

**MINUTES OF THE
November 19, 2019
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING
Called by the Commission**

The regular meeting of the Civil Service Commission (the “*Commission*”) of the City of Urbana, an Illinois municipality (the “*City*”), was held on November 19, 2019 in the Executive Conference Room of the Urbana City Building.

Attendance

Present: Commissioners Marion Knight and Thomas Betz; Elizabeth Borman, Assistant Human Resources Manager and Todd Rent, Human Resources Director.

Proceedings

Commissioner Knight called the meeting to order at 4:05 p.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 30, 2019 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as corrected.

Public Participation

None

Action Items

A. *Request to approve new job classification: Human Resources Generalist*

Staff presented a job description for the Human Resources Generalist position, and explained that this request is due to the recent reorganization of the Human Resources Division staff. Due to the upcoming departure of Todd Rent, Human Resources Director, the Human Resources Division would be reorganized as a part of the Finance Department. The Human Resources Generalist position would be initially posted internally. Commissioner Betz moved approval, contingent upon City staff providing additional information as the reorganization moves forward. Motion was seconded by Commissioner Knight and approved.

Informational and Discussion Items

Staff provided updates on recent updates regarding employment actions.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:42 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary