

**MINUTES OF THE
November 9, 2018
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on November 9, 2018 in the Executive Conference Room of the Urbana City Building.

Attendance

Present: Commissioners Marion Knight and Traci Nally; Todd Rent, Human Resources Director; John Collins, Operations Manager; Dawn Cassady, Associate Director at The Urbana Free Library; Rachel Fuller, Director of Adult & Youth Services at The Urbana Free Library; and Elizabeth Borman, Assistant Human Resources Manager.

Proceedings

Commissioner Knight called the meeting to order at 4:04 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 September 26, 2018 meetings of the Commission for approval. Motion duly made by Commissioner Nally, seconded by Commissioner Knight and unanimously adopted, the minutes were approved.

Public Participation

None

Action Items

- A. *Request to approve job description for Adult & Youth Services Librarian.*
Staff from The Urbana Free Library presented the proposed job description for Adult and Youth Services Librarian. Motion made by Commissioner Nally and seconded by Commissioner Knight. Motion approved.

- B. *Request to modify minimum qualifications for Fleet Supervisor.*
Mr. Collins explained that the position, which is open for applications, currently requires at least two years of supervisory experience. One applicant, a current City employee, is qualified in all areas except in supervisory experience. Commissioner Nally inquired as to whether reposting the position is an option. Mr. Rent replied that while this would be ideal, the factor of expediency is crucial. Commissioner Nally commented that she would not oppose waiving the supervisory requirement, but that it should be done for all applicants, and moved to change the qualifications, provided the position would be reposted for a minimum of two weeks. Mr. Rent requested the appointing authority have the option of either moving forward with the current applicant pool and retaining the supervisory requirement, or changing the requirement and reposting the job. Commissioner Nally amended the original motion to reflect this request. Motion seconded by Commissioner Knight. Motion approved.

Informational and Discussion Items

- C. Staff provided updates on recent updates regarding employment actions.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:15 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary