

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES  
September 20, 2022  
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  
Diann Ferris, Human Resources Administrator  
Denise Prieto, Senior HR Associate

**GUEST:** Jennifer Marshall, Deputy Director for Social Services

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 3:34 p.m. ***MOTION APPROVED***
2. **READ & APPROVE MINUTES FROM THE 8/23/22 REGULAR MEETING:**  
Motion was made to waive reading and approve the 8/23/22 Regular Meeting and Public Hearing minutes as written was made by Commissioner Foley and seconded by Chairman Sherman. ***MOTION APPROVED***
3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None
4. **CERTIFICATION OF ELIGIBLES:**  

INFORMATION TECHNOLOGY  
 Permanent appointment, Kimberly Dygert, Senior Computer Systems Technician, effective 8/24/22  
 Permanent appointment, Daniel Lovell, Senior Computer Systems Technician, effective 8/24/22

MENTAL HEALTH  
 Contingent-Permanent appointment, Lisa Green, Coding and Billing Specialist, effective 8/24/22  
 Permanent appointment, Christine Vadala, Senior Clerk, effective 8/29/22

MOTOR VEHICLE BUREAU  
 Permanent appointment, Michelle Miller, Motor Vehicle Cashier, effective 8/22/22

SHERIFF’S DEPARTMENT  
 Permanent appointment, Kristen George, Clerk, effective 9/19/22  
 Permanent Promotion, Wesley Burger, Deputy Sheriff Sergeant, effective 9/18/22
5. **ESTABLISHMENT OF ELIGIBLE LISTS:**
  - A. Occupational Therapist (2022) OC#202212– 1 year
  - B. Public Health Educator (2022) OC#66810 – 1 year
  - C. Senior Public Health Educator (2022) OC#64941 – 1 year
  - D. Sheriff Custody Officer (2022) OC#62671 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Deputy School District Treasurer (2021) OC#68983 – 1 year
- B. School Receptionist (2021) OC#20216 – 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. Clerk (2021) OC#20215
- B. Custodian (2021) OC#20213
- C. Senior Typist (2021) OC#20214
- D. Sheriff Custody Officer (2021) OC#60325

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

Move item 13A from below to discuss the item with Jennifer Marshall, Deputy Director of Social Services at this time.

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

- A. Request for reinstatement from Social Services.

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to approve the request for reinstatement as indicated above. **MOTION APPROVED**

8. **ADOPTION OF CLASS SPECIFICATIONS:** None

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Working Foreperson – Parks & Trails – (NC)
- B. Motor Equipment Operator – Soil & Water – (NC)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Senior Clerk\* – County Clerk – (NC)
- B. Licensed Practical Nurse – Jail – (NC)
- C. Building Maintenance Mechanic – Parks & Trails – (NC)
- D. Veterans Services Officer - Veterans – (C)

Motion was made by Commissioner Lattimore 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:**

- A. Director of Emergency Services – Emergency Management
- B. Confidential Secretary to the Sheriff – Sheriff’s Department

Motion was made by Commissioner Sherman and seconded by Commissioner Foley to accept the Exempt Classification Review as stated above. **MOTION APPROVED**

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

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

- A. Request for reinstatement from Social Services. **Item was moved to beginning of meeting**
- B. Request to remove candidate from Emergency Service Dispatcher eligible list

Motion was made by Commissioner Foley and seconded by Chairman Sherman to approve the item noted in B 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
<b>MONTH OF</b>	Online T&E: Network Administrator	22270
<b>OCTOBER</b>	Online T&E: Systems Administrator	22264
<b>10/01/22</b>	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
	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
	Deputy Sheriff Lieutenant	77584
	Detective Lieutenant	77636

	Early Intervention Services Coordinator	63091
	Mental Health Therapist (School)	63856
	Project Manager	67111
	Public Health Assistant	62677
	Regional Certification Officer (NCP – BOCES)	78133
	Senior Motor Vehicle Cashier (Prom. – DMV)	72456
	Senior Office Machine Operator (OC)	60359
	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
	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
<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. New York State Association of Personnel and Civil Service Officers – 2022 Annual Civil Service Training Conference.

17. **MISCELLANEOUS:** None

18. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. We are preparing for upcoming negotiations in October;
- C. We collaborated with Corporate Care (EAP Provider) to offer a session on Effective Communication;
- D. We are working with Comp Alliance to schedule the Annual Training sessions for all Employees;
- E. Currently working on several employee and Union issues with Counsel;
- F. We are continuing to review and update several county policies;
- G. Interviews have started for Youth Bureau Director;
- H. We are recruiting for Director of Finance and Grant Manager.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, October 18, 2022 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Commissioner Lattimore and seconded by Commissioner Foley to adjourn the Civil Service Commission meeting at 4:15 p.m. ***MOTION APPROVED***

ATTEST: Denise M. Prieto  
Denise M. Prieto \_\_\_\_\_  
Senior Human Resources Associate