

**CAYUGA COUNTY CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES  
September 9, 2023  
Civil Service Commission  
7:30 a.m. Business Meeting**

**PRESENT:** Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission  
Ryan M. Foley, Commissioner  
Timothy C. Lattimore, Commissioner  
Diann Ferris, Human Resources Administrator

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

Motion was made by Commissioner Foley and seconded by Chairman Sherman to open the Special Commission Meeting at 7:26 a.m.; All in favor, none opposed. **MOTION APPROVED**

**2. ADOPTION OF CLASS SPECIFICATION:**

A. Deputy Director of Finance – Finance – (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**

**3. NEW POSITION DUTIES STATEMENTS:**

A. Deputy Director of Finance – Finance – (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 authority; All in favor, none opposed. **MOTION APPROVED**

B. Staff Social Worker (CMH) – Mental Health – (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 authority; All in favor, none opposed. **MOTION APPROVED**

**4. ADJOURNMENT:**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to adjourn the Civil Service Commission meeting at 7:31 a.m.; All in favor, none opposed. **MOTION APPROVED**

**ATTEST:** Diann Ferris  
Diann Ferris  
Human Resources Administrator