



CITY OF ONEIDA CIVIL SERVICE COMMISSION

MEETING MINUTES

January 20, 2026 -10:00am Common Council Chambers

- Wendy Matters- Chairperson
- Bruce Ironside-Commissioner
- James Chamberlain -Commissioner

Other Attendees:

- Jessica Kaiser-Executive Secretary to the Civil Service Commission
- Tracy Anderson-Senior Account Clerk

❖ Open Meeting at: 10:00AM

❖ New Business

○ Review Civil Service Transactions

Motion was made by Chairperson Matters to approve the personnel transactions since the last meeting. Seconded by Commissioner Ironside. There was no one in opposition. The motion passed.

○ Schedule meeting to discuss 2025 Annual Report

Secretary Kaiser advised the Commission that the 2025 Annual Report submission is due to the New York State Civil Service Commission in March. It is required that she present the report to the local Commission before submitting it to the state. The date of February 11, 2026 at 10:00am was selected for this meeting.

❖ Approve

1. Approval of the minutes from the December 10, 2025 meeting

Motion was made by Chairperson Matters to approve the personnel transactions since the last meeting. Seconded by Commissioner Ironside. There was no one in opposition. The motion passed.

2. Vote and subsequent appointment of James Chamberlain to fill remainder of Commissioner Cimpi's term, starting 01/20/2026-05/31/2026

3. Vote and subsequent appointment of Wendy Matters to Chairperson of the Commission, starting 01/20/2026

4. Classification of a New Position Duties Statement submitted by the City of Oneida for title of: Evidence Technician

❖ Old Business



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 26-01

Moved by: Commissioner Ironside

Seconded by: Chairperson Matters

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and related functions, and

WHEREAS, The City of Oneida deems it necessary to appoint a Commissioner to carry out Civil Service duties as instructed by the Civil Service Commission

RESOLVED, The City of Oneida Civil Service Commission approves to appoint James Chamberlain as a Commissioner to fill the remainder of Commissioner David Cimpi's term from 01/20/2026-05/31/2026

Ironside: **Yes**

Matters: **Yes**

Chamberlain: **Abstain**

Motion: **Passed**

Commission Chamberlain was welcomed to the Commission by all. Secretary Kaiser provided a 'Civil Service 101' informational document to all commissioners for review.

Resolution 26-02

Moved by: Commissioner Ironside

Seconded by: Commissioner Chamberlain

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and related functions, and

WHEREAS, The City of Oneida deems it necessary to appoint a Chairperson to carry out Civil Service duties as instructed by the Civil Service Commission

RESOLVED, The City of Oneida Civil Service Commission approves to appoint Wendy Matters as the Chairperson of the Commission for the remainder of her term from 01/20/2026-05/31/2028.

Ironside: **Yes**

Matters: **Abstain**

Chamberlain: **Yes**

Motion: **Passed**



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 26-03

Moved by: Commissioner Ironside

Seconded by: Chairperson Matters

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and classification of new positions to the appropriate class

RESOLVED, The City of Oneida Civil Service Commission approves to classify the Evidence Technician position as competitive.

Add: Competitive Position- Evidence Technician

Ironside: **Yes**

Matters: **Yes**

Chamberlain: **Yes**

Motion: **Passed**

❖ **Meeting Adjourned at: 10:16AM.**