
DATE: Wednesday, December 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 December 27, 2023.

Commissioners present: Thomas Betz, Willian Gray, Traci Nally

Commissioners absent: none

Staff present: Femi Fletcher, Human Resources Manager

Proceedings

Commissioner Nally called the meeting to order at 4:01 p.m., and Femi Fletcher recorded the minutes. All 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 29, 2023 meeting of the Commission for approval. Commissioner Betz moved to approve the minutes; Commissioner Gray seconded, and the minutes were approved as written.

Public Participation

None.

Action Items

- A. Request to modify classifications:
1. Economic Development Coordinator
 2. Financial Analyst
 3. Senior Financial Analyst

Staff presented these items and explained that all modifications reflected updates made in anticipation of filling vacancies in these positions. All items were moved forward in omnibus fashion. Betz moved approval; Gray seconded. Motion approved.

- B. Request to supplement lists of candidates
1. Certified Mechanic
 2. Community Development Specialist

Staff explained that recruitments had recently closed for each of the positions, and there was a need to supplement each established register due to new vacancies. Betz moved approval; Gray seconded. Motion approved.

- C. 2024 Schedule of Regular Meetings

Staff proposed maintaining the current meeting schedule, with regular meeting scheduled for the last Wednesday of each month. Betz moved approval; Gray seconded. Motion approved.

Informational Items

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

- New Hires: Financial Service Specialist, Police Officer
- Promotions: Fire Battalion Chief, Fire Lieutenant
- Separations: Engineering Technician, Fire Battalion Chief, Police Officer

Adjournment

There being no further business to come before the Commission, the meeting adjourned at approximately 4:09 p.m.

Respectfully submitted,
Femi Fletcher