

**MINUTES OF THE
December 26, 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 December 26, 2012 in the 2nd 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 and Rhonda Collins, Benefits Coordinator.

Proceedings

Commissioner Broom called the meeting to order at 10:23 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 November 28, 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.

Action Items

1. Consider adoption of proposed new Civil Service Rule, Investigative Suspension.

Staff explained the request to adopt a new Civil Service Rule, Investigative Suspension that has been reviewed and approved by the City's legal counsel. If adopted, the rule will become effective January 1, 2013. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary