

CIVIL SERVICE COMMISSION  
OPEN SESSION  
MINUTES  
October 3, 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 Tony Wilkins  
COMMISSIONER Amy Spry  
COMMISSIONER Sheri Hagen  
ACTING SECRETARY Penny Rogers  
ADMINISTRATIVE ASSISTANT Sherry Beasley

ALSO PRESENT: HUMAN RESOURCES DIRECTOR French Wilson  
CIVIL SERVICE COMMISSION ATTORNEY Ed Flynn

ABSENT: VICE CHAIR Todd Ray

Call to Order

Chair Spain called the meeting to order at 11:33 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 move the Commission: Abeer Motan.

Commissioner Sheri Hagen made a motion to Comments from Civil Service Commission Attorney Ed Flynn to Closed Session, seconded by Commissioner Amy Spry and upon call of the roll, Commissioners Tony Wilkins, Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

The Minutes of the September 5, 2023, regular meeting was presented. Commissioner Amy Spry moved that the September 5, 2023, regular meeting minutes be approved, seconded by Commissioner Tony Wilkins and upon call of the roll, Commissioners Sheri Hagen, Tony Wilkins, Amy Spry and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Tony Wilkins 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 Sheri Hagen and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, Sheri

CIVIL SERVICE COMMISSION

OPEN SESSION MINUTES

October 3, 2023

Page 2

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

Commissioner Tony Wilkins moved to return to Open Session, seconded by Commissioner Amy Spry and upon call of the roll, Commissioner Amy Spry, Tony Wilkins, 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 Accounting Assistant, 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 Tony Wilkins, Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Final Scores & Eligible Register for Network Support Specialist, Human Resources Manager Penny Rogers stated no one passed the test; therefore, there is no register.
- C. Authorization Request to Approve Final Scores & Promotional Register for Engineering Technician III, 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 Tony Wilkins, Sheri Hagen, Amy Spry, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Election of Officers - Commissioner Tony Wilkins made the motion to table the election of Civil Service Commission Officers until November's meeting, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Amy Spry, Tony Wilkins, Sheri Hagen, and Chair Greg Spain voted aye.

Chair Spain called for New Business:

- A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Water Plant Operator III, 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, Commissioner Tony Wilkins, Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.

CIVIL SERVICE COMMISSION

OPEN SESSION MINUTES

October 3, 2023

Page 3

- B. Authorization Request to Approve Job Announcement & Establish Promotional Register for Water Plant Operator III, Commissioner Tony Wilkins moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Senior Utility Customer Service Representative job description, Commissioner Amy Spry moved the Authorization Request to be received, placed on file, and approved, seconded by Commissioner Tony Wilkins, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, Tony Wilkins, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Reinstatement Register for Fire Fighter - Commissioner Sheri Hagen made the motion to accept the Reinstatement Register for Fire Fighter, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Tony Wilkins, 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 Amy Spry moved that the appointment, promotion, shift letter of commendation, division letter of commendation, oral reprimand, suspension, requests for leave, relinquish position, resignation, retirement and request for disqualification from the Service Worker testing process be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Commissioner Tony Wilkins voted nay. 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 Tony Wilkins, Amy Spry, Sheri Hagen, and Chair Greg Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 12:34 p.m.

Respectfully Submitted,



Penny Rogers  
Acting Secretary