

CIVIL SERVICE COMMISSION  
OPEN SESSION  
MINUTES  
February 6, 2024

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 Amy Spry  
ACTING SECRETARY Penny Rogers  
ADMINISTRATIVE ASSISTANT Sherry Beasley  
HUMAN RESOURCES DIRECTOR French Wilson

ABSENT: COMMISSIONER Sheri Hagen  
COMMISSIONER Tony Wilkins

Call to Order

Chair Ray called the meeting to order at 11:34 a.m.

Roll Call

Three 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 Ray called for Appearance of Citizens:

There is none.

The Minutes of the January 10, 2024, regular meeting were presented. Vice Chair Greg Spain moved that the January 10, 2024, regular meeting minutes be approved, seconded by Commissioner Amy Spry and upon call of the roll, Commissioner Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Amy Spry 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 Vice Chair Greg Spain and upon call of the roll, Commissioner Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

Vice Chair Greg Spain moved to return to Open Session, seconded by Commissioner Amy Spry and upon call of the roll, Commissioner Amy Spry, 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 Buyer, Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioner Amy Spry, 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 Equipment Operator – Water Services, Vice Chair Greg Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioner 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 Promotional Register for Fire Captain, Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioner Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request for a Proposal to Amend Civil Service Rules
  - 1-3 Amendment of Rules
  - 1-7 Gender
  - 3-1 Forms
  - 3-2 Disqualification of Applications
  - 6-3 From an Eligible Register or a Lateral Transfer Register
  - 6-5 Removal from Registers and Expiration of Registers
  - 11 Police and Fire Classifications
  - 13 Firefighter Entry-Level Requirements & Examination Process
  - 14 Police Patrol Officer Entry-Level Requirements & Examination Process
  - 15 Police Patrol Officer Lateral Transfer Requirements & Examination Process


Vice Chair Greg Spain moved the Authorization Request be received, placed on file, and approved, seconded by Amy Spry, and upon call of the roll, Commissioner Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

- C. Receiving and Filing of Personnel Actions – Commissioner Amy Spry moved that the appointment, promotion, division letter of commendation, shift letter of commendation, oral reprimand, written reprimand, suspension, requests for leave, and resignation, be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioner Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Other Business:

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, Commissioner 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