

**DATE:** Wednesday, January 27, 2021

**TIME:** 4:00 P.M.

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

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The Urbana Civil Service Commission met in regular session on January 27, 2021, at 4:00 p.m. via Zoom.

Commissioners physically present: None

Commissioners present virtually: Marion Knight, Thomas Betz, and Traci Nally.

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

### **Proceedings**

Commissioner Knight called the meeting to order at 4:05 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 November 18, 2020 meetings of the Commission for approval. Motion duly made by Commissioner Betz and seconded by Commissioner Nally, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: None

### **Public Participation**

Christopher Hanson offered public comment on the topics of background checks, accountability, commitment to public service, diversity and fairness in recruiting outreach, FOIA and police complaint procedures, and public engagement.

### **Action Items**

#### **A. Request to establish passing score for Police Services Representative**

Staff requested the Civil Service Commission to establish a passing score for Police Services Representative based on the minimum qualifications of experience and education requirements of the position. Applications have been scored based on these factors, as well as preferred attributes such as education and advanced training. Commissioner Betz moved approval and Commissioner Nally seconded, and carried by roll call vote as follows: Aye: Knight, Betz, and Nally. Nay: None.

### **Informational and Discussion Items**

Staff noted the following personnel changes:

Hires: Breaden Belcher, Community Development Specialist

Promotions: HeatherAnn Hicks Layman, Office Specialist

Separations: Alyssa Jaje, Community Development Specialist; Curt Borman, Assistant City Attorney, and Justin Swinford, Civil Engineer II/Interim City Engineer.

### **Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:14 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary