

**MINUTES OF THE
September 26, 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 September 26, 2018 in the Executive Conference Room of the Urbana City Building.

Attendance

Present: Marion Knight, Traci Nally and Thomas Betz, and Elizabeth Borman, Assistant Human Resources Manager. Ms. Nally arrived at 4:04 p.m.

Proceedings

Commissioner Knight called the meeting to order at 4:00 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 August 29, 2018 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Knight and unanimously adopted, the minutes were approved.

Public Participation

None

Action Items

- A. *Request to decertify register for ARMS Programmer.*
Staff requested the current register for ARMS Programmer/Analyst be decertified based on list expiration; the current list was established in January 2014. Motion made by Commissioner Betz and seconded by Commissioner Knight. Motion approved.
- B. *Request to decertify register for Mechanic/Certified Mechanic.*
Staff requested the current register for Mechanic/Certified Mechanic be decertified based on list expiration; the current list was established in April 2015. Motion to approve made by Commissioner Betz and seconded by Commissioner Knight. Motion approved.
- C. *Request to approve passing score for Mechanic/Certified Mechanic.*
Staff requested to establish the passing score for the position at the minimum qualifications with an open deadline (posted until filled). Motion for approval made by Commissioner Betz and seconded by Commissioner Nally. Motion approved.

Informational and Discussion Items

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

Adjournment

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

Respectfully submitted,
Elizabeth Borman, Recording Secretary