

DATE: Wednesday, February 5, 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 rescheduled meeting on February 5, 2025.

Commissioners present: Thomas Betz, Traci Nally

Commissioners absent: William Gray

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Lyndzie Taylor, TUFL Staff

Proceedings

Commissioner Nally called the meeting to order at 4:05 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 December 18, 2024, meeting of the Commission for approval. Commissioner Betz moved to approve the minutes. Commissioner Nally seconded, and the minutes were approved.

Public Participation

None.

Action Items

A. Request to add classification:

i. Community Liaisons & Services Supervisor

Staff explained that this new classification in the police department would be a part of the Administrative Service division and would contribute to the department's dedicated community outreach section, which was recently established. Staff explained that this position would also work in both a capacity that oversees administrative records and provide supervision to assigned, civilian staff. Commissioner Nally moved for approval. Commissioner Betz seconded, and the motion was approved.

B. Request to add classification:

i. Digital Media & Graphic Designer (TUFL)

TUFL staff explained this classification would build the capacity of this position and changes the classification from a part-time position to a full-time, Civil Service position. This position would focus on graphic design and social media efforts for the library. Commissioner Betz moved for approval. Commissioner Nally seconded, and the motion was approved.

Informational Items

The Urbana Free Library provided two memoranda for informational purposes.

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

- New Hires: Assistant to Investigations Lieutenants, Police Services Representative
- Promotions: Customer Service and Parking Enforcement Supervisor
- Separations: Financial Services Coordinator, Firefighter, Special Projects Manager, Maintenance Worker, Customer Service Account Clerk

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:13 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant