



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**SPECIAL MEETING**  
**COMMISSION MEETING MINUTES**  
**June 30, 2020 @ 5:00 p.m.**

**PRESENT:** Bruce Sherman, Commissioner  
Todd Delaney, Commissioner  
Lisa Lippoldt, Human Resources Administrator  
Denise Prieto, Sr. Human Resources Associate  
Barbara Langtry, Human Resources Associate

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

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to open the Regular Commission Meeting at 5:03 p.m. **MOTION APPROVED**

**2. ADOPTION OF CLASS SPECIFICATIONS:**

A. Supervisor of Protective Services – Social Services – (C)

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

**3. NEW POSITION DUTIES STATEMENTS:**

A. Registered Professional Nurse (7) – Public Health – (NC)  
B. Supervisor of Protective Services – Social Services – (C)

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

**3. COMMUNICATIONS RECEIVED:**

A. Request for information from New York State Civil Service regarding the possibility of extending the life of certain eligible lists from 4 years to 5 years. Those include any turning 4 years from 9/1/20 through 12/31/21 and those that are already reaching 4 years. The Commission would like staff to complete the spreadsheet of exams expiring and return it to New York State Civil Service for consideration to extend the eligible lists from 4 years to 5 years until the exam schedule is able to resume.

**4. ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 5:16 p.m. **MOTION APPROVED**

**ATTEST** Denise M. Prieto  
Senior Human Resources Associate  
6/30/2020