

CIVIL SERVICE COMMISSION  
OPEN SESSION  
MINUTES  
April 4, 2023

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 Amy Spry  
ACTING SECRETARY Penny Rogers  
ADMINISTRATIVE ASSISTANT Sherry Beasley

ABSENT: VICE CHAIR Todd Ray  
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 citizens provided comments to the Commission: Abeer Motan.

The Minutes of the March 7, 2023, regular meeting was presented. Commissioner Sheri Hagen moved that the March 7, 2023, regular meeting minutes be approved, with the necessary correction to the year on the April 4 agenda from 2022 to 2023, seconded by Commissioner Amy Spry and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Sheri Hagen 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 Amy Spry and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

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Commissioner Amy Spry moved to return to Open Session, seconded by Commissioner Sheri Hagen and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Unfinished Business:

- A. Authorization Request to Approve Final Scores & Eligible Register for Office Support Representative, Commissioner Sheri Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Final Scores & Eligible Register for Account Clerk II, Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Final Scores & Eligible Register for Police Patrol Officer, Commissioner Sheri Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Final Scores & Promotional Register for Crew Chief – Municipal Services, Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for New Business:

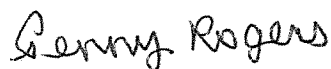
- A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Clerk I Full-Time (Internal), Commissioner Sheri Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

- B. Authorization Request to Approve Job Announcement & Establish Promotional Register for Crew Chief – Water Services, Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Job Announcement & Establish Promotional Register for Fire Lieutenant, Commissioner Amy Spry moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Clerk I Full-Time, Commissioner Sheri Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- E. Receiving and Filing of Personnel Actions – Commissioner Sheri Hagen moved that the appointments, civil service status, requests for leave, relinquish position, probationary resignations, and disability retirement be received, placed on file, and approved, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Other Business:

There being no other business, Commissioner Amy Spry moved to adjourn the meeting, seconded by Commissioner Sheri Hagen and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:54 p.m.

Respectfully Submitted,



Penny Rogers  
Acting Secretary