



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**SPECIAL MEETING**  
**COMMISSION MEETING MINUTES**  
**January 15, 2021 @ 4:00 p.m.**

**PRESENT:** Bruce Sherman, Commissioner  
Todd Delaney, Commissioner  
Lisa Lippoldt, Human Resources Administrator  
Denise Prieto, Senior Human Resources Associate  
Rachel Reis, Human Resources Associate

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

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to open the Regular Commission Meeting at 4:03 p.m. ***MOTION APPROVED***

**2. ADOPTION OF CLASS SPECIFICATIONS:**

- A. Nurse Practitioner – Public Health\* – Public Health – (NC - JCP)
- B. Pharmacist\* - Public Health – (NC - JCP)
- C. Physician Assistant\* - Public Health – (NC – JCP)

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

**3. NEW POSITION DUTIES STATEMENTS:**

- A. Nurse Practitioner\* (15) – Public Health – (NC - JCP)
- B. Pharmacist\* (10) – Public Health – (NC - JCP)
- C. Physician Assistant\* (15) – Public Health – (NC - JCP)
- D. Supervising Community Health Nurse (2) – Public Health – (NC)

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

**5. ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 4:05 p.m. ***MOTION APPROVED***

**ATTEST** Denise M. Prieto

Senior Human Resources Associate

1/15/21