

**CAYUGA COUNTY CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES
June 23, 2023
Civil Service Commission
8:00 a.m. Business Meeting**

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

EXCUSED: Ryan M. Foley, Commissioner

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

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to open the Special Commission Meeting at 8:03 a.m.; All in favor, none opposed. **MOTION APPROVED**

2. **ELIGIBLE LISTS TO EXPIRE:**

- A. Emergency Services Dispatcher (2022) OC#64738
- B. Senior Account Clerk (2022) OC#67781
- C. Senior Account Clerk Typist (2022) OC#61266

Motion to EXPIRE the eligible list for the exam indicated above was made by Chairman Sherman and seconded by Commissioner Lattimore; all in favor, none opposed. **MOTION APPROVED.**

3. **ADOPTION OF CLASS SPECIFICATION:**

- A. Staff Social Worker (Jail) – Mental Health – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to ADOPT the Class Specification as indicated above and directed staff to notify the appointing authority; All in favor, none opposed. **MOTION APPROVED**

4. **AMENDMENT OF CLASS SPECIFICATION:**

- A. Staff Social Worker (CMH) – Mental Health – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to AMEND the Class Specification as indicated above and directed staff to notify the appointing authority; All in favor, none opposed. **MOTION APPROVED**

4. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to adjourn the Civil Service Commission meeting at 8:06 a.m.; All in favor, none opposed. **MOTION APPROVED**

ATTEST: Denise M. Prieto
Denise M. Prieto

Deputy Human Resources Administrator