

CAYUGA COUNTY CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES
May 19, 2023
Civil Service Commission
8:00 a.m. Business Meeting

PRESENT: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission
Ryan M. Foley, Commissioner
Diann Ferris, Human Resources Administrator
Denise M. Prieto, Deputy Human Resources Administrator

GUESTS: Christopher Palermo, County Attorney
Richard Graham, Chief Assistant County Attorney

ABSENT: Timothy C. Lattimore, Commissioner

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 8:02 a.m.; All in favor, none opposed. **MOTION APPROVED**

2. ADOPTION OF CLASS SPECIFICATION:

A. Senior Assistant County Attorney – County Attorney – (X - JCP)

Motion was made by Chairman Sherman and seconded by Commissioner Foley to ADOPT the Class Specification as indicated above and directed staff to notify the appointing authority; All in favor, none opposed. **MOTION APPROVED**

3. NEW POSITION DUTIES STATEMENTS:

A. Assistant County Attorney – County Attorney – (X)
B. Senior Assistant County Attorney – County Attorney – (X – JCP)

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

4. ADJOURNMENT:

Motion was made by Chairman Sherman and seconded by Commissioner Foley to adjourn the Civil Service Commission meeting at 8:21 a.m.; All in favor, none opposed. **MOTION APPROVED**

ATTEST: Denise M. Prieto
Denise M. Prieto

Deputy Human Resources Administrator