

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
October 4, 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 Sheri Hagen
COMMISSIONER Tony Wilkins
COMMISSIONER Todd Ray
ACTING SECRETARY Penny Rogers
CHIEF OF POLICE Shane Brandel
DEPUTY CHIEF OF POLICE Brad Allen
ADMINISTRATIVE ASSISTANT Lori Gruen
ABSENT: ADMINISTRATIVE ASSISTANT Sherry Beasley

Call to Order

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

Roll Call

Four out of four 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 August 2, 2022, regular meeting was presented. Commissioner Ray moved that the August 2, 2022, regular meeting minutes be approved, seconded by Commissioner Hagen and upon call of the roll, Commissioners Wilkins, Hagen, 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, Hagen, 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, Hagen 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 & Eligible Register for Housing Rehabilitation Specialist, Commissioner Wilkins 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 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 Lateral Transfer for Police Patrol Officer, 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, Hagen, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Announcement & Establish Eligible Register 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 Hagen, Ray, Wilkins, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Assistant (Half-Time) – Internal, Commissioner Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Wilkins, Hagen, Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Assistant (Half-Time), 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, Ray, Wilkins, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- E. Authorization Request to Approve Job Description for Instrumentation and Controls Technician, 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, Wilkins, Hagen, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.

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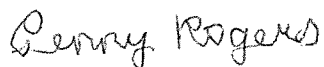
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- F. Authorization Request to Approve Job Description for Parking Enforcement Officer, Commissioner Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Ray, Wilkins, Hagen, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- G. Election of Officers - Commissioner Wilkins made a motion to elect Commissioner Spain as Chair, seconded by Commissioner Ray, and upon call of the roll, Commissioners Ray, Hagen, Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried. Commissioner Wilkins made a motion to elect Commissioner Ray as Vice Chair, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Ray, Hagen, Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- H. Proposal to Amend Civil Service Rules – Chief of Police Shane Brandel discussed the proposed changes to Civil Service Rules 5-3 & 7-1, Acting Secretary Rogers discussed the proposed changes to Civil Service Rules 1-1, 13-2 & 13-3. Commissioner Wilkins made the motion to accept the proposal to amend the Civil Service Rules, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Ray, Hagen, Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- I. Receiving and Filing of Personnel Actions - Commissioner Hagen moved that the appointments, promotion, commendations, oral reprimand, civil service status, requests for leave, resignation and retirements be received, placed on file, and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, Hagen, Ray and Chair 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 Wilkins and upon call of the roll, Commissioners Hagen, Ray, Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 12:15 p.m.

Respectfully Submitted,



Penny Rogers
Acting Secretary