

DATE: Wednesday, October 28, 2020

TIME: 4:00 P.M.

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

The Urbana Civil Service Commission met in regular session on Oct. 28, 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; Liz Borman, Human Resources Manager; Lorrie Pearson, Community Development Director; and Jason Liggett, UPTV Station Manager.

Others present remotely: Christopher Hansen.

Proceedings

Commissioner Knight called the meeting to order at 4:00 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 June 24, 2020 meetings of the Commission for approval. Motion duly made by Commissioner Betz and seconded by Commissioner Nally, and carried by roll call vote as follows:

Aye: Knight, Nally, Betz

Nay: None

Public Participation

Input via Zoom

Christopher Hansen commented on the City's rules for public input at meetings, the City's requirement for background checks as a requirement for positions, requested a statement or discussion on the focus of City positions (specifically whether positions are focused on serving the City's interests or the public's), and requested clarification on the City's mission, vision, and values.

Action Items

A. – B. Request to modify Economic Development Coordinator job description and Request to add Economic Development Supervisor position

Staff explained that the Community Development Services Department is undergoing a reorganization. As part of this effort, modifications to the ED Coordinator position were requested, as well as replacing the appointed Economic Development Manager position with an Economic Development Supervisor position that would be in the classified service. Some of the higher-level duties performed by the ED Manager would be assumed by another position. Staff clarified that both positions were currently vacant, although an employee is currently serving as interim ED Supervisor. Commissioner Nally moved approval and Commissioner Betz seconded, and carried by roll call vote as follows: Aye: Knight, Betz, and Nally. Nay: None.

C. Request to modify Tool Room Attendant/Parts Clerk job description

Femi Fletcher presented the request to modify the Tool Room Attendant/Parts Clerk. Staff explained that two part-time positions had been restructured into one full-time position, and a subsequent

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department reorganization led to the requested modifications. Commissioner Betz moved approval and Commissioner Nally seconded, and carried by roll call vote as follows:

Aye: Knight, Betz, Nally. Nay: None

D. Request to reschedule regular November meeting date to Nov. 18, 2020

Staff requested to reschedule the next regular meeting date from November 25 to November 18, 2020. Commissioner Nally moved approval and Commissioner Betz seconded, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: None.

Informational and Discussion Items

Commissioner Betz asked if there was protocol for addressing questions from the public. Commissioner Knight responded that his understanding was that if the question relates specifically to the commission, then it might be addressed, but matters outside of the scope of the commission's responsibility or legal matters should be addressed by the appropriate party. Commissioner Betz noted that while two attorneys are members of the commission, they do not represent the City or the commission.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:15 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary