

DATE: Wednesday, Sept. 29, 2021

TIME: 4:00 P.M.

PLACE: *Held virtually due to Governor's Stay at Home order

The Urbana Civil Service Commission met in regular session on September 29, 2021 via Zoom.

Commissioners physically present: None

Commissioners present virtually: Thomas Betz and Traci Nally.

Staff present virtually: Liz Borman, Human Resources Manager; and Jason Liggett, UPTV Station Manager.

Proceedings

Commissioner Nally called the meeting to order at 4:08 p.m. and Liz 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 June 30, 2021 meeting of the Commission for approval. Motion duly made by Commissioner Betz and seconded by Commissioner Nally, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None

Public Participation

None

Action Items

A. Modify Rule 2-9 Exemptions from Classified Service

Staff requested a modification to Rule 2.9 to align with recent revisions to the City Code. Commissioner Betz moved approval and Commissioner Nally seconded. Aye: Nally and Betz. Nay: none.

B. Add classification—Police Lieutenants

C. Add classification—Fire Division Chiefs

Staff discussed agenda items B and C together, explaining that the additions of Police Lieutenants and Fire Division Chiefs are also a reflection of recent revisions to Urbana City Code. Commissioner Betz made an omnibus motion to approve both items and Commissioner Nally seconded, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

D. Modify classification – UPTV Production Coordinator

Staff explained that the UPTV Production Coordinator had not been updated recently so changes were requested to update the position description. This request also included an adjustment in pay grades from Grade 224 to Grade 227. Commissioner Betz moved adoption and Commissioner Nally seconded, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

E. Update Circulation Clerk and Information Assistant job descriptions (Urbana Free Library)

Commissioner Betz moved adoption and Commissioner Nally seconded; carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Civil Service Commission Meeting Minutes

September 29, 2021

F. Request to reopen search for FT Circulation Clerk/Information Assistant and set a passing score (Urbana Free Library)

Commissioner Nally commended Celeste Choate on the thoroughness of Library memos and moved approval, Commissioner Betz seconded, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Informational items

Staff presented the Commission with the following changes:

- New hires: Alyana Robinson (Financial Analyst), Kyle Dobosz (Engineering Technician I), Austin Thurman (Maintenance Worker), Conner Weber (Police Officer), and Darcy Sandefur (Administrative Assistant III).
- Separations: Kay Meharry (Administrative Assistant II), Amy Anderson (Animal Control Officer/Community Liaison), Michael Clark (Firefighter), Aldo Gomez (Firefighter), Michael Lawrence (Electrician I), Shelby Mammano (Administrative Assistant II), and Seth King (Police Officer).

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:17 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary