

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION AGENDA

Regular Meeting

Council Room, City Hall

August 11, 2026 - 2 p.m.

- 1) Reading / Approval of minutes of previous meeting
- 2) **Appearances**
 - a. 7/14 – Library Board President Hendrick provided physical copies of resumes for Library Director position
 - b. 7/23 – Library Board President Carl Hendrick provided additional documents for the candidate selected as finalist for the Library Director position. T&E examination requested, and will be administered while the board conducts the background check
- 3) **Communication(s) received**
 - a. 7/7 – Email from Stacey Hosking, City Clerk Treasurer, requesting 2027 budgets for each department by 9/11/26
 - b. 7/7 – Email from John Faggione, Recreation Director, with employee information to include within two employees' incomplete roster cards
 - c. 7/12 – Email from Colorado Springs Police Department requesting completion of a survey regarding an applicant for police officer with their department that applied to Port Jervis in 2023 – email forwarded to Chief Worden
 - d. 7/13 – Email from Richard Rowe, Senior Personnel Officer for Sullivan County, sharing the announcement for the Correction Officer T&E Exam
 - e. 7/14 – Email from Lina Shakrah, HR Specialist Trainee, providing the Fall 2026 Examination Schedule (attached)
 - f. 7/14 – Email from Library Board President Carl Hendrick with resumes for the three candidates for the Library Director position
 - g. 7/14 – Email from Interim Library Director providing FLEA contract (attached)
 - h. 7/15 – Email from Chloe Jamison, Orange County Department of Human Resources, sharing the announcement for the Deputy Sheriff examination
 - i. 7/16 - Email from Rashawn King, HR Specialist, advising of the State Civil Service Commission's review and acceptance of the Summary of Annual Reports (Summary included)
 - j. 7/16 – Request from Suzanne McBride for list of job descriptions
 - k. 7/29 – Email from Police Chief William Worden requesting an update to the current Police Dispatcher position
 - l. 8/3/26 – Email from Lina Shakrah, HR Specialist, regarding the addition of subsection 1(f) to Model Civil Service Rule XIV – Probationary term. Subsection 1(f) reads as follows:

“Any person appointed through the NY HELPS Program – Local (NY HELPS) who receives a permanent eligible list appointment to a position with the equivalent non-NY HELPS title immediately following the NY HELPS appointment shall have all time spent in the NY HELPS appointment credited to any probationary term that is required.”
- 4) **Examinations**
 - a. School Lunch Director – 5/21/26
 - b. Police Department Service Coordinator
 - c. Library Clerk
 - d. Library Director I (ATAP)

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- e. District Data Coordinator – Ordered 7/17/25
- f. Education Service Aide – Ordered 7/22/25
- g. Lead Maintenance Specialist (HVAC) – Ordered 5/12/21

5) Commission Business

- a. Commissioner Lisa Perkowski reappointment to the Civil Service commission approved by City Council 7/27
- b. NY HELPS program – Omnibus resolution
- c. (PO) Dispatcher job description review and update
- d. Certified Eligible List for Senior Library Clerk
- e. T&E for Library I candidate
- f. Revision to Library Director I job description and
- g. Report of Personnel Change forms

6) Administrative

- a. 2026-27 Civil Service commission Budget due City Clerk Treasurer by September 11
- b. Document Processing & NYS Audit Checklist – Phase 2 (In Progress):
 - **Completed:** Located, processed, and filed outstanding documents (those originally lacking a roster card or Report of Personnel Change form) for School District, City, Recreation, DPW, and Library.
 - **Current Focus:** Alphabetically reviewing each file to ensure every employee packet is complete and contains a corresponding roster card per NYS audit guidelines. Library and Recreation department files are complete
 - Review of boxes of unfiled Report of Personnel Change forms from storage to complete existing employee files
- c. Civil Service Appendices for the Classified Service binder needs to be updated

LIBRARY

None at this time.

SCHOOL DISTRICT

a. Lindsay Sauschuck – Admin. Aide	5/21	Provisional
b. Rebecca Nolan – Food Service Helper	4/17-6/26	LOA
c. Deborah Donato – Reg. Prof. School Nurse	9/1/26	Appointed
d. Julia Flores – Cleaner (Sub)	5/21/26	Appointed
e. Lila Weiser – Cleaner (Sub)	5/21/26	Appointed
f. Seth McPherson – Cleaner (Sub)	5/21/26	Appointed
g. Maxymilian Niemera – Cleaner (Sub)	6/30/26	Removal
h. Reyes Torres – Laborer (Summer)	10/1/24	Removal*
i. Joel Riehl – Laborer (Summer)	8/30/25	Removal*
j. Gabriel Colette – Laborer (Summer)	8/30/25	Removal*
k. Shane Seger – Laborer (Summer)	8/30/25	Removal*
l. Ellora Cancredi – Teacher Aide (Sub)	7/14/26	Removal
m. Christa Gould – Cleaner (Sub)	6/30/26	Removal
n. June Hawkins – Cleaner (Sub)	6/30/26	Removal
o. Sharon LaChance – Cleaner (Sub)	6/30/26	Removal

* RPCs received week of 7/24

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POLICE DEPARTMENT

None at this time

RECREATION

None at this time

DPW

a. Davonte Griffith – Laborer (P/T)	07/6/26	Seasonal
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