

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
December 7, 2021

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 11:30 a.m.

PRESENT: CHAIR Greg Spain
VICE CHAIR Sarah Creek
COMMISSIONER Todd Ray
ACTING SECRETARY Penny Rogers
ADMINISTRATIVE ASSISTANT Sherry Beasley
ABSENT: COMMISSIONER Sheri Hagen and COMMISSIONER Tony Wilkins

Call to Order

Chair Spain called the meeting to order at 11:31 a.m.

Roll Call

Three out of five Commissioners were present at the time of roll call. Chair Spain declared a quorum does exist to conduct and approve business.

Chair Spain called for Appearance of Citizens:

The following citizen provided comments to the Commission: Abeer Motan.

The Minutes of the November 2, 2021 regular meeting were presented. Commissioner Ray moved that the November 2, 2021 regular meeting minutes be approved, seconded by Commissioner Creek and upon call of the roll, Commissioners Creek, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Ray moved to recess to Closed Session under Open Meetings Act 5 ILCS 120/2(c) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees, seconded by Commissioner Creek, and upon call of the roll, Commissioners Ray, Creek, and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Ray moved to return to Open Session, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Unfinished Business:

- A. Authorization Request to Approve Final Scores & Promotional Register for Equipment Operator, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Ray, Creek and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for New Business:

- A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Police Patrol Officer, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Ray, Creek and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Engineering Tech II, Commissioner Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Ray, Creek and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Service Worker, Commissioner Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Approval of Office Support Representative Job Description, Commissioner Creek moved the Approval be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Ray, Creek and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- E. Resolution Approving and Determining the Need for Confidentiality of Minutes of Closed Meetings, Commissioner Ray moved the Approval be received, placed on file and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

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F. Receiving and Filing of Personnel Actions

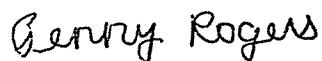
Commissioner Ray moved that the appointments, oral reprimand, civil service status requests, requests for leave, relinquish positions, probationary extension, probationary resignations, resignation, retirements and rescind retirement be received, placed on file, and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Other Business:

Acting Secretary Rogers asked the Commissioners to reschedule the January 4, 2022 meeting because the Fire Captain Promotional Register will not be ready in time for this meeting, and the Fire Department has requested the Commission not wait until the February meeting to certify the register. Ms. Rogers will contact the Commissioners about possible dates for rescheduling.

There being no other business, Commissioner Ray moved to adjourn the meeting, seconded by Commissioner Creek and upon call of the roll, Commissioners Ray, Creek and Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:54 a.m.

Respectfully Submitted,



Penny Rogers
Acting Secretary

**RESOLUTION OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF DECATUR
APPROVING AND DETERMINING THE NEED
FOR CONFIDENTIALITY OF MINUTES OF CLOSED MEETINGS**


BE IT RESOLVED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the minutes of those closed meeting of the Commission conducted on the dates shown in Exhibits A and B hereto are hereby approved, and any prior approvals of said minutes are hereby confirmed and ratified.

Section 2. That the Commission hereby determines that the minutes of those closed meetings of the Commission conducted on the dates shown in Exhibit A hereto no longer require confidential treatment and are hereby made available for public inspection on and after the effective date hereof.

Section 3. That the Commission hereby determines that the minutes of those closed meetings of the Commission conducted on the dates shown in Exhibit B hereto require confidential treatment and are not available for public inspection until further order of the Commission.

PRESENTED AND APPROVED this 7th day of December, 2021



Greg Spain, Chairman
Civil Service Commission

ATTEST:

Penny Rogers
Penny Rogers, Acting Secretary

**RESOLUTION OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF DECATUR
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EXHIBIT A

(none)

**RESOLUTION OF THE CIVIL SERVICE COMMISSION
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EXHIBIT B

November 3, 2020
December 1, 2020

January 5, 2021
February 2, 2021
March 2, 2021
April 6, 2021
May 4, 2021
June 1, 2021
July 6, 2021
August 3, 2021
September 7, 2021
October 5, 2021
November 2, 2021