



Mayor Jared M. Kraham

Office of the Civil Service Commission

Kent Drake-Deese, Personnel & Safety Director

Catherine Furner, Commissioner

Eileen Fitzgerald, Commissioner

Richard A. Bucci, Commissioner

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Personnel/Civil Service Office, 38 Hawley Street, Binghamton

3pm Wednesday, October 4, 2023

I. Call to Order: 3:00 pm

II. Present: Richard Bucci, Eileen Fitzgerald, Kent Drake-Deese, Jaime Allen, Ron Lake, Jean Westcott and Leslie Cornwall via zoom
Absent: Catherine Furner

III. Approve the minutes from the September 20, 2023 meeting

Motion to approve: Fitzgerald

Second: Bucci

IV. Business:

- a) Job description update for Binghamton Housing Authority, *Modernization and Maintenance Administrator* presented by Jean Westcott
Jean explained she was bringing this position back but making a couple updates to the title as it has not been used in many years.
Motion to approve: Fitzgerald
Second: Bucci

- b) Request for 3rd provisional appointment for Administrative Assistant in Engineering, requested by Ron Lake
Discussion: Ron Lake stated that he strongly recommends making an exception and allowing a third provisional due to the high quality of work this person has consistently demonstrated over time including bringing the administrative functioning of the office back from disaster when she first came to the department. Due to her outstanding abilities and work ethic, she was quickly moved to the Administrative Assistant position assuming the duties of two different positions at once. She continued to thrive and has become invaluable to the department. It was also a concern that losing her at this time would cause significant chaos to the office at a critical period likely resulting in thousands of dollars in lost/late revenue for the city. Kent Drake-Deese also added that she had endured the deaths of two people close to her in the days leading up to the exam. It was also offered that there is no mandatory eligible list for this position. After discussion, the Commissioners were not prepared to set precedent and opted to defer making a decision for two weeks when all three members could consider the request at the next regularly scheduled meeting.

V. Adjournment:

Motion: Fitzgerald

Second: Bucci

(2-0)

3:16 pm