

**MINUTES OF THE  
October 26, 2016  
URBANA CIVIL SERVICE COMMISSION SPECIAL MEETING  
Called by the Commission**

A special meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on October 26, 2016 in the Executive Conference Room of the Urbana City Building.

**Commission Members:** Present: Thomas Betz, Tracy Nally and Marion Knight

**Staff Present:** Elizabeth Borman, Assistant Human Resources Manager

**Proceedings**

Commissioner Knight called the meeting to order at 4:02 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 28, 2016 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

**Additions to the Agenda**

None

**Public Participation**

None

**Action Items**

**A. Request to approve new position description: Community Outreach Coordinator**

City staff presented for approval the job description for Community Outreach Coordinator. The position would be employed in the Human Relations Office and report to the Human Relations Officer. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

**B-C. Request to update position description for Acquisitions Clerk and new classification of Administration Clerk (Urbana Free Library)**

Library staff presented the job descriptions for Acquisitions Clerk and Administration Clerk. The Administration Clerk is a new position which would support Accounts Payable and Payroll. Commissioner Betz moved approval for both, Commissioner Nally seconded. Motion approved.

**Informational and Discussion Items**

D. Notice of Appointments

Library staff noted that the full-time Circulation Clerk had finished probation.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:37 p.m.

Respectfully submitted,  
Elizabeth Borman, Recording Secretary