

**MINUTES OF THE
March 18, 2020
URBANA CIVIL SERVICE COMMISSION SPECIAL MEETING
Called by the Commission**

The special meeting of the Civil Service Commission (the “*Commission*”) of the City of Urbana, an Illinois municipality (the “*City*”), was held on March 18, 2020 in the Police Conference Room of the Urbana City Building.

Attendance

Physically present: Commissioners Marion Knight and Thomas Betz; Femi Fletcher, Human Resources Generalist and Liz Borman, Assistant Human Resources Manager from the City of Urbana. Attending by phone: Commissioner Traci Nally.

Proceedings

Commissioner Knight called the meeting to order at 4:07 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 February 5, 2020 meeting of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally, and unanimously adopted, the minutes were approved.

Public Participation

None

Action Items

A. Establish new classification: Landscape Recycling Center (LRC) Aide

Femi Fletcher presented the request to establish a new classification for LRC Aide. She explained that the position had been a 75 percent (3/4) time position and had been vacant for an extended period. Due to the part-time nature of the position, scheduling requirements, and other issues, the position had become difficult to fill and this has resulted in operational deficiencies. The proposed position would be within the AFSCME bargaining unit, hoping that a full-time position would allow the position to be filled, and the City anticipates the position will be filled internally. Commissioner Nally moved approval and Commissioner Betz seconded. Motion approved.

B. Add classification: Administrative Services Manager

Liz Borman presented the request to add the Administrative Services Manager into the classified service. The position had historically been appointed; however, the recent reorganization of the Human Resources Division and Finance Department has resulted in a realignment and reconfiguration of teams within the department. As such, the Administrative Services Manager position would be better aligned as a Civil Service position, similar to the Financial Services Manager that was moved from an appointed position to a Civil Service one at the February 5, 2020 meeting. Commissioner Betz moved approval and Commissioner Nally seconded. Motion approved.

C. Modify classification: Prevention & Education Officer

Femi Fletcher presented the request to modify the classification of Prevention and Education Officer, noting that the position is anticipated to be vacant in the near future and involves contractual obligations with the University of Illinois at Urbana-Champaign. She explained that the changes included adding responsibility for fire and arson investigation and changing the

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required certification, as well as allowing time to obtain additional certifications. If these certifications would be required at the time of hire, the applicant pool would likely be significantly limited. Commissioner Betz moved approval and Commissioner Nally seconded. Motion approved.

Informational and Discussion Items

Staff provided updates on recent updates regarding employment actions:

- New Hires: Chloe Buttry, Police Officer; Valerie Marcotte and Lisa Curtiss, Police Services Representatives.
- Promotions: David Osterbur, Traffic Signal Technician; Benjamin Holzhausen, Operations Supervisor
- Separations: Benjamin Crane, Police Officer; Charles Butts, Maintenance Worker; Michael Hediger, Police Officer.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:25 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary