

**PORT JERVIS CIVIL SERVICE COMMISSION**  
**APRIL 11, 2017**  
**MINUTES**

**PRESENT:** Chairperson Joan Wagner, Marie Reeves and Marlene Horan  
 Commission reviewed and approved meeting minutes from February meeting.

The following business is for the business of March and April meetings. March was cancelled due to blizzard.

**CORRESPONDENCE**

- 2/10 The NYS Association of Personnel and Civil Service Officers (NYSAPCSO) forwarded information regarding the annual conference and training sessions. This year's conference is to be held in Corning NY from June 4-7. Commission to review.
- 3/1 Anthony R. Rotundo, OCO&MA Albany, forwarded a letter regarding a Technical Assistance Review that is to be conducted in the office on March 22, 2017. This Review (audit) is a two – step process involving the comparison of the City's Civil Service Rules and Appendices with the copy of file in Albany and the review of roster records (employment history records) for all civil servants in our jurisdiction.
- 3/20 Maria Kenneally and Janna Shillinglaw forwarded a copy of the Master Examination Schedule for September through December 2017. Commission to review.

**PERSONNEL TRANSACTIONS**

**APPOINTMENTS**

**SCHOOL DISTRICT**

Dykstra, Jasmine M.	Food Service Helper	\$14.46
Faggione, Thomas J	Public Information Specialist	\$
Gore, Donna	Food Service Helper	\$14.90
Knight, Katrina	Teacher Aide	\$14.54
Leicht, Kayla M.	School Monitor	\$14.42
Leites, Vivian	Food Service Helper	\$14.46
Manning, Amy	Food Service Helper	\$14.42
Mills, Debra	Cook Manager	\$23.87
Nolan, Rebecca	Cleaner (sub)	\$15.07
Sisco, Jason	Lead Water and Safety Specialist	\$
VanDerPloeg, Willaim	Cleaner (sub)	\$15.07
Whitney, Robert A.	Cleaner (sub)	\$15.07
Witkowski, Dorothy	Cleaner	\$15.07

**CITY**

Biccum, Susan M	Municipal Bus Route Scheduler	\$
Talmadge, Michael	Motor Equipment Operator III	\$

**RETIREMENT/RESIGNATION/TERMINATION/LEAVE OF ABSENCE**

**SCHOOL DISTRICT**

Aber, Steven	Custodian	RET	12/31/16
Clarke, Lou Ann	School Lunch Cook	RET	12/31/16
Cox, Joseph N	Groundsworker	RET	2/24/17
Espada, Ana Mara	Cleaner	LOA	3/8-4/30/17
Goddard, Nancy	Senior Food Svc Help	RET	1/2/17
Goellner, Wendy	Teacher Aide	LOA	3/8-3/24/17
Gore, Donna	School Monitor	RES	2/22/17

## PERSONNEL TRANSACTIONS

### RETIREMENT/RESIGNATION/TERMINATION/LEAVE OF ABSENCE

#### SCHOOL DISTRICT

Harris, William	Cook Manager	LOA	4/12/17
Knight, Katrina	School Monitor (sub)	REM	2/22/17
	Teacher Aide (sub)	REM	2/22/17
	Clerk Typist	LOA	2/15/17
Nicklin, Cathy	Clerk Typist	LOA	2/15/17
Pacos, John	Groundswoker	LOA	2/10/17
Romano, Michael A.	Cleaner (sub)	REM	2/3/17
Teets, John	Cleaner (sub)	REM	2/3/17
VanDerPloeg, William	Cleaner (sub)	REM	3/21/17
Wathey, Angelique	Cleaner (sub)	REM	2/3/17
Witkowski, Dorothy	Cleaner (sub)	REM	2/3/17
Woolsey, Anthony J	Custodian	RES	3/6/17

## OLD AND NEW COMMISSION BUSINESS

#### POLICE DEPT.

- 2/23 Chief Worden requested a Certification of Eligibles for Police Officer. Commission Secretary Biccum created a general and resident list for the police department to do background checks and interviews from for the vacant position.
- 3/7 The Examination Division for NYS Civil Service notified the commission office of Robert C. Breault's test score for police officer. Mr. Breault has returned from deployment overseas.
- 3/18 Commissioners Wagner, Reeves and Horan with Secretary Biccum administered the Police Chief examination with an allotted time of 8.0 hours.
- 4/5 Secretary Biccum created the draft police officer eligible list for the commission to review. Also, the secretary contacted the Examination's Division in Albany for 10 missing test score and to request an alternate test date for 2 applicants of the test. Commissioners to review all documentation.

#### SCHOOL DISTRICT

- 2/15 The School District is requesting an examination for Head Custodian be administered.
- 3/28 Barbara Hamilton, Administrative Aide and Secretary Biccum discussed the termination of an employee during the probationary period. As stated in the Rules and Regulations a probationary employee can be terminated during the probationary period at any time for incompetence or misconduct. Mrs. Hamilton emailed Mrs. Case the case and carbon copied Secretary Biccum.
- 3/29 The Commission office received postings #1972 and #1973 for Laborers and Cleaners respectively. The Laborer positions are for a summer position to assist in the cleaning of the school buildings with a salary of \$10.00/hour. The Cleaner position is Districtwide at \$15.07 an hour for 2<sup>nd</sup> shift.

#### CITY

- 2/18 Secretary Biccum emailed DPW Director Farr regarding the City Electrician title which should be updated due to the addition of Scott Morse and additional duties the position now entails.

**UPCOMING CIVIL SERVICE EXAMINATIONS**

<u>STATE SCHEDULED</u>	<u>Test Date</u>	<u>Announced</u>	<u>Last Filing Date</u>
LMS-HVAC Police Officer makeup	4/29/17		

DECENTRALIZED

Computer Service Specialist  
Certified Occupational Therapy Asst.

**MERIT ADMINSTRTION**

- 2/28 Commission Secretary Biccum completed and electronically filed the 2016 Annual Report to Albany. Also, submitted was the 2016 Examination Fee Report with a check to follow at a later date. Commissioners to review each report.
- 3/1 Anthony R. Rotundo, Office of Commission Operation and Municipal Assistance, informed Chairperson Wagner by letter of the impending Technical Assistance Review (audit) and when he and Jason Laird will be in office to review the commission's files.
- 3/6 OCOMA confirmed and approved the submission of the 2016 Municipal Examination Fee Billing report. The fee due to Albany is \$1410.00 to be paid by the City Clerk Treasurer's office from the commission's fee account.
- 3/28 Mayor Decker emailed Secretary Biccum questioning as to why the police officer test score had not been released from the commission office as yet. Secretary Biccum explained that the blizzard on March 14<sup>th</sup> cancelled the commission meeting and the draft list could not be reviewed and approved by the commission. Also, the commission administered the Police Chief examination on March 18<sup>th</sup> which is an intense and highly secured examination. The commission office was also preparing for a Technical Assistance Review (audit) that was scheduled for March 22<sup>nd</sup>. This was all completed by the office and the police officer test scores were a low priority considering when the next police academy is being held.

**APPLICATIONS REVIEWED BY COMMISSION OFFICE**

SCHOOL DISTRICT	17
RECREATION	7
DPW	6
<u>TOTAL</u>	<u>30</u>

**ATTESTED: April 11, 2017**

  
Cheryl A. Kent Biccum  
CS Commission Secretary

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