

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

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

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

Proceedings

Commissioner Knight called the meeting to order at 4:02 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 February 25, 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. Establish Economic Development Coordinator Passing Score

Human Resources Staff recommends a passing score of 40% for the position of Economic Development Coordinator. This would result in an eligibility register of 16 candidates with no adverse or disparate impact. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

B. Establish Mechanic Passing Score

Human Resources Staff recommends a passing score based on the minimum qualification of having at least five years of professional, related experience for the position of Mechanic. This would result in an eligibility register of 23 candidates. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

Civil Service Commission Meeting Minutes

April 15, 2015

Informational Items.

A. Library Civil Service

Celeste Choate, Executive Director, Urbana Free Library presented the Commission with an updated list of Civil Service employees of the Urbana Free Library and thanked them for their attention to resolving this matter. Commissioner Betz moved receipt of the document and Commissioner Nally seconded.

Adjournment

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

Respectfully submitted,
Rhonda Collins, Recording Secretary