

MINUTES OF THE  
March 1, 2012  
URBANA CIVIL SERVICE COMMISSION MEETING  
Called by the Commission

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on March 1, 2012 in the Executive Conference Room of Urbana City Hall.

**Commission Members:**

Present: Willard Broom, Marion Knight

Absent: none

**Staff Present:**

Present: Vacellia Clark, Civil Service Commission Chief Examiner, Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator.

**Proceedings:**

Commissioner Broom called the meeting to order at 10:00 a.m. and Ms. Collins recorded the minutes. A quorum of commissioners were present, and the meeting, having been duly convened, was ready to proceed with business.

**Approval of Minutes**

Staff presented to the Commission the minutes of the January 12, 2012 meeting of the Commission for approval, whereupon motion duly made by Commissioner Broom, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

**Old business**

None

**New business**

**1. Establish passing score for Fire Prevention and Education Officer.**

Staff requests Commission establish a passing score for the Fire Prevention and Public Education Officer at 10 points (out of a possible 17), contingent on proof of certifications. This will create a register with five candidates and no adverse impact observed. Commissioner Broom approved and Commissioner Knight second approval of establishing the passing score.

**2. Review modified Civil Service Rule 11.15 (Disciplinary Suspension):**

Per discussion from the previous meeting, staff requests that the following language changes be implemented into Civil Service Rule 11.15 (new language is emphasized):

"Any employee suspended for more than five working days, or suspended within six months after a previous suspension, shall be entitled to a hearing, upon written request, before the Civil Service Commission concerning the propriety of such suspensions. **For employees covered under the collective bargaining agreement with Local #1147 of the International Association of Fire Fighters, AFL-CIO, Section 16.4 of the current agreement shall supersede the hearing privilege where such language conflicts.**

Commissioner Broom moved and Commissioner Knight seconded approval of the modified language in the Civil Service Rules.

### **3. Update on Illinois Open Meetings Act requirements**

Human Resources staff has received the following information per the Illinois Attorney General:

*"...Beginning January 1, 2012, all elected or appointed members of a public body subject to [the Illinois Open Meetings Act] must also complete the electronic training and file a copy of the certificate of completion with the public body once during their term of election or appointment as follows:*

- Any person who is an elected or appointed member of a public body subject to the Act on January 1, 2012, must complete the electronic training between January 1, 2012, and January 1, 2013.*

This mandated training can be obtained by logging on to the Illinois Attorney General's website at: [http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx). After successfully completing the course, a certificate will be printed certifying Commissioners passed the course and returned to Human Resources staff.

Commissioners agreed to participate in the training before the deadline date of 1/1/13.

### **4. Certifying hiring appointments.**

Staff requests Commission certify the following appointments to classified positions:

- A. Public Arts Coordinator- Christina McClelland**
- B. Building Maintenance Worker- Troy Richmond**
- C. Fire Fighter- Brian Hoff**

Commissioner Broom moved and Commissioner Knight approved the appointments

### **5. Scheduling matters.**

Staff presented a request for possibly re-scheduling of the March meeting due to possible need for register certification prior to the scheduled meeting. Commissioners Broom and Knight provided their availability for the month of March.

### **Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary