

**DATE:** Wednesday, June 28, 2023

**TIME:** 4:00 P.M.

**PLACE:** Urbana City Council Chambers, 400 S. Vine St., Urbana, IL 61801

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The Urbana Civil Service Commission met in regular session on June 28, 2023.

Commissioners present: Thomas Betz, William Gray, Traci Nally

Staff present: Femi Fletcher, Human Resources Manager

### **Proceedings**

Commissioner Nally called the meeting to order at 4:03 p.m., and Femi Fletcher 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 April 26, 2023 meeting of the Commission for approval. Commissioner Nally moved to approve the minutes after the correction of a typographical error; Commissioner Betz seconded, and the minutes were approved as corrected.

### **Public Participation**

None.

### **Action Items**

**A.** Request to add classification: Special Projects Manager

Staff explained that the addition of this classification represented a change in staffing structure in Public Works; the position would be assigned a variety of special projects germane to both Engineering and Operations. Staff further explained that the position is currently filled on a part-time basis; the addition of the classification would create a full-time, Civil Service position. Discussion ensued regarding the amount of work to be assigned to the position; staff explained that the position would be assigned special projects as workload allowed. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

**B.** Request to extend probation as outlined in Rule 14.1 (UFL)

UFL staff was not in attendance to present this item. Commissioner Gray moved to table the item; Commissioner Betz seconded. Motion approved.

### **Informational Items**

City of Urbana staff provided the following updates in Civil Service positions:

- New Hires: Financial Services Coordinator; Police Officer
- Separations: Administrative Support Assistant; Firefighter; Fire Prevention Officer

Discussion ensued regarding the City's Human Resources staff relocation to a satellite office.

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**Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:13 p.m.

Respectfully submitted,  
Femi Fletcher