

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING
July 18, 2023
Civil Service Commission
3:30 p.m. Business Meeting**

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

GUESTS: Stuart W. Peenstra, Undersheriff
Kathleen Cuddy, Public Health Director
Jennifer Marshall, Deputy Director of Social Services

EXCUSED: Diann Ferris, Human Resources Administrator

1. **ROLL CALL & OPENING OF REGULAR MEETING:**
Motion was made by Chairman Sherman and seconded by Commissioner Foley to open the Regular Commission Meeting at 3:31 p.m.; all in favor, none opposed. ***MOTION APPROVED***

2. **READ & APPROVE MINUTES FROM THE 6/20/23 REGULAR MEETING and the 6/23/23 SPECIAL MEETING:**
Motion was made to waive reading and approve the 6/20/23 regular meeting minutes and the 6/23/23 special meeting minutes as written was made by Commissioner Foley and seconded by Chairman Sherman; all in favor, none opposed. ***MOTION APPROVED***

3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:**
New York State Civil Service Commission met on 6/14/23 and APPROVED the Non-Competitive Classification of Human Services Examiner (HELP Program). The Commission directed staff to update the Cayuga County Rules Regulations and Appendices to reflect the State ruling, and to notify the Commissioner of Social Services.

4. **CERTIFICATION OF ELIGIBLES:**
E911
Permanent Appointment, Taylor Militello, Supervising Emergency Services Dispatcher, effective 5/17/23

PUBLIC HEALTH
Permanent Appointment, Amy Manuel, Competent Professional Authority, effective 7/6/23

SOCIAL SERVICES
Permanent appointment, Matthew Fennessy, Clerk, effective 6/22/23
Permanent appointment, Michael Price, Senior Account Clerk, effective 6/27/23

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Library Assistant (2023) OC#68780 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Library Associate (2021) OC#63772 – 1 year
- B. Senior Computer Systems Technician (IT) (2022) OC#22122 – 1 year
- C. Sheriff Custody Captain (2022) PPM#73020 – 1 year
- D. Workforce Development Program Specialist (2022) OC#63227 – 1 year

Motion to EXTEND the eligible lists for the exams indicated above was made by Commissioner Foley and seconded by Chairman Sherman; all in favor, none opposed. **MOTION APPROVED.**

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Coding and Billing Specialist (2022) OC#62695
- B. Data Collector (2019) OC#62766
- C. Motor Vehicle Bureau Supervisor (2019) OC#66628
- D. School Transportation Supervisor (2019) OC#60257
- E. Senior Clerk (2019) OC#62964
- F. Senior Planner (2019) OC#60302

Motion to EXPIRE the eligible lists for the exams indicated above was made by Commissioner Foley and seconded by Commissioner Lattimore; all in favor, none opposed. **MOTION APPROVED.**

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Director of Fiscal Management – Social Services – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to ADOPT the class specification as indicated above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Grant Program Coordinator – District Attorney – (C)

Motion was made by Commissioner Lattimore and seconded by Commissioner Foley to AMEND the class specification as indicated in Item A above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

- B. Deputy Sheriff (Police) – Sheriff’s Department – (C)
- C. Deputy Sheriff Corporal (Police) – Sheriff’s Department – (C)
- D. Deputy Sheriff Identification Officer (Police) – Sheriff’s Department – (C)
- E. Deputy Sheriff Lieutenant (Police) – Sheriff’s Department – (C)
- F. Deputy Sheriff Sergeant (Police) – Sheriff’s Department – (C)
- G. Deputy Sheriff (Navigation) – Sheriff’s Department – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to AMEND the class specifications as indicated in Items B-G above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Highway Supervisor – Highway Department – (C)
- B. Competent Professional Authority – Public Health – (C)
- C. Director of Fiscal Management – Social Services – (C)
- D. Social Worker – BOCES – (C)
- E. Cleaner (2) – Cayuga Community College – (L)
- F. Cleaner (2) – Cato-Meridian Schools – (L)
- G. Laborer (5) – Town of Brutus – (L)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to APPROVE the New Position Duties Statement as indicated above in Item B and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to APPROVE the New Position Duties Statement as indicated above in Item C and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Commissioner Lattimore and seconded by Commissioner Foley to APPROVE the New Position Duties Statements as indicated above in Items A and D-G and directed staff to notify the appointing authorities; all in favor, none opposed. **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. Request for Reinstatement from Social Services

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to APPROVE the item listed above and directed the staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
7/15/23	Real Property Clerk	63438
	Special Patrol Officer	65671
9/9/23	Deputy Sheriff	60555
10/7/23	Sheriff Custody Corporal	78290
	Sheriff Custody Sergeant	78303
10/21/23	Deputy Sheriff Lieutenant	78271
	Detective Lieutenant	78278

	Public Health Assistant	65529
	Records Retention Specialist (OC)	65626
	Records Retention Specialist (NCP)	74771
	Senior Clerk	68074
12/2/23	Deputy Director of Operations Water & Sewer Authority	64465
3/2/24	Mobile Work Crew Supervisor	60363
	Mobile Work Crew Supervisor (NCP – Buildings & Grounds)	78441
3/23/24	Head Custodian	64093
	Senior Custodial Worker	65028
	Senior Custodial Worker (PPM - Weedsport School)	76697
	Senior Custodian	64021
4/13/24	General Highway Supervisor	64369
	Highway Supervisor	69382

16. **COMMUNICATIONS RECEIVED:**

- A. Notification from NYS Civil Service that 2022 Summary of Annual Reports has been reviewed and accepted by the State Civil Service Commission and is available online for access by the public.

17. **MISCELLANEOUS:** None

18. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. Cayuga Gold team is working together on a wellness program;
- C. We concluded our Annual Training sessions;
- D. We are working with the Operations Officer and Superintendent of Buildings and Grounds on parking concerns and issuing new parking tags to staff;
- E. A candidate was interviewed for the County Auditor position;
- F. We are reviewing and updating policies;
- G. Completed the NYSAC 2023 Salary and Employee Benefit Survey;
- H. Met with the DA, County Attorney, and Indigent Defenders Office to discuss salary changes;
- I. We have updated the Compensation Plan to reflect the 2023 CSEA salary changes;
- J. We completed the Civil Service Institute training program;
- K. Currently working on some employee and Union issues with Counsel.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:**

- A. Next Commission Meeting – Tuesday, August 15, 2023 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to adjourn the Civil Service Commission meeting at 4:13 p.m.; all in favor, none opposed. **MOTION APPROVED**

ATTEST: Denise M. Prieto

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Deputy Human Resources Administrator