

DATE: Wednesday, Oct. 27, 2021

TIME: 4:00 P.M.

PLACE: *Held virtually due to Governor's Stay at Home order

The Urbana Civil Service Commission met in regular session on October 27, 2021 via Zoom.

Commissioners physically present: None

Commissioners present virtually: Thomas Betz and Traci Nally.

Staff present virtually: Liz Borman, Human Resources Manager; Femi Fletcher, Human Resources Generalist; and Jason Liggett, UPTV Station Manager.

Proceedings

Commissioner Nally called the meeting to order at 4:00 p.m. and Liz 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 Sept. 29, 2021 meeting of the Commission for approval. Commissioner Nally noted a correction in the list of meeting attendees (striking Ms. Fletcher's name from those in attendance). Motion duly made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None

Public Participation

None

Action Items

A. Modify Rule 9.4 – Temporary Appointments

Staff requested a modification to Rule 9.4 to align with recent revisions to the City Code. Discussion ensued regarding additional modifications to the rule. Commissioners agreed to amend the rule as proposed and staff would present additional languages at the next meeting. Commissioner Betz moved approval and Commissioner Nally seconded. Aye: Nally and Betz. Nay: none.

B. Modify classification – Customer Service Account Clerk

Staff explained that the changes reflect a recent reorganization of the department and work section. Commissioner Betz motioned approval both items and Commissioner Betz seconded, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

C. Add classification – Customer Service Account Coordinator

Staff noted that this position is also meant to address the reorganization of the department. Commissioner Betz moved adoption and Commissioner Nally seconded, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Informational items

Staff presented the Commission with the following changes:

- A memo from The Urbana Free Library
- Promotions: Bourema Ouedraogo was promoted to UPTV Production Coordinator
- Separations: HeatherAnn Hicks-Layman (Office Specialist) and Jay Loschen (Police Sergeant)

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Commissioner Betz motioned to receive these items to place to file, second by Nally, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:11 p.m. with a motion by Commissioner Betz and seconded by Commissioner Nally, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Respectfully submitted,
Elizabeth Borman, Recording Secretary