

---

**DATE:** Wednesday, March 26, 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 February 26, 2025.

Commissioners present: Traci Nally, William Gray

Commissioners absent: Thomas Betz

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Rachel Fuller, TUFL Staff

Dawn Cassidy, TUFL Staff

### **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 February 26, 2025, meeting of the Commission for approval. Commissioner Gray moved to approve the minutes. Commissioner Nally seconded, and the minutes were approved.

### **Public Participation**

None.

### **Action Items**

A. Request to modify classification:

i. Computer Systems Technician

Staff presented this item and explained that the proposed modifications were made to increase the pool of qualified candidates and provide an experience equivalent to the education requirement. Commissioner Nally moved approval; Commissioner Gray seconded, and the motion was approved.

B. Request to add classification:

i. Administrative Specialist (TUFL)

Library staff presented a memorandum for this item that explained this request was intended to convert a current part-time position in the role of Library Assistant 2-Administration to a full-time position ahead of an anticipated vacancy. Commissioner Gray moved adoption; Commissioner Nally seconded. Motion approved.

C. Request to add classification:

---

i. Facilities Supervisor (TUFL)

Library staff presented a memorandum for this item that explained this request was to create a new, full-time position for a Facilities Supervisor in order to address the upcoming end of the Library's custodial contract. The decision was made by the Library to bring this work in-house rather than bid another external custodial contract. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

**Informational Items**

The Urbana Free Library provided a memoranda of updated current Civil Service positions.

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

- New Hires: Maintenance Worker, Financial Services Supervisor, Police Officer
- Promotions: Police Sergeant, Community Liaisons and Services Supervisor
- Separations: Maintenance Worker

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 4:03 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant