

**MINUTES OF THE
Dec. 11, 2019
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on December 11,, 2019 in the Executive Conference Room of the Urbana City Building.

Attendance

Present: Commissioners Marion Knight and Thomas Betz; Celeste Choate, Executive Director of the Urbana Free Library; and Elizabeth Borman, Assistant Human Resources Manager.

Proceedings

Commissioner Knight called the meeting to order at 4:08 p.m. and Ms. Borman 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 November 19, 2019 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as corrected.

Public Participation

None

Action Items

A. Request to Request to approve passing score for Junior System Administrator position (Urbana Free Library)

Executive Director Celeste Choate explained that a vacancy now exists for the Junior Systems Administrator position, and the Library wishes to establish an eligibility register based on the minimum qualifications. The position will be posted externally. Commissioner Betz moved approval, seconded by Commissioner Knight, and unanimously approved.

Informational and Discussion Items

Staff provided updates on recent updates regarding employment actions, including that this meeting would be the last one for Todd Rent, Human Resources Director and Civil Service Chief Examiner; Mr. Rent had accepted a position in Iowa.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:10 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary