



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
May 19, 2020 @ 3:30 p.m.

PRESENT: Bruce Sherman, Commissioner
Todd Delaney, Commissioner
Lisa Lippoldt, Human Resources Administrator
Denise Prieto, Sr. Human Resources Associate
Rachel Reis, Human Resources Associate

GUEST: Jennifer Coughlin, Deputy Director of Community Services

EXCUSED: Ronald Oughterson, Sr., Commission Chairman

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 3:31 p.m. **MOTION APPROVED**

2. READ & APPROVE MINUTES FROM THE 4/21/20 REGULAR MEETING:

Motion to waive the reading of the 4/21/20 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

3. GUEST: JENNIFER COUGHLIN, DEPUTY DIRECTOR OF COMMUNITY SERVICES:

Deputy Director Coughlin wished to discuss the possibility of updating minimum qualifications for the title of Staff Social Worker (CMH) in the future to include possession of a Master's Degree in Social and a limited permit under Article 1654 of the New York Office of professions Subsection 7708 through New York State to practice under the general supervision of an LMSW or LCSW prior to taking the licensing exam.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to research the minimum qualifications for the title of Staff Social Worker that exists in other municipalities within New York State and the validity of the limited permit. Staff was directed to contact the New York State Department of Civil Service, NYSAPSCO, and other New York State municipality contacts to collect said minimum qualification information and to investigate the limited permit through New York State Office of the Professions. **MOTION APPROVED**

4. APPOINTMENT OF CHAIRMAN: TABLED

Motion to table the appointment of the Chairman, Civil Service Commission was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

5. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None
6. **CERTIFICATION OF ELIGIBLES:**
CAYUGA COUNTY PUBLIC HEALTH DEPARTMENT
Permanent appointment, Ashley Ball, WIC Assistant, effective 4/24/20

7. **ESTABLISHMENT OF ELIGIBLE LISTS:** None

8. **ELIGIBLE LISTS TO EXTEND:**

- A. Account Clerk (2017) OC#2017-01
- B. Accountant (2019) OC#61495
- C. Data Entry Machine Operator (2017) OC#2017-04
- D. Junior Accountant (2019) OC#62719
- E. Occupational Therapist (2019) OC#20195
- F. Principal Account Clerk (2018) OC#64291
- G. Principal Account Clerk (BOCES) (2018) PPM#77636
- H. Principal Account Clerk Typist (2018) OC#64391
- I. Public Health Educator (2019) OC#65803
- J. School Security Guard (2019) OC#64097
- K. Senior Account Clerk (2018) OC#61583
- L. Senior Account Clerk Typist (2018) OC#61896
- M. Senior Audit Clerk (2018) OC#62079
- N. Senior Audit Clerk (DSS) (2018) NCP#77572
- O. Senior Human Resources Associate (2019) PPM#74395
- P. Senior Public Health Educator (2019) OC#65288
- Q. Victim/Witness Program Coordinator (2019) OC#63999
- R. Watershed Conservation Specialist (2019) OC#60855

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

9. **ELIGIBLE LISTS TO EXPIRE:**

- A. Director of Administrative Services (2016) OC#60923

Motion to expire the eligible list for the exams indicated above was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

10. **ADOPTION OF CLASS SPECIFICATIONS:** None

11. **AMENDMENT OF CLASS SPECIFICATIONS:** None

12. **NEW POSITION DUTIES STATEMENTS:**

- A. Senior Clerk (2) – BOCES – (C)
- B. Business Manager – Weedsport Central School – (C)

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

13. **EXEMPT CLASS REVIEW:** None

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

15. **DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:** None
16. **CONSIDERATION OF APPEALS:** None
17. **UPCOMING EXAMINATION SCHEDULE:** (All fees are \$15 – except Law Enforcement Series \$25.00)

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>	<u>Last Filing Date</u>
Mar. 14, 2020 (Postponed)	Deputy Human Resources Administrator	OC#62920	Wed. 1/22
	Sheriff Custody Captain	PPM#73202	Wed. 1/22
	Sheriff Custody Lieutenant	PPM#73191	Wed. 1/22
	Clerk (Decentralized)	OC#20201	Wed. 2/19
Mar. 28, 2020 (Postponed)	Audit Clerk (Decentralized)	OC#20202	Wed. 3/11
	Care Manager	OC#61862	Wed. 3/11
	Case Supervisor Grade B	PPM#74670	Wed. 3/11
	Grand Jury Reporter	OC#61419	Wed. 2/5
	Principal Typist	OC#66889	Wed. 2/5
	Senior Caseworker	PPM#73558	Wed. 3/11
Apr. 25, 2020 (Postponed)	Health Programs Coordinator	OC#62126	Wed. 3/4
	Rabies Coordinator PT	OC#63499	Wed. 3/4
May 16, 2020 (Postponed)	Custodian	OC#20203	Wed. 4/15
	Library Associate	OC#63772	Wed. 3/25
	Purchasing Clerk	OC#68210	Wed. 3/25
	Senior GIS Specialist	OC#63182	Wed. 3/25
	Senior Typist	OC#20204	Wed. 4/15
	Supervising GIS Specialist	PPM#73408	Wed. 3/25
June 13, 2020 (Postponed)	Assessment Administration Specialist	OC#66112	Wed. 4/22
	Deputy Sheriff Sergeant	PPM#73203	Wed. 4/22
	Detective	PPM#73204	Wed. 4/22
	Detective Sergeant	PPM#75436	Wed. 4/22
	Executive Assistant to the District Attorney	OC#60570	Wed. 4/22
June 27, 2020	Executive Assistant to the District Attorney	NCP#70869	Wed. 4/22
	Probation Officer I	OC#64451	Wed. 5/6
	Probation Officer II	OC#64597	Wed. 5/6
	Probation Officer II	PPM#75498	Wed. 5/6
	Probation Supervisor I	OC#64617	Wed. 5/6
	Probation Supervisor I	PPM#75506	Wed. 5/6
	Transportation Supervisor	OC#65958	Wed. 5/6

18. **DISCUSSION OF THE STATUS OF UPCOMING EXAMS SCHEDULED FOR 6/13/20 AND 6/27/20:**

A survey was done in the NYSAPSCO online group with the majority of municipalities postponing the exams scheduled for 6/13/20. There is a mix of support to postpone and to hold the exams scheduled for 6/27/20. With the information received, the Commission is in favor of postponing the exams for 6/13/20 and revisiting the status of the exams to be held on 6/27/20 at a later date.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to postpone the 6/13/20 exams and directed staff to notify the candidates by postal mail and by e-mail. ***MOTION APPROVED***

19. **COMMUNICATIONS RECEIVED:** None

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

- A. Working with the 6th floor on the re-open processes for the County Building for regular staff and furloughed staff.
- B. Negotiation team for the Memo of Agreement with CSEA Union and furloughs.
- C. Called over 75 people to clarify an issue with information their department had given them. I was assigned to be the only person to contact people so the information was the same across the boards and was correct. Could not delegate.
- D. Furloughed a group of 15 people that were non-bargaining regarding a furlough then over 85 people whether they wished to take a voluntary furlough by seniority or if they were Part of the group that was mandatory. I was assigned as the point person on this and was asked not delegate to insure the message was the same.
- E. Mailed out follow-up letters with packets that included how to apply for unemployment and receive a dues waiver from CSEA to all affected furloughed staff within 24 hours.
- F. Fielding questions regarding unemployment, furloughs, and the CARE/FFCRA requests.
- G. Updated contact data on affected personnel so when the time comes to bring them back for our department and payroll to send out additional information to the furloughed staff.
- H. Made point person for the steering committee looking for a County Highway Superintendent. Have already sent other committee members applications that have come Through Indeed, Egov, and other methods. Will be beginning the narrowing of the pool shortly now that the furloughs are complete.
- I. Working on a list of behavioral and work/knowledge related questions to give to the steering committee to review.
- J. Staff have been doing a fantastic job working the flexible schedules of the rotating plan and keeping up on the necessary work and everything I have had to throw at them as a result of the project that I have been assigned to work on in committee. I know that some departments have not been as lucky as I have been with their staff adapting to this fluid and stressful period.

21. **UNFINISHED BUSINESS:** None

22. **NEXT REGULAR MEETING:** Tuesday, June 16, 2020 @ 3:30 p.m.

23. **ADJOURNMENT:**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 4:22 p.m. ***MOTION APPROVED***

ATTEST Denise M. Prieto

Senior Human Resources Associate

5/19/2020