

DATE: Wednesday, March 2, 2022

TIME: 4:00 P.M.

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

The Urbana Civil Service Commission met in rescheduled regular session on March 2, 2022, via Zoom.

Commissioners physically present: None.

Commissioners present virtually: Thomas Betz and Traci Nally.

Staff present virtually: Femi Fletcher, HR Generalist; Liz Borman, HR Manager; Bourema Ouedraogo, UPTV Production Coordinator.

Proceedings

Commissioner Nally called the meeting to order at 4:00 p.m. and Elizabeth Borman recorded the minutes. A quorum of commissioners was 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 29, 2021, meeting of the Commission for approval. There were no changes to the minutes. Motion to approve the minutes was made by Commissioner Betz and seconded by Commissioner Nally and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Public Participation

None.

Action Items

A. Request approval for new classifications: GIS Specialist and GIS Coordinator

Staff explained that the two positions were created as part of an ongoing needs analysis in Engineering. A specialized skillset was identified relating to GIS. Two classifications are meant to encompass different levels of what that support may look like. Commissioner Betz moved adoption, Commissioner Nally seconded. Vote by roll call: aye: Betz, Nally. Nay: none. Motion approved

B. Request to revise classification: Fire Division Chief

Commissioner Betz moved approval, Commissioner Nally seconded. Vote by roll call: aye: Betz, Nally. Nay: none. Motion approved.

C. Request modification to Rule 6.6 (*Promotional Examinations*)

Staff presented the modifications to Rule 6.6, noting that the changes are meant to address key differences between police and fire, as well as include both new ranks in police and fire. Commissioner Nally moved approval, seconded by Commissioner Betz. Vote by roll call: aye: Betz, Nally. Nay: none. Motion approved.

D. Request approval for new classification: IT Specialist (The Urbana Free Library) and

E. Request approval for passing score: IT Specialist (The Urbana Free Library)

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Staff explained that this new position is in the IT department of the Urbana Free Library and combines elements from hourly position and vacant full-time Junior Systems Administrator. The eligibility roster is proposed to be based on minimum qualifications.

Motion by Commissioner Nally to approve both items, seconded by Commissioner Betz.

Vote by roll call: aye: Betz, Nally. Nay: none. Motion approved.

Informational Items

The Urbana Free Library has provided a memo with their updates.

Staff announced the following informational items:

- New Hires: Peyton Abernathy, Neil Mueller, and Jaedon Banks, police officers; Lashaunda Cunningham, police services supervisor; Carmen Franks, assistant city engineer; Laquita Hodges, customer service account coordinator; Nicholas Olsen, planner I; and Jerry Camardelle, Corey Maddox, Tyler Seip, Tara Stigers-Cozad, Stephen Wells, and Nathan Williams, firefighters.
- Promotion: Michael Cervantes, police lieutenant
- Separations: Cameron Welch and Phillip McDonald, Electrician.

Commissioner Betz inquired to the next regular meeting date, which was confirmed to be last Wednesday of the month, March 30.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:07 p.m.

Respectfully submitted,
Elizabeth Borman
Recording Secretary