



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, September 20, 2023

- I. Call to Order: 3:00 PM
- II. Present: Richard Bucci, Eileen Fitzgerald, Catherine Furner, Kent Drake-Deese, Jaime Allen
- III. Approve the minutes from the August 23, 2023 meeting  
Motion to approve: Furner  
Second : Fitzgerald  
All in favor (3-0)
- IV. New Business: **Desk Audit Job Description updates**  
Changes read by Richard Bucci for the following:
  - Code Enforcement Officer** - Motion to approve: Furner; Second: Fitzgerald
  - Code Inspector** - Motion to approve: Furner; Second: Fitzgerald
  - Plumbing Inspector** - Motion to approve: Furner; Second: Fitzgerald
  - Licensing Clerk** - Motion to approve: Fitzgerald; Second: Furner
  - Registrar of Vital Statistics** - Motion to approve: Furner; Second: Fitzgerald
  - Senior Licensing Clerk** - Motion to approve: Furner; Second: Fitzgerald
  - Recreation Supervisor** - Motion to approve: Furner; Second: Fitzgerald
  - Recreation Supervisor (Sports & Camps)** - Motion to approve: Fitzgerald; Second: Furner
  - Recreation Supervisor - Senior Citizens** - Motion to approve: Furner; Second: FitzgeraldAll in favor (3-0)
- V. Other Business:  
none
- VI. Adjournment:  
Next meeting: October 18, 2023  
Motion: Furner  
Second: Fitzgerald  
All in favor  
Time: 3:17 pm