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**DATE:** Wednesday, June 25, 2025

**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 a regular session on June 25, 2025.

Commissioners present: Traci Nally, William Gray, 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, 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 add classification: Human Resources Technician

Human Resources staff presented this item to the commission and explained that this classification would be an addition to the current Human Resources staffing structure. Staff went on to explain the organization of the division and that this position would perform increased administrative support duties at a greater level of complexity and independence than the current Human Resources Assistant class. Commission Betz moved adoption; Commissioner Nally seconded. Motion carried.

### **Informational Items**

The Urbana Free Library provided two informational memos.

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

- New Hires: Civil Engineer II, Computer Services Technician, Landscape Technician I
- Separations: Parking Enforcement Officer I, Senior Management Analyst/Assistant to the City Administrator, Operations Supervisor, Police Services Representative

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**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 4:10 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant