



URBANA CIVIL SERVICE COMMISSION

MEETING MINUTES

DATE: Wednesday, June 24, 2026

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 June 24, 2026.

Commissioners present: Traci Nally, Thomas Betz, William Gray

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 6, 2026 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 expand register of eligibles: Grants Specialist

Human Resources staff presented this item to the Commission and explained that the need to expand the register for this position stemmed from a need to fill a vacancy and was intended to provide incumbents with the opportunity to promote to the Grants Coordinator position in the future. Commissioner Betz moved for approval, Commissioner Nally seconded. Motion carried.

B. Request to expand register of eligibles: Computer/Systems Technician

Human Resources staff presented this item to the Commission and explained that due to an anticipated separation, there would soon be a vacancy in this position to fill. Staff explained another vacancy in the same position was filled from the current register fewer than two years ago which necessitated the request to expand the pool. Commissioner Betz moved for approval, Commissioner Nally seconded. Motion carried.

Informational Items

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

- New Hires: Financial Services Specialist, City Arborist
- Promotions:

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- Separations: Financial Services Coordinator, Arbor Technician II

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