

**MINUTES OF THE  
November 18, 2011  
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 November 18, 2011 in the 2<sup>nd</sup> floor Executive Conference Room of Urbana City Hall.

**Commission Members**

Present: Willard Broom, Marion Knight

Absent: none

**Staff Present**

Present: Elizabeth Borman, Assistant Human Resources Manager and Vacellia Clark, Civil Service Commission Chief Examiner.

Absent: Rhonda Collins, Benefits Coordinator.

**Proceedings**

Commissioner Broom called the meeting to order at 10:02 a.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 October 12, 2011 meeting of the Commission for approval, whereupon motion duly made by Commissioner Broom, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

**Old Business**

None

**New Business**

**1. Approval of Civil Service Rules for termination proceedings.**

Staff explained the rationale for establishing hearing rules for termination proceedings. The current edition of the Civil Service Rules offered little guidance as to the actual procedures for termination appeals by employees; subsequently, City staff had been advised that additional direction would be beneficial. Staff presented the Commission with revisions to Section 11 of the Civil Service Rules; Sections 11.2 through 11.4 were revised while Sec. 11.5 – 11.12 were new; Sec. 11.1 and 11.13 – 11.17 remained the same. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

**2. Civil Service hearing update.**

Staff provided the Commission with an update on the pending Civil Service hearing in December.

**3. Set passing score for Arbor Technician.**

Staff requested that the Civil Service Commission set a passing score for Arbor Technician based on the following criteria: 1) meets the minimum qualifications except for rope & saddle technique; 2) score at least 30 percent on the preferred qualifications. In order to score a 30 percent, applicants must have scored a total of at least nine points out of a possible 30. Commissioner Broom moved and Commissioner Knight seconded approval.

**4. Maintenance Worker: approval to post internally (pending need).**

Staff requested approval to post the Maintenance Worker position internally contingent on future need. Commissioner Knight moved and Commissioner Broom seconded approval.

**5. Approve new position description and posting for Public Facilities Supervisor position.**

Staff presented the Commission with a position description for the newly created position of Public Facilities Supervisor. This position will replace the current Public Facilities Manager position as the Public Facilities division will be absorbed into the Operations Division as part of the Public Works restructuring plan in 2012. Commissioner Broom moved and Commissioner Knight seconded approval.

**6. Establish regular meeting schedule.**

Pursuant to the Illinois Open Meetings Act (5 ILCS 120/2.02(a), the Commission approved the 2012 meeting schedule; regularly scheduled meetings will be held at 10:00 a.m. on the fourth Wednesday of each month in the Urbana City Building . Commissioner Knight moved and Commissioner Broom seconded approval.

**7. Closed session to discuss the employment of specific employees of the public body for the public body pursuant to 5 ILCS 120/2(c)(1).**

A motion was made by Commissioner Broom and seconded by Commissioner Knight to go into closed session on December 6, 7 and 8 under provision of section 1(c) of the Illinois Open Meetings Act (To discuss personnel matters, employment and discipline). Motion carried all ayes no nays. Roll Call: Willard Broom, Marion Knight, Jr.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

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Elizabeth Borman, Recording Secretary