

**MINUTES OF THE  
January 31, 2018  
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING  
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on January 31, 2018 in the Executive Conference Room of the Urbana City Building.

**Commission Members:** Present: Thomas Betz and Tracy Nally

**Staff Present:** Elizabeth Borman, Assistant Human Resources Manager.

**Proceedings**

Commissioner Nally called the meeting to order at 4:08 p.m. and Ms. 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 December 27, 2017 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

**Additions to the Agenda**

None

**Public Participation**

None

**Action Items**

- A. *Request to approve job description for Land Surveyor*  
Motion to approve duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted. Commissioners advised that reporting to multiple supervisors could result in unintended outcomes.
- B. *Request to modify job description for Police Services Representative*  
This agenda item was tabled at the request of staff.

**Informational and Discussion Items**

- C. Staff provided updates on recent updates regarding employment actions.

**Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:15 p.m.

Respectfully submitted,  
Elizabeth Borman, Recording Secretary