

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
January 10, 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 Sheri Hagen
ACTING SECRETARY Penny Rogers
ADMINISTRATIVE ASSISTANT Sherry Beasley

ABSENT: COMMISSIONER Tony Wilkins
COMMISSIONER Amy Spry

Call to Order

Chair Ray called the meeting to order at 11:35 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 Spain called for Appearance of Citizens:

The following citizen provided comments to the Commission: Abeer Motan.

The Minutes of the December 5, 2023, regular meeting were presented. Vice Chair Greg Spain moved that the December 5, 2023, regular meeting minutes be approved, seconded by Commissioner Sheri Hagen and upon call of the roll, Commissioner Sheri Hagen, 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 Vice Chair Greg Spain and upon call of the roll, Commissioner Sheri Hagen, 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 Sheri Hagen and upon call of the roll, Commissioner Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

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Chair Ray called for Unfinished Business:

- A. Authorization Request to Approve Final Scores & Eligible Register for Customer Payment Specialist, 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, Commissioner Sheri Hagen, 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 Network Support Specialist (Help Desk Specialist), Commissioner Sheri Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioner Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Final Scores & Promotional Register for Senior Utility Customer Service Representative, 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, Commissioner Sheri Hagen, 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 Revision to Utility Customer Service Representative Job Description, 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, Commissioner 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 Equipment Operator – Water Services, Commissioner Sheri Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioner 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 Eligible Register for Buyer, 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, Commissioner Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

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- D. Authorization Request to Approve Job Announcement & Establish Promotional Register for Fire Inspector, Commissioner Sheri Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioner Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- E. Authorization Request to Approve Job Announcement & Establish Promotional Register for Engineering Tech II, Commissioner Sheri Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioner Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- F. Receiving and Filing of Personnel Actions – Vice Chair Greg Spain moved that the appointment, promotion, oral reprimand written reprimand, suspension, administrative leave, civil service status, requests for leave, relinquish position, probationary resignation, termination, and retirement, be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioner 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:

There being no other business, Vice Chair Greg Spain moved to adjourn the meeting, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioner Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the meeting adjourned at 12:01 p.m.

Respectfully Submitted,



Penny Rogers
Acting Secretary