

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
February 01, 2022

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
COMMISSIONER Sheri Hagen
ACTING SECRETARY Penny Rogers
ADMINISTRATIVE ASSISTANT Sherry Beasley
ABSENT: COMMISSIONER Tony Wilkins

Call to Order

Chair Spain called the meeting to order at 11:30 a.m.

Roll Call

Four 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 January 13, 2022 regular meeting were presented. Commissioner Hagen moved that the January 13, 2022 regular meeting minutes be approved, seconded by Commissioner Creek and upon call of the roll, Commissioners Hagen, Creek, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Creek 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 Ray and upon call of the roll, Commissioners Ray, Hagen, Creek, and Spain voted aye. Acting Secretary Rogers declared the motion carried.

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

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Chair Spain called for Unfinished Business:

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

- B. Authorization Request to Approve Final Scores & Eligible Register for Maintenance Mechanic I, this was taken off the Agenda because there were no candidates on the register.

Chair Spain called for New Business:

- A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Office Support Representative, Commissioner Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Ray, Creek Hagen and Spain voted aye. Acting Secretary Rogers declared the motion carried.

- B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Account Clerk II, Commissioner Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Ray, Creek, Hagen, and Spain voted aye. Acting Secretary Rogers declared the motion carried.

- C. 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 Creek, Ray, Hagen and Spain voted aye. Acting Secretary Rogers declared the motion carried.

- D. Authorization Request to Approve Job Description for Permit Technician, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Hagen, Creek, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

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E. Authorization Request to Approve Revised Job Description for Plan Examiner, Commissioner Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll Commissioners Creek, Ray, Hagen and Spain voted aye. Acting Secretary Rogers declared the motion carried.

F. Authorization Request to Approve Job Description for Housing Rehabilitation Specialist (ARP), Commissioner Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Creek, and upon call of the roll Commissioners Hagen, Ray, Creek and Spain voted aye. Acting Secretary Rogers declared the motion carried.

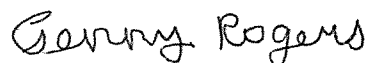
G. Receiving and Filing of Personnel Actions

Commissioner Creek moved that the promotions, civil service status requests, requests for leave, relinquish position, probationary resignation, and resignations be received, placed on file, and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Creek, Hagen, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Other Business:

There being no other business, Commissioner Ray moved to adjourn the meeting, seconded by Commissioner Creek and upon call of the roll, Commissioners Ray, Hagen, Creek and Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 12:00 p.m.

Respectfully Submitted,



Penny Rogers
Acting Secretary