

**DATE:** Wednesday, June 10, 2020

**TIME:** 4:00 P.M.

**PLACE:** \*Held virtually due to Governor's Stay at Home order

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The Urbana Civil Service Commission met in special session on June 10, 2020, at 4:00 p.m. via Zoom.

Commissioners physically present: None

Commissioners present virtually: Marion Knight, Thomas Betz, and Traci Nally.

Staff present virtually: Femi Fletcher, Human Resources Generalist and Liz Borman, Human Resources Manager.

Others present remotely: Christopher Hansen

### **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 February 5, 2020 meeting of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally, and unanimously adopted, the minutes were approved.

### **Public Participation**

Public input via Zoom: Christopher Hansen said he felt the City of Urbana lacks transparency and employee accountability. He expressed concerns regarding the Civilian Police Review Board and Human Relations Office, and encouraged City officials to safeguard citizen access to their own government. He also encouraged the Commission to be thoughtful in considering job titles and ensuring the position-holders are accountable for their enumerated responsibilities.

### **Action Items**

#### **A. Modify Community Outreach Coordinator job description**

Femi Fletcher presented the request to modify the Community Outreach Coordinator position. She explained that upon conducting a strategic analysis of the position, the title of "Community Engagement Coordinator" more appropriately reflected the nature of the job. She also noted that the experience requirement had been expanded to encompass social service-related fields. These changes were proposed to encourage a large and diverse pool of applicants. Commissioner Nally noted that the header on the job description should be modified, and moved approval; Commissioner Betz seconded. Motion approved.

#### **B. Modify classification: Prevention & Education Officer**

Femi Fletcher presented the request to modify the classification of Prevention and Education Officer by amending the requirement for Fire Officer I certification at the time of hire to obtaining the certification within 12 months of hire. She explained that due to restrictions relating to the COVID-19 pandemic, classes related to this certification have been suspended. Commissioner Nally moved approval; Commissioner Betz seconded. Motion approved.

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**Informational and Discussion Items**

None

**Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:11 p.m.

Respectfully submitted,  
Elizabeth Borman, Recording Secretary