



# Office of the Civil Service Commission

*Richard C. David, Mayor*

*Sharon Sorkin, Acting Personnel & Safety Director*  
*Leana Testani, Assistant Director of Personnel & Safety*

*Patrick O' Day, Commissioner*  
*Catherine Furner, Commissioner*  
*Eileen Fitzgerald, Commissioner*

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## CIVIL SERVICE COMMISSION MEETING MINUTES Personnel/Civil Service Office, 38 Hawley Street, Binghamton 3pm Wednesday, April 21, 2021

- I. Call to Order at 3:01pm
- II. Present: Patrick O'Day, Catherine Furner, and Eileen Fitzgerald  
Also Present: Leana Testani (Assistant Director of Personnel), Joseph Zikuski (Police Chief), Patrick McGinnis (Assistant Director of Parks), and Jean Westcott (BHA)
- III. Approve the minutes from the March 24, 2021 meeting  
Motion: O'Day  
Second: Furner  
All in favor
- IV. New Business:
  - a. Adoption of new job description, Seniors Center Custodian (Part-time), presented by Pat McGinnis  
  
McGinnis explained the need for a dedicated custodian at the Senior Center in light of COVID-19.  
  
Motion to approve: O'Day  
Second: Furner  
All in favor
  - b. Amended job description, Bookkeeper (BHA), presented by Jean Westcott  
  
Westcott explained the need to update the description with someone retiring and bringing in a new candidate. Title is more accurate and efficient, going to board on Monday for approval.  
  
Motion to approve: O'Day  
Second: Furner  
All in favor
  - c. Adoption of new job description, Student Peer Mentor (Part-time), presented by Leana Testani  
  
Testani explained that a grant partnership ended in which the City hired students under the title Rec Attendant to be peer mentors. Now that the grant ended, the school district wanted a more suitable

title and will be hiring students directly. Furner asked why there are no qualifications; Testani answered because this is a student held position only. Seniors and Juniors are mentors to younger students.

Motion to approve: Furner  
Second: Fitzgerald  
All in favor

- d. Adoption of new job description, Director of Police Department Community Outreach and Recruitment, presented by Chief Zikuski

Chief explained this is a new position proposal that came out of suggestions from the Police Reform Committee to help with Community Outreach and Recruitment, a tested-civilian position.

Testani read into record that the Civil Service and Personnel Office not agree/approve the minimum qualifications as they are restrictive in nature. Will be difficult to recruit qualified individuals.

Motion to approve: O'Day  
Second: Furner  
All in favor

#### V. Adjournment

Next meeting will be held May 19, 2021 at 3pm

Motion to adjourn: O'Day

Second: Furner

Time: 3:10pm