

**MINUTES OF THE
February 5, 2020
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING
Called by the Commission**

The regular meeting of the Civil Service Commission (the “*Commission*”) of the City of Urbana, an Illinois municipality (the “*City*”), was held on February 5, 2020 in the Executive Conference Room of the Urbana City Building.

Attendance

Present: Commissioners Marion Knight, Traci Nally, and Thomas Betz; Dawn Cassady, Associate Director of the Urbana Free Library; Elizabeth Hannan, interim Human Resources and Finance Director, Femi Fletcher, Human Resources Generalist, and Liz Borman, Assistant Human Resources Manager from the City of Urbana.

Proceedings

Commissioner Knight called the meeting to order at 4:05 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 11, 2019 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as corrected.

Public Participation

None

Action Items

A. Modify residency requirement for Urbana Police Department

Liz Borman explained that the request stemmed from language in the current collective bargaining agreement Urbana Lodge #70 of the Fraternal Order of Police and of the Illinois Fraternal Order of Police Labor Council. Specifically, section 10.1 of the contract provided that the City will “in good faith initiate, pursue, and otherwise recommend to the Civil Service Commission, an increase in the residency requirement to 30 miles from City proper.” Currently, Rule 12.8 of the Civil Service rules stipulate that Urbana police officers are required to live within a 15 mile radius of the City limits. Discussion ensued. Commissioner Betz noted serious reservations, but moved adoption; Commissioner Knight seconded while also expressing concern. Motion approved.

B. Establish new classification: Senior Financial Analyst/Budget Coordinator

C. Modify classification: Financial Services Manager

D. Establish new classification: Human Resources Manager

E. Modify classification: Financial Services Coordinator

Elizabeth Hannan presented the commissioners with an updated reorganization chart and explained the reorganization as it pertained to the newly formed Finance and Human Resources Department. Commissioner Nally moved omnibus approval of the job descriptions, Commissioner Betz seconded. Motion approved

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F. Modify classification: Archives Librarian (Urbana Free Library)

Dawn Cassady noted that the Library would like to post this position as soon as possible. The job description is more in with the Adult and Youth Services Librarian, so they are more consistent. She noted that approximately nine (9) staff members are in Archives. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

Informational and Discussion Items

Staff provided updates on recent updates regarding employment actions:

- New Hires: Justin Merritt, Police Officer; Cameron Taylor, Phillip Lake, Kenneth Bragg, and Steven Jones, Maintenance Workers.
- Promotions: Femi Fletcher, Human Resources Generalist; Benjamin Gardner, Electrical Supervisor.
- Resignations: Michael Perkins, Electrical Supervisor

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:45 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary