



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**REGULAR MEETING**  
**COMMISSION MEETING MINUTES**  
**October 15, 2019 @ 3:30 p.m.**  
**Cayuga County Civil Service Commission Conference Room**

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

**GUESTS:** Brian Schenck, Cayuga County Sheriff

**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 3:37 p.m. ***MOTION APPROVED***

**2. READ & APPROVE MINUTES FROM:**

Motion to waive the reading of the 9/17/19 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. ***MOTION APPROVED***

**3. GUEST SPEAKER: Brian Schenck, Cayuga County Sheriff –**

Sheriff Schenck wished to discuss proposals to update the physical agility test for the title of Sheriff Custody Officer. The Sheriff indicated that the physical agility exam in its current form is not producing a sufficient number of candidates to fill available vacancies, particularly within the 1 mile run requirement. Several solutions were discussed.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve a change to only Station 4 of the Sheriff Custody Officer physical agility exam. The running course will be changed to ½ mile and a maximum time will be set for male candidates of 5:00 minutes and female candidates of 5:30 minutes. The remainder of the Sheriff Custody Officer agility test will remain unchanged. ***MOTION APPROVED***

**4. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None**

**5. CERTIFICATION OF ELIGIBLES:**

**CAYUGA COUNTY JAIL**

Permanent appointment, Colby A. Anthony, Sheriff Custody Corporal, effective 9/8/19  
Contingent-Permanent appointment, Patricia Dymock, Sheriff Custody Officer, effective 9/6/19  
Permanent appointment, Michael Perkins, Sheriff Custody Officer, effective 9/6/19  
Permanent appointment, Jason Armstrong, Sheriff Custody Officer, effective 9/6/19  
Permanent appointment, James Dennis, Sheriff Custody Officer, effective 9/6/19  
Contingent-Permanent appointment, Matthew Jones, Sheriff Custody Officer effective 9/6/19

**CAYUGA COUNTY SHERIFF'S DEPARTMENT**

Permanent Appointment, Matthew Sloan, Deputy Sheriff Sergeant, effective 9/22/19  
Contingent-Permanent appointment, Brian Myers, Deputy Sheriff Corporal, effective 9/22/19

**CAYUGA COMMUNITY COLLEGE**

Permanent appointment, Haley M. Brechue, Confidential Administrative Assistant to the Provost and Vice President for Academic Affairs, effective 8/21/19

**6. ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Supervising Public Health Nurse (T&E) (2019) OC#20196 (1 candidate - provisional passed) – 1 year

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

- B. Senior Typist (2019) OC#20194 – 12 candidates passed/4 candidates failed – 2 provisionals passed) – 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**

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

- A. Deputy Sheriff (2018) OC#65487  
B. School Receptionist (2018) OC#20185

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

**8. ELIGIBLE LISTS TO EXPIRE:**

- A. Senior Typist (2018) OC#20186  
B. Cayuga County EMS Medical Director (T&E) (2018) OC#20188

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

**9. NEW POSITION DUTY STATEMENTS:**

- A. Junior Accountant – Social Services – (C)

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

- B. Veterans Services Assistant – Veterans Services Office - (C)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the classification, pending completion of the job percentages on the New Position Duties Statement form, of the position as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

**10. EXEMPT CLASS REVIEW:** None

**11. ADOPTION OF CLASS SPECIFICATIONS:**

- A. Veterans Services Assistant (Veterans Services Agency) – (C)

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

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

**13. JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:**  
 Clerk to Senior Clerk – Cayuga County Department of Social Services

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to reclassify the above title, and directed staff to notify appointing authority. **MOTION APPROVED**

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

A. Request for Transfer – From University Police Officer (SUNY Oneonta) to Deputy Sheriff (Cayuga County).

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to grant the transfer request as noted above and directed staff to notify appointing authority. **MOTION APPROVED**

B. Request by the Department of Social Services to remove an employee, reinstate name to the Caseworker eligible list and appoint employee from said eligible list per RULE XIV, Section 6.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to grant the above requests as noted and directed staff to notify appointing authority. **MOTION APPROVED**

**15. CONSIDERATION OF APPEALS:** None

**16. 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>	
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	
	Nov 2019 Online:	Librarian I	OC#63975	Wed. 10/16
		Library Assistant	OC#61040	Wed. 10/16
Library Assistant		PPM#72547	Wed. 10/16	
Dec. 14, 2019	Nutritionist	OC#62201	Wed. 10/23	
	Sheriff Custody Corporal	PPM#73181	Wed. 10/23	
	Sheriff Custody Sergeant	PPM#73185	Wed. 10/23	
	WIC Program Coordinator	OC#69468	Wed. 10/23	
	Emergency Services Dispatcher	OC#60687	Wed. 11/20	
Feb 1, 2020	Sheriff Custody Officer	OC#62032	Wed. 12/11	
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	
	Executive Assistant to the District Attorney	NCP#70869	Wed. 4/22	

**17. COMMUNICATIONS RECEIVED:**

- A. End probationary period after 42 weeks – Department of Social Services.
- B. Request for Competitive status reinstatement

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to enter into Executive Session at 5:05 p.m. to discuss the employment of particular persons. **MOTION APPROVED**

Motion to exit Executive Session at 5:21 p.m. was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

Action taken from Executive Session: The Civil Service Commission has denied the request for Competitive status reinstatement per Rule XVIII.

- C. E-mail from Port Byron School regarding the Commission contacting the Superintendent directly regarding correction of items from the NYS Civil Service TAR Review.
- D. E-mail from the Cayuga County Highway Department regarding the definition of “at the time of appointment” on the Automotive Mechanic (Diesel) job description.

**18. HR ADMINISTRATOR’S REPORT:**

- A. Interviews for Director of Emergency Services are in process.
- B. Administrator will be attending the 2019 Civil Service Institute from 10/21/19 to 10/24/19.
- C. 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.
- D. The EOC is up and running. 93 out of 121 possible forms were completed. The results for September are as follows: 34% male/65% female/1 % non-binary; 93% Caucasian/3.5% African-American/3.5% Pacific Asian
- E. Mandatory Sexual Harassment Training is continuing.
- F. Discussions ongoing to make the Cayuga County website more appealing.
- G. SEACC negotiations are continuing.

**19. UNFINISHED BUSINESS:** None

**20. NEXT REGULAR MEETING:** November 19, 2019 @ 3:30 p.m

**21. ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 5:30 p.m. **MOTION APPROVED**

**ATTEST** Denise M. Prieto

Senior Human Resources Associate  
10/15/2019