

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AND PUBLIC HEARING MINUTES  
March 21, 2023  
Civil Service Commission  
3:30 p.m. Business Meeting and Public Hearing**

**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

**GUESTS:** Kathleen D. Cuddy, Public Health Director  
Jay A. DeWispelaere, Probation Director II

1. **ROLL CALL & OPENING OF REGULAR MEETING/PUBLIC HEARING:**  
Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to open the Regular Commission Meeting and Public Hearing at 3:33 p.m.; all in favor, none opposed. **MOTION APPROVED**

2. **READ & APPROVE MINUTES FROM THE 2/22/23 REGULAR MEETING:**  
  
Motion was made to waive reading and approve the 2/22/23 minutes as written was made by Chairman Sherman and seconded by Commissioner Lattimore; all in favor, none opposed. **MOTION APPROVED**

3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:**  
A. Proposed adoption revising Cayuga County Civil Service Commission’s Rules & Appendices  
  
Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to adopt the resolutions revising the Cayuga County Civil Service Commission’s Rules and Appendices as presented. The Commissioners and Human Resources Administrator signed the resolutions. Chairman Sherman directed that the resolutions and justifications be forwarded to the New York State Civil Service Commission. All in favor, none opposed. **MOTION APPROVED**

4. **CERTIFICATION OF ELIGIBLES:**  
**EMPLOYMENT & TRAINING**  
Permanent Appointment, Elizabeth Bentley, Workforce Development Program Assistant, effective 2/24/23  
  
**JAIL**  
Permanent Appointment, JW Serafini, Sheriff Custody Officer, effective 2/22/23  
Permanent Appointment, Steven Arndt, Sheriff Custody Officer, effective 2/21/23  
Permanent Appointment, Donald Tamblin, Sheriff Custody Officer, effective 2/21/23  
Permanent Appointment, Eric Decker, Sheriff Custody Officer, effective 2/22/23

MENTAL HEALTH

- Permanent Appointment, Danielle Blumrick, Administrative Assistant, effective 2/24/23
- Permanent Appointment, Michelle Sloan, Community Mental Health Professional, effective 2/24/23
- Permanent Appointment, Gregory Giannotta, Crisis Intervention Care Manager, effective 2/24/23
- Permanent Appointment, Monika Salvage, Project Manager, effective 2/24/23
- Permanent Appointment, Bridgette Cool, Staff Social Worker (CMH), effective 2/24/23
- Permanent Appointment, Abigail Kastick, Staff Social Worker (CMH), effective 2/24/23
- Permanent Appointment, Brian Haptonstahl, Staff Social Worker (CMH), effective 2/24/23
- Permanent Appointment, Julie Shaw, Staff Social Worker (CMH), effective 2/24/23
- Permanent Appointment, Mikayla Hermann, Staff Social Worker (CMH), effective 2/24/23
- Permanent Appointment, Elizabeth Signorelli, Staff Social Worker (CMH), effective 2/24/23
- Permanent Appointment, Magdalene Ball, Staff Social Worker (CMH), effective 2/24/23
- Permanent Appointment, Michelle Fiorelli, Supervising Social Worker, effective 2/24/23
- Permanent Appointment, Maureen Brennan, Supervisor of Family Behavioral Health Services, effective 2/24/23

PLANNING

- Permanent Appointment, Greg Diebold, Planner, effective 2/24/23
- Permanent Appointment, Evan Tuthill, Planner, effective 2/24/23
- Permanent Appointment, Gregory Hutnik, Senior Planner/GIS Analyst, effective 2/24/23

PUBLIC HEALTH

- Permanent Appointment, Mackenzie Tabone, Early Intervention Services Coordinator, effective 3/1/23
- Permanent Appointment, Meghan Sedorus, Supervisor of Services for Children with Special Health Care Needs, effective 3/1/23

SHERIFF'S DEPARTMENT

- Permanent Appointment, Matthew Costello, Deputy Sheriff, effective 3/17/23

SOCIAL SERVICES

- Contingent-Permanent Appointment, Taylor McKeen, Human Services Examiner, effective 2/6/23
- Permanent Appointment, Rebecka DelPapa, Human Services Examiner, effective 1/23/23
- Permanent Appointment, Tiffany Sorber, Human Services Examiner, effective 2/21/23
- Contingent-Permanent Appointment, Monica Linval, Human Services Examiner, effective 2/21/23

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Day Care Specialist (2022) OC#65362 – 1 year
- B. Director of Weights & Measures A (2022) OC#62363 – 1 year
- C. Human Resources Associate (2022) NCP#73447 – 1 year
- D. Human Resources Associate (2022) OC#61579 – 1 year
- E. Local Area Network Technical Support Specialist (T&E) (2023) OC#22648 – 1 year
- F. Public Health Assistant (2022) OC#62677 – 1 year
- G. Safety Coordinator (2022) OC#69342 – 1 year
- H. Senior Motor Vehicle Cashier (2022) PPM#72456 – 1 year
- I. Senior Office Machine Operator (2022) OC#60359 – 1 year
- J. Sheriff Custody Officer (T&E Online) (12/15/22 – 1/15/23) OC#62552 – 1 year
- K. Supervising Coding and Billing Specialist (2022) NCP#77468 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:** None

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Health Home Care Manager (2021) OC#61862
- B. Index and Recording Clerk (2019) OC#65752
- C. Records Retention Clerk (2019) OC#68908
- D. WIC Assistant (2019) OC#63930

Motion to EXPIRE the eligible list for the exam indicated above was made by Commissioner Foley and seconded by Commissioner Lattimore; all in favor, none opposed. **MOTION APPROVED.**

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

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Grant Manager – Finance Department – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to AMEND the job specifications as indicated in item A above and directed staff to notify the appointing authority; two in favor, one opposed. **MOTION APPROVED**

- B. Director of Community Health Services – Public Health – (C) **TABLED**

Motion was made by Commissioner Lattimore and seconded by Commissioner Foley to TABLE the amendment of the job specification as indicated in item B above until additional information can be discussed with the appointing authority. Staff was directed to notify the appointing authority. All in favor, none opposed. **MOTION TO TABLE APPROVED**

- C. Public Health Nurse – Public Health – (C)
- D. Library Assistant {formerly Library Assistant (School)} – Seymour Library – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to AMEND the job specifications as indicated in items C and D above and directed staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to take the following Amendment of Class Specifications off the table from February. **MOTION APPROVED**

- E. Probation Director A – Probation – (C)
- F. Probation Officer II – Probation – (C)
- G. Probation Supervisor I – Probation – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to AMEND the job specifications as indicated in items E - G above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Senior Clerk – Mental Health – (C)
- B. Human Services Examiner (HELP) (5) – Social Services – (NC - JCP)
- C. Administrative Assistant – BOCES – (C)
- D. Deputy Town Highway Superintendent – Town of Fleming – (X - JCP)
- E. Typist\* – Town of Montezuma – (NC)
- F. Laborer – Village of Union Springs – (L)

Motion was made by Chairman Sherman and seconded by Commissioner Foley to APPROVE the New Position Duties Statement as indicated above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

11. **EXEMPT CLASS REVIEW:**

- A. Deputy Town Clerk – Town of Ira
- B. Court Clerk – Town of Montezuma

Motion was made by Commissioner Sherman and seconded by Commissioner Foley to accept the Exempt Classification Review as stated above. All in favor, none opposed. **MOTION APPROVED**

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

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

- A. Request for transfer from Cayuga Community College

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to APPROVE the item listed above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
3/25/23	Account Clerk Typist	20233
	Assistant Director of Facilities II (OC)	63655
	Assistant Director of Facilities II (NCP for BOCES)	75569
	Building Maintenance Supervisor	65514
	Custodian	20231
4/1 – 4/30	Local Area Network Technical Support Specialist	22648
4/22/23	Data Entry Machine Operator	20232
	Senior Typist	20234

	Veterans Services Assistant	64598
	Veterans Services Officer	64659
<b>5/13/23</b>	Administrative Assistant (OC)	64830
	Administrative Assistant (NCP for Public Health)	74760
	Cataloging Assistant	65588
	Clerk	20235
	Library Associate	63468
	Senior Library Associate (OC)	63054
	Senior Library Associate (PROM for Seymour Library)	78187
	Typist	20236
<b>6/10/23</b>	Case Supervisor Grade B (Prom.)	74670
	Chief Tax & Assessment Data Analyst	62877
	Computer Technician	64563
	Fiscal Officer I	61685
	Identification Officer	78053
	Principal Supervising Real Property Tax Services Specialist	65426
	Public Health Engineer	65740
	Public Health Sanitarian	63359
	Senior Caseworker	73691
	Senior Public Health Sanitarian (OC)	67538
	Senior Public Health Sanitarian (Promotional)	76991
	Staff Development Supervisor	60107
	Staff Development Supervisor (PPM – DSS)	78121
	Supervisor of Family Services )Prom.)	76144
<b>6/24/23</b>	Probation Director A (OC)	64455
	Probation Director A (Promotional)	74184
	Probation Officer I	64136
	Probation Officer II (OC)	64178
	Probation Officer II (Promotional)	73974
	Probation Supervisor I (OC)	64231
	Probation Supervisor I (Promotional)	73981
<b>7/15/23</b>	Special Patrol Officer	65671
	Special Patrol Officer (Schools)	65732

16. **COMMUNICATIONS RECEIVED:**

- A. Request from the Sheriff’s Department to remove candidates per CS Law 50.4

Motion was made by Chairman Sherman and seconded by Commissioner Foley to APPROVE the request listed in items A above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

- B. Request to reduce probation period from Parks & Trails
- C. Request to waive probation periods from Planning Department

Motion was made by Commissioner Foley and seconded by Chairman Sherman to APPROVE the requests listed in items B and C above and directed staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to take the following Communication Received off the table from February. All in favor, none opposed. **MOTION APPROVED**

D. Request to waive probationary period from Mental Health

Motion was made by Chairman Sherman and seconded by Commissioner Foley to APPROVE the request listed in item D above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

E. PAR-04-22 – Minimum Qualifications and Application Review – Amended Federal Regulations Governing the Recognition of Accrediting Agencies.

The item in E above was discussed and the Commission determined that the language will remain the same on all job specifications.

17. **MISCELLANEOUS:** None

18. **HR ADMINISTRATORS REPORT:**

- A. Annual Report was completed and submitted to NYS Civil Service Commission;
- B. Payroll Certification for 2023 are currently in process;
- C. Negotiations with CSEA continue;
- D. We scheduled a session with Corporate Care (EAP Provider) on Stress Management for Employees which focused on relaxation tips;
- E. Currently working on some employee and Union issues with Counsel;
- F. We scheduled three Leadership Training sessions for Department Heads;
- G. We scheduled FMLA training with BS & K for department heads which was offered on March 21, 2023.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, April 18, 2023 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Foley to adjourn the Civil Service Commission meeting and Public Hearing at 4:49 p.m.; all in favor, none opposed. **MOTION APPROVED**

ATTEST: Denise M. Prieto  
Denise M. Prieto  
Deputy Human Resources Administrator