

**MINUTES OF THE  
August 26, 2015  
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 26, 2015 in the Executive Conference Room of Urbana City Hall.

**Commission Members:** Present: Marion Knight, Thomas Betz and Traci Nally.

**Staff Present:** Todd Rent, Civil Service Chief Examiner Elizabeth Borman, Assistant Human Resources Manager, and Rhonda Collins, Benefits Coordinator II.

**Proceedings**

Commissioner Knight called the meeting to order at 4:00 p.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 August 5, 2015 meeting of the Commission for approval, whereupon motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

**Additions to the Agenda**

None

**Public Participation**

None

**Action Items**

1. Action Items.

**A. Establish Passing Score for Fire Fighter exam**

Human Resources Staff recommends a passing score of 75.44% which includes 55 candidates. The Commissioners agreed to set the passing score at 74.84% (Median Score) which includes 58 candidates. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**B. Establish Passing Score for Grants Compliance Specialist**

Human Resources Staff recommends a passing score of 46% using the application as the exam. This would result in an eligibility register of 23 candidates (52% of the test group) with no adverse or disparate impact. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

Civil Service Commission Meeting Minutes

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August 26, 2015

**Informational Items.**

**Establish meeting schedule for September and October.**

Human Resources Staff requested additional meetings to be scheduled in September due to increase of recruitment and testing. The tentative meeting schedule will be September 3, 2015, September 17, 2015 and October 28, 2015.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,  
Rhonda Collins, Recording Secretary