

**CAYUGA COUNTY CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES  
September 29, 2023  
Civil Service Commission  
8:00 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  
Denise M. Prieto, Deputy Human Resources Administrator

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

Motion was made by Chairman Sherman and seconded by Commissioner Foley to open the Special Commission Meeting at 8:00 a.m.; All in favor, none opposed. ***MOTION APPROVED***

2. **NEW POSITION DUTIES STATEMENTS:**

- A. Grant Program Coordinator – District Attorney – (C)
- B. Junior Accountant – Office for the Aging – (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; All in favor, none opposed. ***MOTION APPROVED***

4. **ADJOURNMENT:**

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to adjourn the Civil Service Commission meeting at 8:04 a.m.; All in favor, none opposed. ***MOTION APPROVED***

**ATTEST:** Denise M. Prieto

Denise M. Prieto \_\_\_\_\_  
Deputy Human Resources Administrator