

**MINUTES OF THE
December 16, 2015
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 December 16, 2015 in the Executive Conference Room of Urbana City Hall.

Commission Members: Present: Marion Knight and Thomas Betz.

Staff Present: Todd Rent, Human Resources Manager, Elizabeth Borman, Assistant Human Resources Manager, and Rhonda Collins, Benefits Coordinator II.

Proceedings

Commissioner Knight called the meeting to order at 4:05 p.m. and Ms. Collins 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 October 28, 2015 meeting of the Commission for approval, whereupon motion duly made by Commissioner Betz, seconded by Commissioner Marion Knight and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

1. Action Items.

A. Modify Fire Lieutenants' Eligibility List

Todd Rent, Chief Examiner presented a request to the Commission to modify the Fire Lieutenants' eligibility list as a result of a dialogue between the bargaining unit representing the City of Urbana Firefighters (IAFF) and City management. The issue centers on the threshold requirements for placement on Fire Department promotional lists. Currently the list includes an individual who only completed part of the process. Human Resources staff recommends removing William Morfey's name from the list because he did not complete the testing process. They will prepare a negotiated memorandum for the Union for future promotional testing. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Rhonda Collins, Recording Secretary