



CITY OF ONEIDA CIVIL SERVICE COMMISSION

MEETING MINUTES

February 18, 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 Chamberlain to approve the personnel transactions since the last meeting. Seconded by Commissioner Matters. There was no one in opposition. The motion passed.

○ **Review Account Clerk application submitted for Oneida Housing Authority posted vacancy**

Motion was made by Chairperson Chamberlain to approve the applicant to sit for our 02/28/26 Account Clerk exam. Seconded by Commissioner Matters. There was no one in opposition. The motion passed.

○ **Set 2026 Civil Service Commission Meeting schedule**

Agreed to schedule a commission meeting for the first Tuesday of every month beginning with April 7th at 10:00am.

❖ **Old Business**

No discussion

❖ **Approve**

1. Approval of the minutes from the January 20, 2026 meeting

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



CITY OF ONEIDA CIVIL SERVICE COMMISSION

2. Approval of the Civil Service Annual Report

Resolution 26-04

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and under Section 26(1) required to report annually to the New York State Civil Service Commission on the state of civil service administration under their jurisdiction

RESOLVED, The City of Oneida Civil Service Commission approves submit to the New York State Civil Service Commission the annual report as presented

Matters: **Yes**

Ironside: **Yes**

Chamberlain: **Yes**

Motion: **Passed**

❖ **Meeting Adjourned at: 10:29AM.**