

**MINUTES OF THE  
January 27, 2016  
URBANA CIVIL SERVICE COMMISSION MEETING  
Called by the Commission**

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on January 27, 2016 in the Executive Conference Room of the Urbana City Building.

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

**Staff Present:** Todd Rent, Human Resources Manager and 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 December 16, 2015 meeting of the Commission for approval, whereupon 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**

Action Items

**A. Request Special Meeting for February 10, 2016.**

Request approved.

**B. Request new classification for Administrative Assistant III (City Clerk's Office)**

Staff requested the Commission approve the reclassification of the current Administrative Assistant II position in the City Clerk's Office and confirm its status as a position within the classified service. Commissioner Betz moved approval and Commissioner Nally seconded. Motion approved.

**C. Certify Entry-Level Firefighter Eligibility List**

Staff requested the Commission approve the Final Eligibility List for Entry-Level Firefighter. Commissioner Nally moved approval and Commissioner Betz seconded. Motion approved.

**Informational Items**

**D. Notice of Appointment**

Staff provided an update of changes in appointments:

- a. Mary Wilkes Towner became a member of the Civil Service again as an Adult and Youth Services Librarian after having been Interim Director of Adult Service.
- b. Takela Lucas was hired as Parking Enforcement Officer I.

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- c. Brittany Earl and Jonathan Cox were hired as Police Services Representatives.
- d. Leslie Cross was hired as an Administrative Assistant II (Public Works Department).
- e. Joseph Cassidy, Jessica Alvarez and Kenneth Sprague were hired as Police Officers.
- f. Michelle Carr was promoted to Evidence Technician.
- g. John Lockard separated as Evidence Technician after 40 years of distinguished service to the City.

**Adjournment**

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

Respectfully submitted,  
Elizabeth Borman, Recording Secretary