

MINUTES OF THE  
August 31, 2012  
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 August 31, 2012 in the Executive Conference Room of Urbana City Hall.

**Commission Members:**

Present: Willard Broom, Marion Knight

Absent: none

**Staff Present:**

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

**Proceedings:**

Commissioner Broom called the meeting to order at 11:00 a.m. and Ms. Collins 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 July 26, 2012 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. Administrative Assistant I, City Clerk's Office – approve passing score.**

Staff requests that the Civil Service Commission table the approval of passing score until all applications have been reviewed for Administrative Assistant I, City Clerk's Office. Commissioner Broom and Commissioner Knight agreed to review and approve the passing score via e-mail before the next scheduled meeting.

**2. Fire Lieutenant- Certify Register**

Staff requests that the Civil Service Commission approve the promotional register for the position of Fire Lieutenant. This will result in a register consisting of 11 individuals valid for three years. Testing and scoring was conducted by an outside agency. Commissioner Broom approved and Commissioner Knight seconded approval.

**3. Certifying hiring appointments.**

Staff requests Commission certify the following appointments to classified positions:

**A. Account Clerk II- Heather Williams**

Commissioner Broom moved and Commissioner Knight approved the appointment.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary