
DATE: Wednesday, August 27, 2025

TIME: 4:00 P.M.

PLACE: Urbana City Council Chambers, 400 S. Vine St., Urbana, IL 61801

The Urbana Civil Service Commission met in a regular session on August 27, 2025.

Commissioners present: Traci Nally, William Gray, Thomas Betz

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Dawn Cassady, The Urbana Free Library

Proceedings

Commissioner Nally called the meeting to order at 4:00 p.m., and Molly Lynch recorded the minutes. A quorum was 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 30, 2025, meeting of the Commission for approval. Commissioner Betz moved to approve the minutes. Commissioner Gray seconded, and the minutes were approved.

Public Participation

None.

Action Items

- A. Request to modify classification: Arbor Supervisor

Human Resources staff presented this item to the Commission and explained the current classification has not been modified in the last twelve years and is currently incumbent occupied. Human Resources staff went on to note that the incumbent has acquired a number of duties and responsibilities from vacated positions, and the proposed modifications would allow for clearly identified responsibilities and duties for the position, and that a new classification was being drafted to more appropriately allocate the duties divested from the current Arbor Supervisor incumbent. Commissioner Gray inquired as to the specific modifications to duties proposed, citing concerns that the classification still included a high number of duties as well as too many direct reports. Commissioner Betz moved adoption; Commissioner Nally seconded. The motion carried, receiving two "Ayes" from Commissioner Betz and Commissioner Nally and one "Nay" from Commissioner Gray.

- B. Request to establish passing score: Police Sergeant

Human Resources staff presented this item to the Commission and explained a request for proposal solicitation had been completed in August to procure vendor services to facilitate the promotional examination process for Police Sergeant. A passing score of 58.00 was requested. Commissioner Gray moved adoption; Commissioner Betz seconded. Motion carried.

C. Request to certify promotional register: Police Sergeant

Human Resources staff presented this item to the Commission and explained the register presented included those candidates eligible to be considered for promotion to Police Sergeant based on the established passing score. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion carried.

D. Request to modify classification: Community Development Specialist

Human Resources staff presented this item to the Commission and explained the position had been recently vacated, and the position provides administrative support functions to the Grants division. The proposed modifications are anticipated to make clear where the responsibilities lie and clearly classify the position within the Grants Division of Community Development Services. Commissioner Nally asked what types of grants are typically utilized in this position. Human Resources staff explained the grants are primarily social services grants and are mostly federally funded with some state pass through grants. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion carried.

Informational Items

The Urbana Free Library provided an informational memo updating the list of current Civil Service employees. Dawn Cassady of The Urbana Fee Library was present to help answer the inquires Commissioner Gray made regarding the history of TUFL's Facilities Supervisor position.

City of Urbana staff provided the following updates in Civil Service positions:

- New Hires: Police Officer (4)
- Promotions: Equipment Operator II (4), Human Resources Technician
- Separations: Police Officer, Grants Manager

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:24 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant