



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
June 15, 2021 @ 3:30 p.m.

PRESENT: Bruce Sherman, Commissioner
Todd Delaney, Commissioner
Lisa Lippoldt, Human Resources Administrator
Colleen Lombardi, Deputy Human Resources Administrator
Denise Prieto, Sr. 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 3:34 p.m. **MOTION APPROVED**

2. READ & APPROVE MINUTES FROM THE 5/19/21 REGULAR MEETING:

Motion to waive the reading of the 5/19/21 regular meeting minutes and approve the minutes as written was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

3. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

4. CERTIFICATION OF ELIGIBLES:

Motor Vehicle Bureau

Permanent appointment, Barbara Haff, Motor Vehicle Cashier, effective 5/10/2021

Sheriff

Permanent appointment, Stephanie Wojcikowski, Deputy Sheriff, effective 4/5/2021

Social Services

Permanent appointment, Elizabeth Merkley, Caseworker, effective 5/17/2021

5. ESTABLISHMENT OF ELIGIBLE LISTS: None

6. ELIGIBLE LISTS TO EXTEND:

- A. Emergency Services Dispatcher (2020) OC#60687
- B. Highway Supervisor (2019) OC#62855
- C. Recreation Director (2020) OC#60281
- D. Sheriff Custody Officer (2020) OC#62032
- E. Social Services Investigator (2018) OC#64958
- F. Supervising Social Services Investigator (2018) OC#66597
- G. Veterans Services Assistant (2019) OC#60043
- H. Veterans Services Officer (2019) OC#61594

Motion to extend the eligible lists for the positions indicated above was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

7. ELIGIBLE LISTS TO EXPIRE:

- A. Head Social Welfare Examiner (2017) PPM#77301
- B. Principal Social Welfare Examiner (2017) PPM#72361
- C. WIC Program Coordinator (2019) OC#69468

Motion to expire the eligible lists for the exams indicated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

8. ADOPTION OF CLASS SPECIFICATIONS: None.

9. AMENDMENT OF CLASS SPECIFICATIONS:

- A. Day Care Worker Aide – County Departments – (L-JCP)

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

10. NEW POSITION DUTIES STATEMENTS:

- A. Day Care Worker Aide (2) – Employment and Training (L-JCP)
- B. Aging Services Specialist (1) – Office for the Aging (C)
- C. Code Enforcement Officer* (1) – Town of Cato (NC)

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

11. EXEMPT CLASS REVIEW: None

12. JOB/POSITION RECLASSIFICATION QUESTIONNAIRE: None

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

- A. Reinstatement of Account Clerk Typist for Southern Cayuga Central School District
- B. Two (2) Section 75 Investigations

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

14. CONSIDERATION OF APPEALS: None

15. UPCOMING EXAMINATION SCHEDULE: (All fees are \$15 – except Law Enforcement Series \$25.00)

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>
June 26, 2021	Human Services Examiner (OC)	OC#68426
	Senior Social Welfare Examiner (PPM)	PPM#71052
	Probation Officer I	OC#68525
	Probation Officer II (Promotional)	PPM#71106
	Probation Supervisor I (Promotional)	PPM#71162
July 17, 2021	Business Manager	OC#61899
	Purchasing Clerk	OC#68210
	Transportation Supervisor	OC#61614
August 7, 2021	Public Safety Officer II	OC#63181

16. **COMMUNICATIONS RECEIVED:** None

17. **MISCELLANEOUS:**

- A. Update “Alternate Test Date Policy”
- B. Create and Review “Special Accommodations Policy”
- C. Create and Review “Application/Fee Deadline Policy”

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the updated and newly created policies as indicated above. **MOTION APPROVED**

17. **HR ADMINISTRATOR’S REPORT:**

- A. Continue to move forward with the CIO position. Having top candidate meet with legislative body after reference checks
- B. Continue Comp plan data and processes with the legislative workgroup to complete the next steps
- C. Training of Deputy by all HR & CS staff
- D. Starting the changes necessary for legalized marijuana; procedural and looking at needed training
- E. Staff completing NYSAC salary survey
- F. Helping several departments with hard to fill recruitment efforts
- G. Participation in another virtual job fair – this was through the NY Department of Labor by Colleen
- H. Continued work on settlements, grievances, EEOC case and arbitrations
- I. Been placed on Director of Veterans Services Steering Committee
- J. May require a special Commissioners meeting for updated job descriptions for abolished DSS/Mental Health Director position in preparation for RB retirement in future per Health and Human Services Committee chairperson

18. **UNFINISHED BUSINESS:** None

19. **NEXT REGULAR MEETING:** Tuesday, July 13, 2021 @ 3:30 p.m.

20. **ADJOURNMENT:**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 4:16 p.m. **MOTION APPROVED**

ATTEST Colleen Lombardi _____
Deputy Human Resources Administrator