

**MINUTES OF THE
September 15, 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 September 15, 2015 in the Executive Conference Room of Urbana City Hall.

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

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 September 3, 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

1. Action Items.

A. Approve passing score for Maintenance Worker

Human Resources Staff recommends approval for setting the passing score for the position of Maintenance Worker using scoring of the application as the exam. Candidates would have to meet the minimum qualifications to be placed on the eligibility register. Candidates would be ranked into 4 tiers based on the qualifications and certifications. This would allow 55 on the register with no adverse impact. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

B. Approve passing score for Housing Inspector

Human Resources Staff recommends setting the passing score for Housing Inspector at 52% using scoring of the application. This would allow 17 candidates to be placed on the eligibility register with no adverse impact. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

Civil Service Commission Meeting Minutes

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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