



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

PRESENT: Bruce Sherman, Commissioner
Todd Delaney, Commissioner
Colleen Lombardi, Deputy Human Resources Administrator
Denise Prieto, Sr. Human Resources Associate

EXCUSED: Lisa Lippoldt, Human Resources Administrator

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 3:35 p.m. **MOTION APPROVED**

2. READ & APPROVE MINUTES FROM THE 6/15/2021 REGULAR MEETING:

Motion to waive the reading of the 6/15/2021 regular 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 Veterans

Permanent appointment, Jennifer Wilder, Veterans Services Assistant, effective 6/21/2021

Social Services

Permanent appointment, Damian Bauso, Principal Social Welfare Examiner, effective 6/28/2021

5. ESTABLISHMENT OF ELIGIBLE LISTS:

- A. Deputy Human Resources Administrator (2021) OC#65295 (8 candidates passed, including provisional)
- B. Grand Jury Reporter (2021) OC#61419 (1 candidate – provisional passed)
- C. Principal Typist (2021) OC#66889 (6 candidates passed – no provisional)
- D. Senior GIS Specialist (2021) OC#63182 (1 candidate – provisional passed)
- E. Supervising GIS Specialist (2021) PPM#73408 (1-candidate passed – provisional)

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Administrative Assistant (2018) OC#65501
- B. Chief Tax & Assessment Data Analyst (2019) OC#62693
- C. Computer Systems Technician (T&E Online) (2018) OC#19465
- D. Data Collector (2019) OC#62766
- E. Library Associate (2018) OC#64506
- F. Motor Vehicle Bureau Supervisor (2019) OC#66628
- G. Motor Vehicle Bureau Supervisor (2019) PPM#76867
- H. Planner (2019) OC#60164
- I. Research Aide (2018) OC#65510
- J. School Transportation Dispatcher (2019) OC#60257
- K. Senior Library Associate (2018) OC#64588
- L. Senior Planner (2019) OC#60302
- M. Transportation Supervisor (2019) OC#60376

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. Case Supervisor Grade B (2018) OC#68020
- B. Case Supervisor Grade B (2018) PPM#78177
- C. Senior Caseworker (2018) OC#68018
- D. Staff Development Supervisor (2017) OC#60696
- E. Staff Development Supervisor (2017) PPM#77512

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

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

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Director, Veteran's Service Agency – Veteran's Service Agency – (NC)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Licensed Practical Nurse - Temporary, Part-Time (6) – Cayuga County Jail (NC)
- B. Assistant Superintendent of Public Works – (1) – Town of Owasco Water & Sewer Dist. (NC)
- C. Student Worker – (2) – Cato-Meridian School District (NC)
- D. Administrative Assistant – (1) – Cayuga-Onondaga BOCES (C)
- E. Water and Sewer Maintenance Mechanic – (1) – Town of Fleming (NC)
- F. Administrative Assistant – (1) – Cayuga County Water & Sewer Authority (C)
- G. Recreation Attendant – (3) – Weedsport CSD (NC)

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the classifications 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. Job Abolishment of Senior Typist position (#006617) for Office for Aging
 - B. Lateral Transfer of Custody Officer from Onondaga County Jamesville Correctional Facility to Cayuga County Sheriff's Office Custody Division
 - C. Lateral Transfer of Custody Officer from Onondaga County Office Corrections Department to Cayuga County Sheriff's Office Custody Division
 - D. Dismissal of RN - Cayuga County Health Department
 - E. Resignation of Part-Time RN – Cayuga County Health Department

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>
July 17, 2021	Business Manager	OC#61899
	Purchasing Clerk	OC#68210
	Transportation Supervisor	OC#61614
August 7, 2021	Public Safety Officer II	OC#63181
Nov. 6, 2021	Sheriff Custody Corporal	PPM#70716
	Sheriff Custody Sergeant	PPM#70731

- 16. **COMMUNICATIONS RECEIVED:**
 - A. Per NYS Department of Civil Service email (June 16, 2021), *“Also, the Fall 2021-Spring 2022 schedule is still in development and we do not have any further information about when we will be able to release the schedule. We appreciate your patience.”*
- 17. **HR ADMINISTRATOR'S REPORT:**
 - A. Continuing training of Deputy
 - B. Working on four Section 75s with various departments
 - C. Starting the process with the new Steering Committee on the Director of Weights and Measures position
 - D. Reviewing the applicant pool of the Director of Veterans Services position with Steering Committee
 - E. Continue to work on revised Comp Plan with Legislative Team
 - F. One investigation in process
 - G. Consulting with several department heads regarding disciplinary issues with their employees
 - H. Preparing for the reopening of the buildings – employees have returned 100% and the public is allowed to enter premises
 - I. Staff worked on researching information for the County Attorney's Office that was in-depth and completed.

18. **UNFINISHED BUSINESS:** None

19. **NEXT REGULAR MEETING:** Tuesday, August 10, 2021 @ 3:30 p.m.

20. **ADJOURNMENT:**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 4:26 p.m. ***MOTION APPROVED***

ATTEST Colleen Lombardi_____

Colleen Lombardi

Deputy Human Resources Administrator