

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
April 05, 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
COMMISSIONER Tony Wilkins
COMMISSIONER Sheri Hagen
COMMISSIONER Todd Ray
ACTING SECRETARY Penny Rogers
ADMINISTRATIVE ASSISTANT Sherry Beasley
ABSENT: VICE CHAIR Sarah Creek

Call to Order

Chair Spain called the meeting to order at 11:31 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 March 01, 2022 regular meeting were presented. Commissioner Ray moved that the March 01, 2022 regular meeting minutes be approved, seconded by Commissioner Hagen and upon call of the roll, Commissioners Wilkins, Ray, Hagen 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 Wilkins and upon call of the roll, Commissioners Ray, Hagen, Wilkins and Spain voted aye. Acting Secretary Rogers declared the motion carried.

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

CIVIL SERVICE COMMISSION

OPEN SESSION MINUTES

April 05, 2022

Page 2

Chair Spain called for Unfinished Business:

- A. Authorization Request to Approve Final Scores & Eligible Register for Plan Examiner, Commissioner Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Ray, Wilkins, Hagen and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Final Scores & Eligible Register for Police Patrol Officer, Commissioner Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, Ray, Hagen and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Receiving and Filing of Personnel Actions from March 1, 2022 meeting
Commissioner Ray moved that the appointments, commendations, suspensions, oral reprimands, civil service status request, requests for leave, and probationary extension request, be received, placed on file, and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Wilkins, Hagen, Ray 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 Plan Examiner, Commissioner Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Ray, Wilkins, Hagen and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Housing Rehabilitation Specialist (ARP), Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Ray, Wilkins, Hagen, and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. 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 Wilkins, Ray,

CIVIL SERVICE COMMISSION

OPEN SESSION MINUTES

April 05, 2022

Page 3

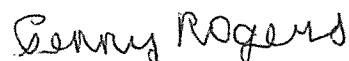
Hagen and Spain voted aye. Acting Secretary Rogers declared the motion carried.

- D. Authorization Request to Approve Job Announcement & Establish Eligible Register for Neighborhood Service Officer, Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Hagen, Wilkins, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- E. Authorization Request to Approve Job Announcement & Establish Promotional Register for Engineering Technician 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 Hagen, Ray, Wilkins and Spain voted aye. Acting Secretary Rogers declared the motion carried.
- F. Receiving and Filing of Personnel Actions from the April 5, 2022 meeting Commissioner Ray moved that the appointments, suspension, oral reprimands, written reprimands, civil service status requests, requests for leave, termination, probationary resignations, resignations and retirements be received, placed on file, and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, 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 Hagen moved to adjourn the meeting, seconded by Commissioner Ray and upon call of the roll, Commissioners Ray, Hagen, Wilkins and Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:55 a.m.

Respectfully Submitted,



Penny Rogers
Acting Secretary