



## URBANA CIVIL SERVICE COMMISSION DRAFT MEETING MINUTES

**DATE:** Wednesday, September 27, 2023

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

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

The Urbana Civil Service Commission met in regular session on September 27, 2023.

Commissioners present: Thomas Betz, Traci Nally

Commissioners absent: William Gray

Staff present: Femi Fletcher, Human Resources Manager

### **Proceedings**

Commissioner Nally called the meeting to order at 4:05 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 August 28, 2023 meeting of the Commission for approval. Commissioner Betz moved to approve the minutes; Commissioner Nally seconded, and the minutes were approved as written.

### **Public Participation**

None.

### **Action Items**

#### **A. Request to modify classification: Information Technology Manager**

Staff explained that changes to this classification would not require Civil Service approval. No action was taken on this item.

#### **B. Request to add classification: Business Analyst**

Staff explained that this position represented an expansion in budgeted Information Technology Division staffing, and would provide increased IT support services to City staff. Betz moved adoption; Nally seconded. Motion approved.

### **Informational Items**

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

- New Hires: Civil Engineer, Human Resources Assistant, Firefighter
- Promotions: Fire Engineer, Fire Lieutenant
- Separations: Fire Lieutenant, Police Officer

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**Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:08 p.m.

Respectfully submitted,  
Femi Fletcher