

CIVIL SERVICE COMMISSION  
OPEN SESSION  
MINUTES  
May 2, 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  
VICE CHAIR Todd Ray  
COMMISSIONER Sheri Hagen  
COMMISSIONER Amy Spry  
ACTING SECRETARY Penny Rogers  
HUMAN RESOURCES DIRECTOR, French Wilson

ABSENT: COMMISSIONER Tony Wilkins  
ADMINISTRATIVE ASSISTANT Sherry Beasley

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 citizens provided comments to the Commission: Abeer Motan.

The Minutes of the April 4, 2023, regular meeting was presented. Vice Chair Todd Ray moved that the April 4, 2023, regular meeting minutes be approved, seconded by Commissioner Amy Spry and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, Vice Chair Todd Ray, 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, Vice Chair Todd Ray and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

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Vice Chair Todd Ray moved to return to Open Session, seconded by Commissioner Sheri Hagen and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, Vice Chair Todd Ray 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 & Lateral Transfer Register for Police Patrol Officer, Vice Chair Ray 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 Vice Chair Todd Ray voted aye. Chair Greg Spain voted nay. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Final Scores & Eligible Register Library Clerk I (Full-Time), Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Todd Ray, and upon call of the roll, Commissioners Sheri Hagen, Vice Chair Todd Ray, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Final Scores & Promotional Register for Crew Chief – Water Services, Vice Chair Ray 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, Vice Chair Todd Ray, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for New Business:

- A. Authorization Request to Approve Customer Payment Specialist Job Description, Vice Chair Todd Ray 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, Vice Chair Todd Ray and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Utility Customer Service Representative Job Description, Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Todd Ray, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, Vice Chair Todd

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Ray and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

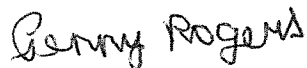
C. Authorization Request to Approve Job Announcement for Library Assistant Full-Time (Internal/Transfer), Vice Chair Todd Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, Vice Chair Todd Ray and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

D. Receiving and Filing of Personnel Actions – Commissioner Amy Spry moved that the appointment, promotions, civil service status, oral and written reprimands, requests for leave, request to return to previously held position, and resignation be received, placed on file, and approved, seconded by Vice Chair Todd Ray, and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, Vice Chair Todd Ray, 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 Sheri Hagen moved to adjourn the meeting, seconded by Commissioner Amy Spry and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, Vice Chair Todd Ray, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:55 a.m.

Respectfully Submitted,



Penny Rogers  
Acting Secretary