



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 MEETING MINUTES **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **3pm Wednesday, December 13, 2023**

- I. Call to Order: 3:00 pm
- II. Present: Richard Bucci, Eileen Fitzgerald, Catherine Furner, Kent Drake-Deese, Jaime Allen, Shana Burke, Megan Heiman, Chief Alan Gardiner, Lt. Dan Flanders
- III. Approve the minutes from the November 15, 2023 meeting.
Motion to approve: Furner
Second: Fitzgerald
All in favor 3-0
- IV. New Business:
 - a) Job description update/title change - Executive Assistant to the Mayor
Changes ready by R. Bucci – change title to Deputy Mayor
Motion to approve: Furner
Second: Fitzgerald
All in favor 3-0
 - b) Job description update – Firefighter
Changes read by R. Bucci
Motion to approve: Furner
Second: Fitzgerald
All in favor 3-0
 - c) Eligible list established: Police Officer
Motion to approve: Furner
Second: Fitzgerald
All in favor 3-0
 - d) Request by Chief Zikuski to remove Jonathan Guzman and Khiry Brown from Police Officer eligible list.
The letter of request by Chief Zikuski was read by R. Bucci, discussion followed with Lieutenant Flanders explaining why removal was sought.
Motion to approve removal of J. Guzman and K. Brown: Furner
Second: Fitzgerald
All in favor 3-0

V. Other Business: None

VI. Next meeting:
January 17, 2024

VII. Adjournment: 3:12 pm
Motion: Furner
Second: Fitzgerald
All in favor 3-0