

CIVIL SERVICE COMMISSION  
OPEN SESSION  
MINUTES  
December 05, 2023

Pursuant to notice, the Civil Service Commission of the City of Decatur met in regular session at 11:30 a.m.

PRESENT: CHAIR Todd Ray  
VICE CHAIR Greg Spain  
COMMISSIONER Tony Wilkins  
COMMISSIONER Amy Spry  
COMMISSIONER Sheri Hagen  
ACTING SECRETARY Penny Rogers  
ADMINISTRATIVE ASSISTANT Sherry Beasley

ABSENT: None

Call to Order

Chair Spain called the meeting to order at 11:35 a.m.

Roll Call

Five out of five Commissioners were present at the time of roll call. Chair Ray 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.

The Minutes of the November 7, 2023, regular meeting were presented. Vice Chair Greg Spain moved that the November 7, 2023, regular meeting minutes be approved, seconded by Commissioner Tony Wilkins and upon call of the roll, Commissioners Tony Wilkins, Sheri Hagen, Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray 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 Tony Wilkins, Sheri Hagen, Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

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

Chair Ray called for Unfinished Business:

- A. Authorization Request to Approve Final Scores & Eligible Register for Water Plant Operator I, Vice Chair Greg Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, Tony Wilkins, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Final Scores & Eligible Register for Police Patrol Operator, 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, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

Chair Ray called for New Business:

- A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Customer Payment Specialist, Vice Chair Todd Ray moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Tony Wilkins, and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Network Support Specialist, Commissioner Tony Wilkins moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Job Announcement & Establish Promotional Register Fire Inspector, Commissioner Sheri Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Amy Spry, and upon call of the roll, Commissioners Amy Spry, Tony Wilkins, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Job Announcement & Establish Promotional Register for Equipment Operator - Water Services, Vice Chair Greg Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Tony Wilkins, and upon call of the roll, Commissioners Tony

Wilkins, Amy Spry, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

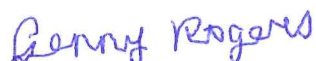
- E. Authorization Request to Approve Police Records Clerk Job Description, Commissioner Sheri Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Amy Spry, and upon call of the roll, Commissioners Amy Spry, Tony Wilkins, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- F. Authorization Request to Resolution Approving and Determining the Need for Confidentiality of Minutes of Closed Meetings, Vice Chair Greg Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Tony Wilkins, and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- G. Receiving and Filing of Personnel Actions – Commissioner Tony Wilkins moved that the appointment, promotion, shift letter of commendation, civil service status, requests for leave, relinquish position, probationary resignation, and retirement, be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Amy Spry, Tony Wilkins, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Other Business:

- A. Reschedule January Civil Service Commission meeting. Commissioner Amy Spry moved that the January Civil Service Commission meeting be rescheduled from January 2, 2024 to January 10, 2024, at 11:30 a.m., seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

There being no other business, Vice Chair Greg Spain moved to adjourn the meeting, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Tony Wilkins, Sheri Hagen, Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the meeting adjourned at 12:02 p.m.

Respectfully Submitted,



Penny Rogers  
Acting Secretary