 (3 candidates passed) 1 year
- F. Staff Social Worker (CMH) OC#66999 (6 candidates passed) 1 year

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

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

- A. Paralegal Specialist (2016) OC#63676

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

6. ELIGIBLE LISTS TO EXPIRE:

- A. Emergency Services Dispatcher (2018) OC#62644
- B. Human Resources Associate (2018) OC#62082
- C. Library Assistant (2018) PPM#79438

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. Home Health Care Manager: (1 position) Mental Health Cayuga County-C
- B. School Crossing Guard: (2 positions) Village of Union Springs- NC
- C. Purchasing Clerk Schools: (1 position) Union Springs CSD- C
- D. Director of Purchasing: (1 position) County Administrator-NC-JCP
- E. Case Work Aide: (1 position) DSS- 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: Deputy Commissioner of Social Services- DSS
- B. Amend: Records Retention Clerk- County Clerk
- C. Amend: Motor Vehicle Cashier- County Clerk
- D. Amend: Records Retention Coordinator- County Clerk
- E. Amend: Health Programs Coordinator- Cayuga County Health Department

F. Amend: Supervising Nurse Practitioner- Mental Health

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

10. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:** None

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

Request for Reinstatement: Union Springs Central School District requested to reinstate Stephen Landers to School Security Guard. Valerie Castiglia from the Union Springs School District attended the meeting and provided the paperwork for the reinstatement request. The Commission reviewed the documentation, and it was satisfactory.

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

12. **CONSIDERATION OF APPEALS:** None

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

EXAM DATE	TITLE	EXAM #	Last Filing Date
Mar. 2, 2019:	Mobile Work Crew Supervisor	OC#68223	Wed. 1/9
	School Security Guard	OC#64097	Wed. 1/9
	Victim Witness Program Coordinator	OC#63999	Wed. 1/9
Mar. 16, 2019:	Accountant	OC#61495	Wed. 1/23
	Junior Accountant	OC#62719	Wed. 1/23
	Public Health Educator	OC#65803	Wed. 1/23
	Senior Human Resources Associate	PPM#74395	Wed. 1/23
	Senior Public Health Educator	OC#65288	Wed. 1/23
	Watershed Conservation Specialist	OC#60855	Wed. 1/23
May 11, 2019:	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
June 1, 2019:	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
June 22, 2019:	Transportation Supervisor	OC#60376	Wed. 4/10
	Human Services Examiner	OC#63752	Wed. 5/1

14. **COMMUNICATIONS RECEIVED:**

- A. 2018 Civil Service Exam Fee report submitted to State- \$7,177.50 in fees collected.
- B. 2018 Civil Service Annual Report submitted to State by 3/1/19 deadline.

15. **HR ADMINISTRATOR'S REPORT:**

Michael Russell shared that the County is engaging in a salary survey for all Non-Bargaining employees. Discussion was had regarding the time frame of hiring a new HR Administrator, and moving forward with advertising for the position. No action was taken.

16. **UNFINISHED BUSINESS:** None

17. **NEXT REGULAR MEETING:** April 10, 2019 @ 3:30 p.m.

18. **ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 5:08 p.m. ***MOTION APPROVED***

ATTEST Jennifer L. Marshall

Staff Development Supervisor

3/13/19