

DATE: Wednesday, November 18, 2020

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 Oct. 28, 2020, at 4:00 p.m. via Zoom.

Commissioners physically present: None

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

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

Others present remotely: Christopher Hansen.

Proceedings

Commissioner Knight called the meeting to order at 4:01 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 October 28, 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, Nally, Betz . Nay: None

Public Participation

Input via Zoom

None

Action Items

A. Request to certify eligibility list for Police Sergeant

Staff explained the promotional process to establish the register for sergeant. Staff requested that the passing score to be set at 60.00 and certified for three years or until the register is exhausted.

Commissioner Betz moved approval and Commissioner Knight seconded, and carried by roll call vote as follows: Aye: Knight, Betz, and Nally. Nay: None.

Informational and Discussion Items

The Urbana Free Library provided a Report on Applications for Archives Librarian Position.

Staff noted the following personnel changes:

Hires: Daniel Johnson, Maintenance Worker; Robert Ginger, Arborist

Promotions: Mindy Hewkin, Meter Maintenance Technician I; Caitlin Wagner, Administrative Asst. II

Separations: Vicki Rusher, Tool Room Attendant; Don Ho, Sr. Financial Analyst/Budget Coordinator

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:04 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary