



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
May 8, 2019 @ 3:30 p.m.
Cayuga County Caucus Room 1

PRESENT: Ronald Oughterson, Chairman
Todd Delaney, Commissioner
Bruce Sherman, Commissioner
Michael Russell, Human Resources Administrator
Jennifer Marshall, Staff Development Supervisor
Richard Graham, Deputy Chief County Attorney
J. Justin Woods, County Administrator
Denise Prieto, Sr. Human Resources Associate

GUESTS: Lisa Lippoldt, Human Resources Administrator finalist

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 3:37 p.m. **MOTION APPROVED**

2. READ & APPROVE MINUTES FROM 04/10/19:

Motion to waive the reading of the 04/10/19 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

3. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

4. CERTIFICATION OF ELIGIBLES:

CAYUGA COUNTY MENTAL HEALTH

Permanent appointment, Marissa Petrosino, Staff Social Worker (CMH), effective 5/6/19

Permanent appointment, Nicholas Granato, Staff Social Worker (CMH), effective 3/25/19

SOCIAL SERVICES

Permanent appointment, Rebecca McKeen, Senior Account Clerk, effective 4/15/19

5. ESTABLISHMENT OF ELIGIBLE LISTS:

- A. Emergency Services Dispatcher – 25 candidates- established for 1 year
- B. Supervising Emergency Services Dispatcher – 1 candidate – established for 1 year
- C. Mobile Work Crew Supervisor – 1 candidate – established for 1 year
- D. Sheriff Custody Officer – 64 candidates – established for 1 year
(Candidates are restricted until physical fitness exam has been scheduled)

Motion to establish the eligible list for the year(s) indicated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

- E. Director of Facilities I – New York State exam - established for 4 years
- F. Director of Facilities II – New York State exam – established for 4 years
- G. Director of Facilities III – New York State exam – established for 4 years

Motion to establish the eligible list for the year(s) indicated above was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

6. ELIGIBLE LISTS TO EXTEND: (All Lists to be extended for 1 year)

- A. Account Clerk (2017) OC#2017-01
- B. Audit Clerk (2017) OC#2017-03
- C. Data Entry Machine Operator (2017) OC#2017-04
- D. Director of Administrative Services (2016) OC#60923
- E. Junior Accountant (2017) OC#69193
- F. Principal Account Clerk (2018) OC#64291
- G. Principal Account Clerk (BOCES) PPM#77636
- H. Principal Account Clerk Typist (2018) OC#64391
- I. Senior Account Clerk (2018) OC#61583
- J. Senior Account Clerk Typist (2018) OC#61896
- K. Senior Audit Clerk (2018) OC#62079
- L. Senior Audit Clerk (DSS) (2018) NCP#77572

Motion to extend the eligible list for the year(s) indicated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

7. ELIGIBLE LISTS TO EXPIRE:

- A. Accountant (MH) (2018) NCP#79034 – no candidates remain
- B. Aging Services Specialist (2018) OC#65047 – list exhausted
- C. Director of Administrative Services (2016) – NCP#70384 – no candidates remain
- D. Principal Account Clerk (DSS) (2018) PPM#77584 – no candidates remain
- E. Senior Account Clerk (DSS) (2018) OC#61583 – no candidates remain
- F. Sheriff Custody Officer (2017) OC#60947 – new list established

Motion to expire eligible list indicated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

8. NEW POSITION DUTY STATEMENTS:

- A. Administrator Indigent Defendants: (1 position) Indigent Defendants Cayuga County - NC

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

- B. Case Supervisor Grade B: (1 position) County DSS – C

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

- C. Senior Computer Systems Technician (DP): (1 position) County DSS – C

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

D. School Crossing Guard PT: (1 position) Town of Springport – NC

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

E. Regional Certification Officer: (1 position) Cayuga Onondaga BOCES – C

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

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

10. **AMENDMENT OF CLASS SPECIFICATIONS:**

A. Amend: Supervising GIS Specialist – County Tax and Assessments

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to AMEND the job specification as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

B. Amend: Director of Purchasing – County Administrator

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

11. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:** NONE

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

A. Transfer request from Diane Paxhia as a Sr. Typist in Youth Bureau to Sr. Typist in Indigent Defendants.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to grant the transfer request. **MOTION APPROVED**

13. **CONSIDERATION OF APPEALS:** None

14. **UPCOMING EXAMINATION SCHEDULE: (All fees are \$15)**

EXAM DATE	TITLE	EXAM #	Last Filing Date
May 8, 2019	T & E Rating: Supervising Psychiatric Nurse Practitioner	NCP#20192	Wed. 5/1
May 11, 2019:	Highway Supervisor	OC#62855	Wed. 3/20
	Motor Vehicle Bureau Supervisor (OC)	OC#66628	Wed. 3/20
	Motor Vehicle Bureau Supervisor (Prom)	PPM#76867	Wed. 3/20
June 1, 2019:	Planner	OC#60164	Wed. 4/10
	School Transportation Dispatcher (OC)	OC#60257	Wed. 4/10
	School Transportation Dispatcher (PPM – Moravia School)	PPM#78006	Wed. 4/10
	School Transportation Dispatcher (PPM – SCCS)	PPM#77031	Wed. 4/10
	Senior Planner (OC)	OC#60302	Wed. 4/10
	Senior Planner (PPM)	PPM#76060	Wed. 4/10
	Transportation Supervisor	OC#60376	Wed. 4/10
June 22, 2019:	Custodian	OC#20193	Wed. 5/1
	Human Services Examiner	OC#63752	Wed. 5/1
	Senior Social Welfare Examiner	PPM#73215	Wed. 5/1

15. **COMMUNICATIONS RECEIVED:** None

16. **HR ADMINISTRATOR'S REPORT:** None

17. **UNFINISHED BUSINESS:**

- A. Employment and Training Director II – Change reporting information as requested – submit to New York State.
- B. Supervising Psychiatric Nurse Practitioner (T & E) – 1 candidate – 1 year

Motion to establish the eligible list for the year(s) indicated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

17. **NEXT REGULAR MEETING:** June 12, 2019 @ 3:30 p.m.

Motion made by Commissioner Sherman and seconded by Commissioner Delaney to go into Executive Session at 4:26 to discuss the employment of a person. **MOTION APPROVED**

Motion made by Commissioner Sherman and seconded by Commissioner Delaney to go out of Executive Session at 5:07, no action taken. **MOTION APPROVED**

18. **APPOINTMENT:** Appointment of Lisa Lippoldt to the position of Human Resources Administrator

Motion was made by Chairman Oughterson and seconded by Commissioner Sherman to approve the appointment as indicated above. **MOTION APPROVED**

Motion made by Commissioner Sherman and seconded by Commissioner Delaney to go into Executive Session at 5:11 to discuss the employment of a person. **MOTION APPROVED**

Motion made by Commissioner Sherman and seconded by Commissioner Delaney to go out of Executive Session at 5:29, no action taken. **MOTION APPROVED**

19. **ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 5:31 p.m. **MOTION APPROVED**

ATTEST Denise M. Prieto

Senior Human Resources Associate
05/08/2019