



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**REGULAR MEETING**  
**COMMISSION MEETING MINUTES**  
**August 10, 2021 @ 3:30 p.m.**

**PRESENT:** Bruce Sherman, Commissioner  
Todd Delaney, Commissioner  
Colleen Lombardi, Deputy Human Resources Administrator  
Denise Prieto, Sr. Human Resources Associate  
Barbara Langtry, Human Resources Associate

**EXCUSED:** Lisa Lippoldt, Human Resources Administrator

**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 3:36 p.m. **MOTION APPROVED**

**2. READ & APPROVE MINUTES FROM THE 7/15/2021 REGULAR MEETING:**

Motion to waive the reading of the 7/15/2021 regular meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

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

**4. CERTIFICATION OF ELIGIBLES:**

Real Property

Permanent appointment, Kathryn Vellone, Senior GIS Specialist, effective 7/16/21

Permanent appointment, Scott Thomas, Supervising GIS Specialist, effective 7/16/21

District Attorney's Office

Permanent appointment, Macy Wilcox, Grand Jury Reporter, effective 7/16/21

Human Resources and Civil Service Commission

Permanent appointment, Colleen Lombardi, Deputy Human Resources Associate, effective 7/16/21

Public Health

Permanent appointment, Kimberlee Winslow, Early Intervention Services Coordinator, effective 6/28/21

Social Services

Permanent appointment, Rachel Ashton, Caseworker, effective 7/26/21

Permanent appointment, Kimberly Benton, Senior Account Clerk, effective 7/19/21

Veterans Services

Permanent appointment, Jennifer Wilder, Veterans Services Assistant, effective 6/21/21

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Deputy Sheriff (2021) OC#67193 (93 candidates passed/1 failed – no provisional) – 1 year
- B. Library Associate (2021) OC#63772 (1 candidate/0 failed – no provisional) – 1 year
- C. Police Officer (2021) OC#66838 (16 candidates passed/0 failed – no provisional) – 1 year
- D. Senior Computer Systems Technician (2021) OC#21458 (4 candidates passed including provisional) – 1 year
- E. Supervising GIS Specialist (2021) PPM#73408 (1-candidate passed – provisional) – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Head Custodian (2018) OC#66171 – 1 year
- B. Human Services Examiner (2018) PPM#78190 – 1 year
- C. Human Services Examiner (2019) OC#63752 – 1 year
- D. Senior Custodian (2018) OC#62742 – 1 year
- E. Senior Social Welfare Examiner (2019) PPM#73215 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:** None

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Human Resources Administrative Associate – HR & Civil Service Commission – (C)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to ADOPT the job specification as indicated above and directed staff to notify the appointing authority. **MOTION APPROVED**

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Administrative Assistant – County Departments, County Schools, Cayuga Community College, BOCES, Seymour Library – (C)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to AMEND the job specification as indicated above and directed staff to notify the appointing authority. **MOTION APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Account Clerk Typist \* - BOCES – (NC)
- B. Licensed Practical Nurse (School) (5) – BOCES – (NC)
- C. Laborer (2) – Water & Sewer Authority – (L)
- D. School Receptionist – Weedsport Central School – (C)
- E. Human Resources Administrative Associate – Hr & Civil Service Commission – (C)

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

11. **EXEMPT CLASS REVIEW:** None

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

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

- A. Transfer Request – Cayuga County Jail. Transfer from Onondaga County (Corrections Officer) to Cayuga County Jail (Sheriff Custody Officer).

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the transfer as indicated above and directed staff to notify the appointing authority. **MOTION APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE: (All fees are \$15 – except Law Enforcement Series \$25.00)**

<b><u>EXAM DATE</u></b>	<b><u>TITLE</u></b>	<b><u>EXAM #</u></b>
<b>Sept. 18, 2021</b>	Custodian	OC#20213
	Senior Typist	OC#20214
<b>Oct. 2, 2021</b>	Clerk	OC#20215
	School Receptionist	OC#20216
<b>Oct. 16, 2021</b>	Account Clerk Typist	OC#20217
	Deputy Sheriff Lieutenant	PPM#70693
	Detective Lieutenant	PPM#70706
	Personnel Clerk	OC#62066
<b>Nov. 6, 2021</b>	Care Manager (Health Home Care Manager)	OC#61862
	Community Mental Health Professional	OC#62203
	General Highway Foreperson (OC)	OC#65932
	General Highway Foreperson (PPM)	PPM#75832
	General Highway Supervisor	OC#68722
	Highway Supervisor	OC#65501
	Mental Health Therapist (School)	OC#63856
	Sheriff Custody Corporal	PPM#70716
	Sheriff Custody Sergeant	PPM#70731
	Staff Social Worker (CMH)	OC#62355
<b>Dec. 11, 2021</b>	Accountant (OC)	OC#61585
	Accountant (Prom. For DSS)	PPM#74615
	Director of Administrative Services	OC#65838
	Fiscal Officer	OC#62138
	Junior Accountant	OC#62491
<b>Jan. 22, 2022</b>	Emergency Services Dispatcher	OC#64738
<b>Feb. 5, 2022</b>	Assessment Administration Specialist	OC#66112
	Principal Supervising Real Property Tax Services Spec.	OC#60264
<b>Feb. 19, 2022</b>	Executive Assistant to the District Attorney	NCP#70869
	Law Associate	OC#60107
	Paralegal Specialist	OC#63050

16. **COMMUNICATIONS RECEIVED:**

- A. Request for Out-of-title pay adjustment.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the request as indicated above and directed staff to notify the appointing authority. **MOTION APPROVED**

**17. DEPUTY HR ADMINISTRATOR'S REPORT:**

- A. COVID Pandemic Preparedness meetings – Review current COVID Pandemic Operations Plan for effectiveness, improvement if necessary;
- B. Attend Labor/Management meeting;
- C. Met with member of Payroll Department for clarification of related issues and current procedures;
- D. Met with member of staff from County Attorney's Office regarding current employee issues and grievances;
- E. Begin preparations for yearly mandatory employee trainings;
- F. Discussions with various departments regarding updated/expanded New Employee Orientation process;
- G. Looking into possible Career Day dates with Cayuga Community College;
- H. Taking necessary steps to put Exit Interview process into place through Survey Monkey;
- I. Investigating possibility of using Survey Monkey for other employee-related functions;
- J. Observed Administrative Professionals' Day with staff on Monday 8/9/21, as staff was unable to celebrate in April;
- K. Made arrangements to deliver Certificate, pin and gift to former Chairman of the Commission to commemorate his over 30 years of service to Cayuga County.

**18. UNFINISHED BUSINESS:** None

**19. NEXT REGULAR MEETING:** Tuesday, September 21, 2021 @ 3:30 p.m.

**20. ADJOURNMENT:**

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

**ATTEST:** \_\_\_\_\_ Denise M. Prieto

Denise M. Prieto  
Senior Human Resources Associate