

**DATE:** Wednesday, June 24, 2020

**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 June 24, 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 and Liz Borman, Human Resources Manager\*\*.

Others present remotely: Christopher Hansen and Emily Klose.

### **Proceedings**

Commissioner Knight called the meeting to order at 4:05 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 May 27 and June 10, 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: Betz, Nally

Nay: None

### **Public Participation**

Input via Zoom

Christopher Hansen discussed ensuring that City positions' titles should accurately reflect the true nature of the respective positions, ensuring that citizens have open access to City services, and that employees are held accountable. Emily Klose requested that salary information be provided.

### **Action Items**

#### **A. Request to modify Administrative Services Manager job description**

Liz Borman presented the request to modify the classification of Administrative Services Manager. Changes were primarily reflective of the recent reorganization of the Human Resources and Finance Department. Commissioner Nally moved approval and Commissioner Betz seconded, and carried by roll call vote as follows:

Aye: Knight, Betz, Nally

Nay: None

#### **B. Request to add classification: Labor and Employee Relations Manager/Attorney**

Liz Borman presented the request to add the classification Labor and Employee Relations Manager/Attorney, which will replace one Assistant City Attorney position. The position will be part of the Human Resources and Finance Department, and will focus on labor and employment matters. Commissioner Betz requested the salary range; the vote was deferred until Ms. Borman provided the information. Commissioner Nally moved approval and Commissioner Knight seconded, and carried by roll call vote as follows:

Aye: Knight, Nally

June 24, 2020

Nay: None

C. Request to add classification: Sustainability and Resilience Officer

Liz Borman discussed the Public Works Department reorganization that began in July 2019, which including moving the Environmental Sustainability Division into Administration. As the position would no longer be considered a division head, it became eligible for inclusion in the classified service. The position title is also recommended for modification due to the changing nature of the position's duties. Commissioner Betz moved approval and Commissioner Nally seconded, and carried by roll call vote as follows:

Aye: Knight, Betz, Nally

Nay: None

D. Request to establish passing score: Arborist

Femi Fletcher requested the Commission establish a passing score for Arborist based on the minimum qualifications. Ms. Fletcher answered questions from the commissioners. Commissioner Nally moved approval and Commissioner Knight seconded, and carried by roll call vote as follows:

Aye: Knight, Nally

Nay: None

E. Request to establish passing score: Community Engagement Coordinator

Femi Fletcher requested the Commission establish a passing score for Community Engagement Coordinator based on the minimum qualifications of the position. Ms. Fletcher noted the success of the recruitment, with nearly 100 applicants thus far. Commissioner Nally moved approval and Commissioner Knight seconded, and carried by roll call vote as follows:

Aye: Knight, Nally

Nay: None

**Informational and Discussion Items**

None

**Notes**

\*Tom Betz was present for the first ten minutes of the meeting until the connection was lost.

\*\*Liz Borman disconnected for approximately two minutes, between the marks of 11:30 and 13:30, during which time Femi Fletcher acted as Recording Secretary.

**Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:20 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary