

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES
May 17, 2022
Civil Service Commission
3:30 p.m. Business Meeting**

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

GUESTS: Elizabeth Burke, Deputy Director of Community Mental Health Services
Kathleen Cuddy, Public Health Director
Christopher M. Palermo, Cayuga County Attorney

1. **ROLL CALL & OPENING OF REGULAR MEETING:**
Motion was made by Commissioner Delaney and seconded by Chairman Sherman to open the Regular Commission Meeting at 3:32 p.m. **MOTION APPROVED**

2. **READ & APPROVE MINUTES FROM THE 4/19/22 REGULAR MEETING:** **TABLED**
Motion was made to table reading and approving the 4/19/22 minutes until Commissioner Lattimore is present was made by Commissioner Delaney and seconded by Chairman Sherman. **MOTION TO TABLE APPROVED**

Motion was made by Commissioner Delaney and seconded by Chairman Sherman to move items 8A and 8B, and 10C and 10D from below to discuss the items with Elizabeth Burke, Deputy Director of Community Mental Health Services and Kathleen Cuddy, Public Health Director at this time. **MOTION APPROVED**

8. **ADOPTION OF CLASS SPECIFICATIONS:**
A. Crisis Intervention Care Manager – Mental Health – (C)
B. WIC Program Support Specialist – Public Health – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Delaney to ADOPT the job specifications as indicated above in items 8A and 8B. **MOTION APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**
C. Crisis Intervention Care Manager – Mental Health – (C)
D. WIC Program Support Specialist – Public Health – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Delaney to approve the classifications as indicated above in items 10C and 10D. **MOTION APPROVED**

Motion was made by Chairman Sherman and seconded by Commissioner Delaney to revisit item 2 from above. **MOTION APPROVED**

2. **READ & APPROVE MINUTES FROM THE 4/19/22 REGULAR MEETING:**

Motion was made to waive reading and approve the 4/19/22 minutes as written was made by Commissioner Lattimore and seconded by Chairman Sherman. **MOTION APPROVED**

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

4. **CERTIFICATION OF ELIGIBLES:**

E911

Permanent promotion, Supervising Emergency Services Dispatcher, effective 4/1/22

PROBATION

Permanent appointment, Elizabeth DuBois, Probation Officer I, effective 6/13/22

Permanent promotion, Kimberly Marshall, Probation Officer II, effective 4/12/22

DEPARTMENT OF SOCIAL SERVICES

Permanent appointment, Jessica Golden, Human Services Examiner, effective 4/18/22

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Audit Clerk (2022) NCP#20223 – No List
- B. Audit Clerk (2022) OC#20221 – 1 year
- C. Computer Systems Technician (T&E Online (2022) OC#21981 – 1 year
- D. Custodian (2022) OC#20222 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Nutritionist (2019) OC#62201 – 1 year
- B. Occupational Therapist (2019) OC#20195 – 1 year
- C. School Security Guard (2019) OC#64097 – 1 year
- D. Senior Human Resources Associate (2019) PPM#74395 – 1 year
- E. Victim Witness Program Coordinator (2019) OC#63999 – 1 year
- F. Watershed Conservation Specialist (2019) OC#60855 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Principal Account Clerk (2018) OC#64291
- B. Principal Account Clerk (BOCES) (2018) PPM#77636
- C. Senior Account Clerk Typist (2018) OC#61896
- D. Senior Audit Clerk (2018) OC#62079
- E. Senior Audit Clerk (DSS) NCP#77572
- F. Senior Public Health Educator (2019) OC#65288

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Crisis Intervention Care Manager – Mental Health – (C) ***Item was moved to beginning of meeting***
- B. WIC Program Support Specialist – Public Health – (C) ***Item was moved to beginning of meeting***

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Supervising Attorney – Indigent Defendants - (NC - JCP)
- B. Transition Coordinator - Jail – (C)
- C. Aging Services Assistant – Office for the Aging – (C)
- D. WIC Assistant – Public Health – (C)
- E. Youth Bureau Director – Youth Bureau – (NC)

Motion was made by Commissioner Delaney 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. Building Maintenance Helper – Buildings & Grounds – (NC)
- B. Supervising Attorney – Indigent Defendants – (NC - JCP)
- C. Crisis Intervention Care Manager – Mental Health – (C) ***Item was moved to beginning of meeting***
- D. WIC Program Support Specialist – Public Health – (C) ***Item was moved to beginning of meeting***
- E. Occupational Therapist – BOCES – (C)
- F. Cleaner – Cayuga Community College – (L)
- G. Secretary to District Superintendent – Moravia Central School – (X - JCP)
- H. Personnel Clerk – Moravia Central School – (C)
- I. Licensed Mental Health Therapist – Southern Cayuga Central School – (C)
- J. Recycling Attendant – Town of Fleming – (L)

Motion was made by Commissioner Delaney and seconded by Chairman Sherman to approve the New Position Duties Statements A–B and E–J as indicated above and directed staff to notify the appointing authorities. ***MOTION APPROVED***

11. **EXEMPT CLASS REVIEW:**

- A. Secretary to Chairperson, Board of Legislators (Position #1654) – Legislative Board

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

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

- A. Reclassification from Senior Typist to Administrative Assistant – Cayuga Community College

Motion was made by Chairman Sherman and seconded by Commissioner Delaney to APPROVE the reclassification of the position contingent upon recalculating the percentage of job duties on Page 1 of the reclassification form. The Commission directed staff to notify appointing authority. ***MOTION APPROVED***

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

- A. Request for Reinstatement from Social Services

Motion was made by Commissioner Delaney and seconded by Chairman Sherman to APPROVE the reclassification of the position as indicated above and directed staff to notify appointing authority and employee. **MOTION APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
06/13/22	Confidential Secretary to CSE Chair	69302
(Monday)	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	Case Work Aide	69654
	Workforce Development Program Assistant	63203
09/17/22	Deputy Sheriff	62325
11/05/22	Aging Services Assistant	66791
	Aging Services Coordinator	64280
	Aging Services Specialist	63542
12/10/22	Deputy Director of Community Mental Health Services (NCP)	76842
	IT Managers Series (was originally scheduled for 7/16/22)	

16. **COMMUNICATIONS RECEIVED:** None

17. **MISCELLANEOUS:**

- A. Add language to Admission Letters regarding vaping

Motion was made by Commissioner Delaney and seconded by Chairman Sherman to approve the item listed in A above and directed staff to make the changes. **MOTION APPROVED**

18. **HR ADMINISTRATORS REPORT:**

- A. Preparing for the upcoming Union Negotiations;
- B. Working on several employee FMLA requests;
- C. Continuing to work on several employee and Union issues with Counsel;
- D. Preparing several job specifications for submission to New York State for approval;
- E. Working closely with Legislators drafting the Youth Bureau Director job specification;
- F. Provided training session on Conflict Management, EAP, and Leave & Benefit Time at Probation Leadership Orientation;
- G. Participated in interviews for the Part-Time County Auditor.

- 19. **UNFINISHED BUSINESS:** None
- 20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, June 14, 2022 @ 3:30 p.m.
- 21. **ADJOURNMENT:**

Motion was made by Commissioner Delaney and seconded by Chairman Sherman to adjourn the Civil Service Commission meeting at 4:20 p.m. **MOTION APPROVED**

ATTEST: Denise M. Prieto

Denise M. Prieto _____
Senior Human Resources Associate

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