

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
June 7, 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 Todd Ray
ACTING SECRETARY Penny Rogers
ADMINISTRATIVE ASSISTANT Sherry Beasley
ABSENT: VICE CHAIR Sarah Creek
COMMISSIONER Sheri Hagen

Call to Order

Chair Spain called the meeting to order at 11:33 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 May 03, 2022 regular meeting were presented. Commissioner Wilkins moved that the May 03, 2022 regular meeting minutes be approved, seconded by Commissioner Ray and upon call of the roll, Commissioners Wilkins, Ray and Chair 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, Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Wilkins moved to return to Open Session, seconded by Commissioner Ray, and upon call of the roll, Commissioners Wilkins, Ray and Chair 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 & Promotional Register for Equipment Operator, 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 and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Eligible Register for Office Support Representative, Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Wilkins, Ray and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Final Scores & Promotional Register for Chief Water Plant Operator, 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 and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Receiving and Filing of Personnel Actions from the May 03, 2022 meeting
Commissioner Ray moved that the appointment, suspension, written and oral reprimand, civil service status, request for leave, resignation and retirement be received, placed on file, and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, Ray and Chair 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 Engineering Technician I, 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 and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Description for Maintenance Technician I, Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Ray, Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.

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- C. Authorization Request to Approve Job Description for Maintenance Technician II, 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 and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Job Description Revision for Housing Rehabilitation Specialist, Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Ray, Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- E. Receiving and Filing of Personnel Actions from the June 07, 2022 meeting Commissioner Wilkins moved that the appointment, promotion, suspension, civil service status, request for leave, relinquish position, resignation and retirement be received, placed on file, and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Wilkins, Ray and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Other Business:

Acting Secretary Rogers asked the Commissioners if the July Civil Service meeting should be rescheduled from Tuesday, July 5, 2022 to Tuesday, July 12, 2022 because July 5 falls so close to the 4th of July. The consensus among the Commissioners is to have the meeting on July 12, 2022.

There being no other business, Commissioner Ray moved to adjourn the meeting, seconded by Commissioner Wilkins and upon call of the roll, Commissioners Ray, Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:58 a.m.

Respectfully Submitted,



Penny Rogers
Acting Secretary