



## URBANA CIVIL SERVICE COMMISSION

### DRAFT MEETING MINUTES

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**DATE:** Wednesday, July 31, 2024

**TIME:** 4:00 P.M.

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

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The Urbana Civil Service Commission met in regular session on May 28, 2024.

Commissioners present: William Gray, Traci Nally, Thomas Betz

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

#### **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 May 28, 2024 meeting of the Commission for approval. Commissioner Gray moved to approve the minutes; Commissioner Betz seconded, and the minutes were approved as written.

#### **Public Participation**

None.

#### **Action Items**

A. Request to add classifications:

i. Building Safety Division Manager

After some discussion regarding the classification Commissioner Betz moved for approval. Commissioner Gray seconded, and the motion was approved.

ii. Economic Development/Planning Manager

After some discussion and questions regarding the classification Commissioner Betz moved for approval. Commissioner Gray seconded, and the motion was approved.

B. Request to modify classification:

i. Code Compliance Inspector II

Human Resources staff presented this item and explained that all modifications reflected updates made in anticipation of filling a current vacancy. Commissioner Betz moved approval; Commissioner Gray seconded. Motion approved.

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C. Request to expand register of eligibles:

i. Arbor Technician I

Human Resources staff presented this item and explained that the request to expand this register was intended to broaden the pool in order to fill a current vacancy. Betz moved adoption; Gray seconded. Motion approved.

**Informational Items**

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

- Promotions: Fire Engineer, Equipment Operator, Arbor Crew Leaders II, Operation Crew Leader
- Separations: Fire Lieutenant, Fire Engineer, Police Officer (K-9)

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 4:12 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant