



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
September 17, 2019 @ 3:30 p.m.
Cayuga County Civil Service Commission Conference Room

PRESENT: Ronald Oughterson, Chairman Civil Service Commission
Todd Delaney, Commissioner
Bruce Sherman, Commissioner
Lisa Lippoldt, Human Resources Administrator
Denise Prieto, Sr. Human Resources Associate
Barbara Langtry, Human Resources Associate

GUESTS: Brenda Wiemann, Director of Office for the Aging
Laurie Leitten, Senior Typist, WCS

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 3:36 p.m. ***MOTION APPROVED***

2. READ & APPROVE MINUTES FROM :

Motion to waive the reading of the 8/15/19 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. ***MOTION APPROVED***

3. Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to enter into Executive Session at 3:44 p.m to discuss the employment of particular persons. *MOTION APPROVED*****

Motion to exit Executive Session at 4:20 p.m. was made by Commissioner Sherman and seconded by Commissioner Delaney. ***MOTION APPROVED***

Action taken from Executive Session: The Civil Service Commission will reach out the Superintendent for follow-up.

4. Motion to change the order of the agenda to speak with Brenda Wiemann, Director of Office for the Aging regarding the creation of an Aging Services Assistant in the Office for the Aging was made by Commissioner Sherman and seconded by Commissioner Delaney. *MOTION APPROVED*****

5. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

6. CERTIFICATION OF ELIGIBLES:

CAYUGA COUNTY OFFICE OF REAL PROPERTY

Permanent appointment, Kristine Gans, Chief Tax & Assessment Data Analyst, effective 8/16/19

Permanent appointment, Dana Merizzi, Data Collector, effective 8/16/19

CAYUGA COUNTY JAIL

Permanent appointment, Benjamin Laderer, Sheriff Custody Corporal, effective 8/25/19

Permanent appointment, Jeffrey Akins, Sheriff Custody Sergeant, effective 8/25/19

CAYUGA COUNTY DEPARTMENT OF MENTAL HEALTH

Permanent appointment, Lisa Green, Senior Clerk, effective 8/26/19

CAYUGA COUNTY SHERIFF'S DEPARTMENT

Permanent Appointment, Valerie Stephens, Deputy Sheriff, effective 9/16/19

CAYUGA COUNTY DEPARTMENT OF SOCIAL SERVICES

Permanent appointment, Linda Hetherington, Audit Clerk, effective 9/2/19

Permanent appointment, Meghan Ideman, Caseworker, effective 8/26/19

Permanent appointment, Cassi O'Sullivan, Caseworker, effective 7/16/19

Permanent appointment, Rachel Holmes, Senior Caseworker, effective 8/26/19

CAYUGA COMMUNITY COLLEGE

Permanent appointment, Paulette Parish, Custodian, effective 6/4/19

Permanent appointment, Glenn Secaur, Custodian, effective 7/18/19

Permanent appointment, Jeffrey Salisbury, Custodian, effective 8/27/19

Permanent appointment, Joseph Hirons, Custodian, effective 8/27/19

Permanent appointment, Kevin Benjamin, Custodian, effective 8/27/19

Permanent appointment, Edward Jones, Custodian, effective 8/17/19

Permanent appointment, Sandra Reilly, Custodian, effective 7/18/19

MORAVIA SCHOOL

Permanent appointment, Trina Bennett, School Transportation Dispatcher, effective 8/16/19

SOUTHERN CAYUGA SCHOOL

Permanent appointment, Matthew Krebs, School Transportation Dispatcher, effective 8/26/19

7. ESTABLISHMENT OF ELIGIBLE LISTS:

- A. Custodian (2019) OC#20193 (19 candidates passed/2 candidates failed – no provisional – 1 year
- B. Human Services Examiner (2019) OC#63752 (18 candidates passed/1 candidate failed – no provisional) – 1 year
- C. Senior Social Welfare Examiner (2019) PPM#73215 (11 candidates passed/1 candidate failed – no Provisional) – 1 year

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

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

- A. Account Clerk Typist (2018) OC#20183
- B. Library Director II (2017) OC#78602
- C. Typist (2016) OC#2016-5

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

9. ELIGIBLE LISTS TO EXPIRE:

- A. Account Clerk Typist (Probation) (2018) NCP#20184

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

10. **NEW POSITION DUTY STATEMENTS:**

- A. Assistant District Attorney – District Attorney’s Office – (EX)
- B. Confidential Secretary to the District Attorney II – District Attorney’s Office – (C)
- C. Grand Jury Reporter – District Attorney’s Officer – (C)
- D. Aging Services Assistant – Office for the Aging – (C)
- E. Probation Officer Assistant – Probation Department – (C)
- F. Sheriff Custody Lieutenant – Cayuga County Jail – (C)
- G. Registered Professional Nurse (School) (2) – BOCES – (NC)
- H. Library Clerk* - Cayuga Community College – (NC)
- I. Laborer – Town of Brutus – (L)
- J. Licensed Practical Nurse* - Town of Moravia – (NC – JCP)
- K. Custodian – BOCES – (C)

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

11. **EXEMPT CLASS REVIEW:** None

12. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Aging Services Assistant (Office for the Aging) – (C)

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

- B. Probation Officer Assistant (Probation Department) – (C)

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

13. **AMENDMENT OF CLASS SPECIFICATIONS:** None

14. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:** None

15. **DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:** None

16. **CONSIDERATION OF APPEALS:** None

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

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>	<u>Last Filing Date</u>
Sept. 28, 2019	Human Resources Associate	OC#69349	Wed. 8/7
	Senior Typist	OC#20194	Wed. 8/7
	Administrative Officer (Emergency Services)	OC#66488	Wed. 8/21
Oct. 19, 2019	Deputy Sheriff Lieutenant	PPM#73166	Wed. 8/28
	Detective Lieutenant	PPM#73172	Wed. 8/28
	Index and Recording Clerk (OC)	OC#65752	Wed. 8/28
	Index and Recording Clerk (PPM)	PPM#72995	Wed. 8/28
	Motor Vehicle Cashier	OC#68513	Wed. 8/28
	Records Retention Clerk	OC#68908	Wed. 8/28
	WIC Assistant	OC#63930	Wed. 8/28
Youth Services Assistant	OC#67311	Wed. 8/28	

Dec. 14, 2019	Nutritionist	OC#62201	Wed. 10/23
	WIC Program Coordinator	OC#69468	Wed. 10/23
Feb. 29, 2020	Water Maintenance Person	OC#68332	Wed. 1/8
Apr. 25, 2020	Rabies Coordinator PT	OC#63499	Wed. 3/4
May 16, 2020	GIS Analyst	PPM#76479	Wed. 3/25
	Supervising GIS Specialist	PPM#73408	Wed. 3/25
June 13, 2020	Executive Assistant to the District Attorney	OC#60570	Wed. 4/22

18. COMMUNICATIONS RECEIVED:

- A. Remove specific section on Certification of Eligibles regarding notification of certain not-selected candidates.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman directing staff to contact personnel software company, Egov to remove the statement in question. **MOTION APPROVED**

- B. Correspondence received from New York State Civil Service to review and update Exam Security Designee (ESD).

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman directing Lisa Lippoldt, Human Resources Administrator to contact New York State Civil Service to update the ESD for Cayuga County from Chairman Ronald Oughterson to Commissioner Todd Delaney. **MOTION APPROVED**

19. HR ADMINISTRATOR'S REPORT:

- A. Interviews for Director of Emergency Services are in process.
 B. Employment & Training Director II has been chosen and will be appointed on 9/23/19.
 C. Administrator will be attending the 2019 Civil Service Institute from 9/23/19 to 9/26/19.
 D. Principal Typist interviews for the Department of Human Resources and Civil Service Commission have been concluded. Two offers of appointment were made – both candidates declined. Advertising for a provisional candidate will begin immediately.
 E. The budget process has begun for the upcoming year. The Administrator has requested that a Deputy Human Resources Administrator be included in the budget for 2020.

- 20.** Motion was made by Commissioner Sherman and seconded by Chairman Oughterson to enter into Executive Session at 4:54 p.m. to discuss the employment of particular persons. **MOTION APPROVED**

Motion to exit Executive Session at 5:00 p.m. was made by Commissioner Sherman and seconded by Chairman Oughterson. **MOTION APPROVED**

- 21. UNFINISHED BUSINESS:** None

- 22. NEXT REGULAR MEETING:** October 15, 2019 @ 3:30 p.m

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to change the date of the next Commission meeting to Tuesday, October 15, 2019 to coincide with the Ways and Means Committee meeting date. The Commissioners directed the staff to change the date on the website. **MOTION APPROVED**

23. ADJOURNMENT:

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 5:12 p.m. **MOTION APPROVED**

ATTEST Denise M. Prieto

Senior Human Resources Associate
 09/17/2019