



URBANA CIVIL SERVICE COMMISSION MEETING MINUTES

DATE: Wednesday, December 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 December 29, 2021, via Zoom.

Commissioners physically present: None.

Commissioners present virtually: Thomas Betz and Traci Nally.

Staff present virtually: Femi Fletcher, HR Generalist; Liz Borman, HR Manager; Bourema Ouedraogo, UPTV Production Coordinator.

Proceedings

Commissioner Nally called the meeting to order at 4:00 p.m. and Elizabeth Borman recorded the minutes. A quorum of commissioners was 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 24, 2021, meeting of the Commission for approval. There were no changes to the minutes. Motion to approve the minutes was 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. Request to certify eligibility list for Police Lieutenant

Staff explained that Police Lieutenant had been added to classified service in September 2021. Subsequently, a promotional process had been held to create a register for the position. Staff requested a passing score of 70, which would certify a list of two (2) candidates. Commissioner Betz moved approval, seconded by Commissioner Nally, and carried by roll call vote as follows: Nally – aye, Betz – aye. Motion approved.

B. Request extension per Rule 9.4 (Temporary Appointment)

Staff requested a secondary extension for a temporary appointment in the Police department. Employee had been upgraded initially; staff asked that the temporary appointment be allowed to extend through the end of June to allow the Services division to continue their operations. Commissioner Betz moved adoption, Commissioner Nally seconded, and carried by roll call vote as follows: Nally – aye, Betz, aye. Motion approved.

Informational Items

Staff announced the following informational items:

- New Hires: Laura Wilder-Scaff, Wynn Burroughs and Drake Royal: firefighters; Lorrianna Brooks (administrative assistant II)
- Promotion: Andy Stewart, Fire Engineer
- Separations: Daniel Johnson (maintenance worker); Ashley Vercler (firefighter); Jason Liggett (UPTV station manager)

Civil Service Commission Meeting Minutes

December 29, 2021

Commissioners asked about the number of vacancies in the police department. Staff responded that there were a few vacancies: three pending conditional offers and one vacancy.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:05 p.m.

Respectfully submitted,
Elizabeth Borman
Recording Secretary