

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES**  
**August 23, 2022**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting & Public Hearing**

**PRESENT:** Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission  
Ryan M. Foley, Commissioner  
Denise Prieto, Senior HR Associate

**EXCUSED:** Timothy C. Lattimore, Commissioner  
Diann Ferris, Human Resources Administrator

1. **ROLL CALL & OPENING OF REGULAR MEETING/PUBLIC HEARING:**  
Motion was made by Chairman Sherman and seconded by Commissioner Foley to open the Regular Commission Meeting/Public Hearing at 3:37 p.m. **MOTION APPROVED**

2. **READ & APPROVE MINUTES FROM THE 5/17/22 REGULAR MEETING (Tabled at 6/27/22 meeting) AND THE 7/12/22 REGULAR MEETING:**  
Motion was made to waive reading and approve the 5/17/22 and 7/12/22 minutes as written was made by Commissioner Foley and seconded by Chairman Sherman. **MOTION APPROVED**

3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:**  
Review and adopt the proposed changes to the Cayuga County Civil Service Commission’s Rules and Appendices.

Motion to adopt the resolutions revising the Cayuga County Civil Service Commission’s Rules and Appendices as presented was made by Chairman Sherman and seconded by Commissioner Ryan. **MOTION APPROVED**

4. **CERTIFICATION OF ELIGIBLES:**  
DISTRICT ATTORNEY  
Permanent appointment, Jeannette McCormick, Executive Assistant to the District Attorney, effective 6/28/22

E911  
Permanent appointment, Bruce Eck, Emergency Services Dispatcher, effective 9/6/22  
Permanent appointment, Erin Rindfleisch, Emergency Services Dispatcher, effective 9/6/22  
Permanent appointment, McKenna Loerzel, Emergency Services Dispatcher, effective 9/6/22  
Contingent-Permanent appointment, Maggie Spencer, Emergency Services Dispatcher, effective 9/6/22

INFORMATION TECHNOLOGY  
Permanent appointment, Jason Porter, Senior Network Administrator, effective 7/13/22  
Permanent appointment, Jeremy Vevone, Senior Systems Administrator, effective 7/13/22

MOTOR VEHICLE BUREAU

Contingent-Permanent appointment, Michelle Miller, Motor Vehicle Cashier, effective 6/10/22

PROBATION

Permanent appointment, Diana Spingler, Account Clerk Typist, effective 8/8/22

SOCIAL SERVICES

Permanent appointment, Rebecca Fagan, Supervisor of Protective Services, effective 7/18/22

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Coding and Billing Specialist (2022) OC#62695– 1 year
- B. Senior Clerk (2022) OC#62694 – 1 year
- C. Senior Computer Systems Technician (T&E) (2022) OC#22122 – 1 year
- D. Sheriff Custody Captain (2022) PPM#73020 – 1 year
- E. Workforce Development Program Specialist (2022) OC#63227

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Deputy Sheriff Sergeant (2021) PPM#70993– 1 year
- B. Detective (2021) PPM#71010 – 1 year
- C. Human Services Examiner (2021) OC#68426 – 1 year
- D. Probation Officer I (2021) OC#68525 – 1 year
- E. Probation Officer II (2021) PPM#71106 – 1 year
- F. Probation Supervisor I (2021) PPM#71162 – 1 year
- G. Senior Social Welfare Examiner (2021) PPM#71052 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Detective Sergeant (2021) PPM#71019
- B. Head Custodian (2018) OC#66171
- C. Human Services Examiner (2018) PPM#78190
- D. Identification Officer (2021) PPM#75086
- E. Senior Custodian (2018) OC#62742

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Deputy Director of Operations – Water & Sewer Authority – (C)

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

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

A. Lactation Peer Counselor\* - Public Health – (NC)

Motion was made by Chairman Sherman and seconded by Commissioner Foley to AMEND the job specifications as indicated above and directed staff to notify the appointing authorities. **MOTION APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Assistant District Attorney – District Attorney – (X)
- B. Election Inspector (30) – Elections Board – (U)
- C. Election Worker (7) – Elections Board – (U)
- D. Garage Manager - Highway – (C)
- E. Senior Clerk – Mental Health – (C)
- F. Motor Vehicle Cashier – Motor Vehicle Bureau – (C)
- G. Licensed Practical Nurse (School) – Port Byron School District – (NC)
- H. Senior Account Clerk Typist – BOCES – (C)
- I. Senior Account Clerk Typist – BOCES – (C)
- J. Senior Office Machine Operator – BOCES – (C)
- K. Deputy Director of Operations Water & Sewer Authority – Water & Sewer Authority – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to approve the New Position Duties Statements 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 ACTION, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, TRANSFERS:**

A. Request to remove candidate from Emergency Service Dispatcher eligible list

Motion was made by Chairman Sherman and seconded by Commissioner Foley to approve the item noted in A above and directed staff to notify appointing authority. **MOTION APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
09/17/22	Deputy Sheriff	62325
10/01/22	Account Clerk (OC) (Decentralized)	20225
	Account Clerk Typist (OC) (Decentralized)	20226
	Audit Clerk (NCP for DSS) (Decentralized)	20227
	Deputy Human Resources Administrator (NCP)	76467
	Deputy Human Resources Administrator (OC)	67657

	Planner	63849
	Senior Planner/GIS Analyst	65460
	Sheriff Custody Corporal	77473
	Sheriff Custody Sergeant	77508
<b>10/15/22</b>	Clerk (Decentralized)	202210
<b>10/15/22</b>	Typist (Decentralized)	20228
	Senior Typist (OC) (Decentralized)	20229
	Senior Typist (PPM for Mental Health) (Decentralized)	202211
<b>10/22/22</b>	Assistant Payroll Systems Specialist	65510
	Community Mental Health Professional	62203
	Crisis Intervention Care Manager	66692
	Crisis Intervention Care Manager (PPM for Mental Health)	78102
	Deputy Sheriff Lieutenant	77584
	Detective Lieutenant	77636
	Early Intervention Services Coordinator	63091
	Grant Assistant	69966
	Health Home Care Manager	66865
	Mental Health Therapist (School)	63856
	Project Manager	67111
	Public Health Assistant	62677
	Regional Certification Officer (NCP – BOCES)	78133
	Senior Motor Vehicle Cashier	72456
	Senior Office Machine Operator (OC)	60359
	Senior Office Machine Operator (NCP – BOCES)	78143
	Senior Office Machine Operator (NCP – CCC)	78140
	Social Worker	62120
	Staff Social Worker (CMH)	62355
	Supervising Coding and Billing Specialist	77468
	Supervising Social Worker (CMH) (Prom.)	77264
	Supervisor of Family Behavioral Health Services (CMH) (Prom.)	71424
	Supervisor of Svcs for Children w/Spec Health Care Needs (Prom.)	78903
	Transition Coordinator	62349
<b>11/05/22</b>	Aging Services Assistant	66791
	Aging Services Coordinator	64280
	Aging Services Specialist	63542
	Community Services Coordinator (OC)	65445
	Community Services Coordinator (PPM)	75775
	Day Care Specialist	65362
	Director of Weights & Measures A	62363
	Human Resources Associate (OC)	61579
	Human Resources Associate (NCP)	73447
	Public Information Officer	62983
	Safety Coordinator	69342
	Senior Employment & Training Specialist (NCP)	75507

<b>12/10/22</b>	Deputy Director of Community Mental Health Services (NCP)	76842
	Director of Services (OC)	65872
	Director of Services (PPM)	76652
	IT Managers Series (originally scheduled for 7/16/22)	
<b>5/13/23</b>	Administrative Assistant (PROM FOR CCC)	77279
	Library Associate	63468
	Senior Library Associate (OC)	63054
	Senior Library Associate (PROM for Seymour Library)	78187
	Senior Public Health Assistant (NCP for Public Health)	76912

16. **COMMUNICATIONS RECEIVED:**

- A. Request by District Attorney to waive 52-week civil service probation period.
- B. Policy Advisory Report dated 7/11/22 (Minimum Qualifications and Applications Review – Amended Federal Regulations Governing the Recognition of Accrediting Agencies) from New York State Civil Service.
- C. Policy Advisory Report (Summary of Annual Report) dated 8/3/22 from New York State Civil Service.

Motion was made by Chairman Sherman and seconded by Commissioner Foley to approve the item listed in A above and staff was directed to notify the appointing authority. **MOTION APPROVED**

17. **MISCELLANEOUS:** None

18. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. We started negotiations with SEACC Union;
- C. Currently working on several employee and Union issues with Counsel;
- D. We are continuing to review and update several county policies;
- E. We interviewed candidates for the Director of Emergency Services;
- F. We are currently recruiting for Youth Bureau Director and Grant Manager.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, September 20, 2022 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Foley to adjourn the Civil Service Commission meeting at 4:19 p.m. **MOTION APPROVED**

ATTEST: Denise M. Prieto

Denise M. Prieto  
Senior Human Resources Associate