

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES
April 19, 2022
Civil Service Commission
3:30 p.m. Business Meeting**

PRESENT: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission
Timothy C. Lattimore, Commissioner
Diann Ferris, HR Administrator and Secretary to the Commission
Denise Prieto, Senior HR Associate

EXCUSED: Todd R. Delaney, Commissioner

GUESTS: Lloyd E. Hoskins, Administrator Indigent Defendants
Christopher M. Palermo, Cayuga County Attorney
Frederick R. Westphal, Assistant County Attorney
Todd Baker

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

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to open the Regular Commission Meeting at 3:35 p.m. ***MOTION APPROVED***

2. **READ & APPROVE MINUTES FROM THE 3/15/22 REGULAR MEETING:**

Motion was made to waive reading and approve the 3/15/22 minutes as written was made by Chairman Sherman and seconded by Commissioner Lattimore. ***MOTION APPROVED***

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to move items 8A and 10E from below to discuss the items with Lloyd E. Hoskins, Administrator Indigent Defendants at this time. ***MOTION APPROVED***

8. **ADOPTION OF CLASS SPECIFICATIONS:**

A. Assigned Counsel Administrator – Indigent Defendants – (NC- JCP)

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to ADOPT the job specification as indicated above in item 8A. ***MOTION APPROVED***

10. **NEW POSITION DUTIES STATEMENTS:**

E. Assigned Counsel Administrator – Indigent Defendants – (NC – JCP)

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to approve the classification as indicated above in item 10E. ***MOTION APPROVED***

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to move item 14A from below to discuss at this time. ***MOTION APPROVED***

14. **CONSIDERATION OF APPEALS:**

- A. Candidate appeal regarding removal from eligible list

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to go into Executive Session at 3:50 p.m. to discuss the employment of a person. **MOTION APPROVED**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to go out of Executive Session at 4:50 p.m., no action taken. **MOTION APPROVED**

3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None

4. **CERTIFICATION OF ELIGIBLES:**

PROBATION DEPARTMENT

Permanent promotion, John Murley, Probation Supervisor I, effective 4/1/22

DEPARTMENT OF SOCIAL SERVICES

Permanent appointment, Kaela Stonecipher, Caseworker, effective 2/22/22

Permanent appointment, Margaret Thomas, Caseworker, effective 3/21/22

Permanent appointment, Ciara Pepin, Caseworker, effective 3/21/22

Permanent appointment, Nicole Giacco, Caseworker, effective 3/21/22

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Health Home Care Manager (2021) OC#61862 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Sheriff Custody Lieutenant (2021) PPM#70884 – 1 year
- B. Supervising Emergency Services Dispatcher (2021) OC#62148 – 1 year
- C. Supervising Emergency Services Dispatcher (2021) PPM#75119 – 1 year

Motion to EXTEND the eligible lists for the positions indicated above was made by Chairman Sherman and seconded by Commissioner Lattimore. **MOTION APPROVED**

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Confidential Administrative Assistant to the Provost & VP for Academic Affairs (2018) OC#66237
- B. Confidential Administrative Assistant to the VP for Student Affairs (2018) OC#66238
- C. Confidential Secretary to the CSE Chair (2018) OC#61052
- D. Library Historian (2018) OC#65714

Motion to EXPIRE the eligible lists for the positions indicated above was made by Chairman Sherman and seconded by Commissioner Lattimore. **MOTION APPROVED.**

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Assigned Counsel Administrator – Indigent Defendants – (NC - JCP) *Item was moved to beginning of meeting*

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. County Auditor – Legislative Board - (U)
- B. Senior Motor Vehicle Cashier – Motor Vehicle Bureau – (C)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Activities Worker Aide (15) – Employment & Training – (L - JCP)
- B. Clerical Aide (20) – Employment & Training – (L - JCP)
- C. Food Service Aide (25) – Employment & Training – (L - JCP)
- D. Human Resources Associate – HR/Civil Service – (C)
- E. Assigned Counsel Administrator – Indigent Defendants – (NC - JCP) *Item was moved to beginning of meeting*
- F. Senior Clerk – Mental Health – (C)
- G. Public Health Educator – Public Health – (C)
- H. Local Area Network Technical Support Specialist – Moravia Central School – (C)
- I. Clerk – Port Byron Central School – (C)
- J. Mental Health Therapist (School) – Union Springs Central School – (C)
- K. Senior Network Administrator – Union Springs Central School – (C)
- L. Student Aide (2) – Weedsport Central School – (NC)

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to approve the New Position Duties Statements A–D and F–L as indicated above and directed staff to notify the appointment authorities. **MOTION APPROVED**

11. **EXEMPT CLASS REVIEW:** None.

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

13. **DISCIPLINARY ACTION, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, TRANSFERS:**

- A. Abolish Assistant Park Maintenance Supervisor (003367-SYS) – Parks & Trails – Per Resolution #121-22 (3/22/22)

14. **CONSIDERATION OF APPEALS:**

- A. Candidate appeal regarding removal from eligible list *Item was moved to beginning of meeting*

15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
04/30/22	Administrative Officer (Emergency Services)	64826
	Audit Clerk (OC) (Decentralized)	20221
	Audit Clerk (NCP for DSS) (Decentralized)	20223
	Custodian (Decentralized)	20222
	Director of Community Health Services	63075
	Technical Assistance Coordinator	63102
05/14/22	Administrative Assistant	61040
	Administrative Assistant (NCP for Mental Health)	72552
	Automotive Mechanic (Diesel)	62054
	Child Support Enforcement Coordinator (OC)	65883
	Child Support Enforcement Coordinator (PPM for DSS))	76684
	Motor Vehicle Bureau Supervisor	62477
	Motor Vehicle Bureau Supervisor (Prom.)	72250
	Resource Assistant (PPM for DSS)	73923
	Resource Consultant (NCP for DSS)	74971
	Senior Support Investigator (Prom.)	71462
05/21/22	Data Entry Machine Operator (Decentralized)	20224
06/11/22	Confidential Secretary to CSE Chair	69302
	Confidential Secretary to the District Attorney II	64984
06/25/22	Human Services Examiner	66316
	Senior Social Welfare Examiner	76790
	Sheriff Custody Officer	62671
07/16/22	Human Services Paraprofessionals Series	
	IT Managers Series	
08/13/22	Aging Services Assistant	66791
	Aging Services Coordinator	64280
	Aging Services Specialist	63542
12/10/22	Deputy Director of Community Mental Health Services (NCP)	76842

16. **COMMUNICATIONS RECEIVED:**

- A. Request for removal of candidate from eligible list
- B. Transfer request for candidate from Wayne County Employment & Training Department to Cayuga County Employment & Training Department not recommended by New York State Civil Service – Notate Only

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to approve the item listed in A above. ***MOTION APPROVED***

17. **MISCELLANEOUS:**

- A. Remove candidate from eligible list – no appeal received – final determination
- B. Remove candidate from eligible list – no appeal received – final determination
- C. Transfer of Function from Buildings & Grounds to Parks & Trails completed – effective date of transfer 4/4/22 – Notate Only

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to remove the two candidates from their respective eligible lists as noted in A and B above, as no appeal was received from either candidate. **MOTION APPROVED**

18. **HR ADMINISTRATORS REPORT:**

- A. Currently working with our EAP provider – Corporate Care, to offer optional learning sessions for employees;
- B. Working with various departments on their recruitment and hiring needs;
- C. Currently working on several employee and Union issues with Counsel;
- D. Recruitment process for an Operations Officer is continuing;
- E. Will be participating in the Sheriff’s Department inhouse recruitment event on April 20th for the upcoming Sheriff Custody Officer exam that is scheduled for June 25th;
- F. Will be participating in a virtual career fair with Jamestown Community College on April 26th.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, May 17, 2022 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to adjourn the Civil Service Commission meeting at 5:17 p.m. **MOTION APPROVED**

ATTEST: Denise M. Prieto

Denise M. Prieto _____
Senior Human Resources Associate