

DATE: Wednesday, May 25, 2022

TIME: 4:00 P.M.

PLACE: 2nd Floor Executive Conference Room, 400 S. Vine St., Urbana, IL 61801

The Urbana Civil Service Commission met in rescheduled regular session on May 25, 2022.

Commissioners present: Thomas Betz and Traci Nally

Staff present: Femi Fletcher, Interim HR Manager

Proceedings

Commissioner Nally called the meeting to order at 4:07 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 March 30, 2022, meeting of the Commission for approval. There were no changes to the minutes. Motion to approve the minutes was made by Commissioner Betz and seconded by Commissioner Nally and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Public Participation

None.

Action Items

- A.** Request to modify classifications: Civil Engineering Technician I, Civil Engineering Technician II, Civil Engineering Technician III, and Civil Engineering Technician IV.

Staff explained that these positions had previously been classified under one position description, and that the request was to reclassify each into their own position description to further clarify distinguishing characteristics of each. Commissioner Betz moved adoption; Commissioner Nally seconded. Motion approved

- B.** Request to revise classifications: Entry-level Police Officer

Staff explained that the request to modify the qualifications for this position was brought forth to increase the size and diversity of the applicant pool and also to remain competitive in the regional and national labor market. Betz moved adoption; Nally seconded. Motion approved.

Informational Items

The Urbana Free Library provided an updated list of Civil Service employees.

Staff announced the following information items:

- New Hires: Ross McNeil, Paralegal
- Promotions: Brian Hoff, Fire Engineer; Jacob Hutchcraft, Fire Lieutenant; Phil Lake, Equipment Operator

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- Separations: Elizabeth Borman, Human Resources Manager; Xavier Brito, Police Officer; Jeff Evosovich, Equipment Operator; Tim McNaught, Police Sergeant; Amanda Plotner, Administrative Assistant II

Commissioner Betz inquired to the next regular meeting date, which was confirmed to be last Wednesday of the month, June 29, 2022.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:11 p.m.

Respectfully submitted,
Femi Fletcher