CITY OF PORT JERVIS CIVIL SERVICE COMMISSION AGENDA

Regular Meeting

Civil Service Commission, City Hall

November 10, 2026 - 2 p.m.

1) Reading / Approval of minutes of previous meeting

2) **Appearances**

a. 10/27 – Beth Wolpert, Library Director, provided an update on library new part-time hires
b. 11/2 – Lt. Sargente provided more information for completion of PD roster records

3) **Communication(s) received**

a. 10/20 - Library Director certified eligible list sent to Liz Miller, President, PJFL Board.
b. 10/22 – Email from Richard Lonergan requesting an update for titles submitted to the NY HELPS program.
c. 10/22 – Commissioner Nina Balsamo requested information for the NYSAPCSO mentorship program; email from Robin Lynch, Secretary to the Civil Service Commission, City of Long Beach providing next steps.
d. 10/23 – Email from Kendyll Henion providing October payroll report.
e. 10/23 – Email from Lynn Murray, City of Norwich HR, to schedule first mentorship meeting
f. 10/28 – Email from Issy Alam, Administrative Assistant 1, sharing PAR-02-12 on department type identifications.
g. 10/30 – Email from Maria Kenneally, regarding Civil Service Transformation – October Update on the Jobs Portal and Applicant Management System Preview and User Acceptance Testing (UAT) phases
h. 11/2 – Library Director I signed certified eligible list received from PJFL President, Liz Miller

4) **Examinations**

a. School Lunch Director
b. Police Department Service Coordinator
c. Library Clerk
d. District Data Coordinator – Ordered 7/17/25
e. Education Service Aide – Ordered 7/22/25
f. Lead Maintenance Specialist (HVAC) – Ordered 5/12/21
g. Assessor's Clerk

5) **Commission Business**

a. NY HELPS program – Omnibus resolution to be adopted after NYS Rule & Regulations revision approval
b. 10/30 – Introductory call with Lynn Murray, City of Norwich, NYSAPCSO mentorship program
c. Library Clerk examination – Scheduling
d. 11/3-11/5 – Library Clerk Examination Announcements to publications, school district, library, BOCES, city and CS sites
e. 11/5 – Revised Civil Service application replaced on CS site, commission office and at City Clerk's Office
f. 11/9 – Common Council accepted the resignation of Nina Balsamo as board member / commissioner, and appointed Michael Aumick to assume Nina Balsamo's term.

g. Commission held a special meeting on Thursday, November 5th, to appoint Nina Balsamo as Commission Secretary, effective 11/10.
h. 11/16 - Nina Balsamo to attend the Office Hours Agency Leadership virtual Training session focusing on NY HELPS Program–Local. This session is the precursor to the upcoming NY HELPS Regional Informational Sessions, which will introduce the program more broadly to local appointing authorities.

6) **Administrative**

a. Commissioner/Acting CS Secretary Balsamo attended the Office Hours Agency Leadership virtual Training session on 10/28, focusing on layoffs of HELPS positions, police positions, and the recent changes to Law and the Model Rule regarding layoffs.
b. Document Processing & NYS Audit Checklist – Phase 2 (In Progress):
    - **Ongoing:** Locating, processing, and filing outstanding documents (those originally lacking a roster card or Report of Personnel Change form) for School District and Police Dept.
    - **Current Focus**: School District **current employee** and City files are complete.
        - Review of boxes of unfiled Report of Personnel Change forms from storage to complete existing employee files and correct roster card errors
c. Civil Service Appendices for the Classified Service binder needs to be updated

LIBRARY

None at this time

SCHOOL DISTRICT

a.	Melissa Tempone – Teacher Aide	7/1/26	
b.	Kevin Mesnick, Jr. – Teacher Aide, Monitor	10/7/26	Substitute
c.	Sharon Dashnau - Cleaner	10/14/26	Substitute
d.	Sara Hunt – Teacher Aide	10/14/26	Probationary
e.	Amanda Ostrom – Teacher Aide	10/14/26	Probationary

POLICE DEPARTMENT

a.	Corey Connelly – Police Officer	10/15/26	Certification

RECREATION

None at this time

DPW

None at this time

HOUSING AUTHORITY

None at this time