

**CITY OF URBANA**  
**CIVIL SERVICE COMMISSION**

**Meeting of June 18, 2002**

Commission members present: Paul Parker and John Carson.

Staff members present: Ron Gremore, Personnel Manager, Kathleen Charleston, Assistant Personnel Manager, Chief Mundt and C.D. Director, Libby Tyler.

There being a quorum, the meeting was called to order at 3:05 p.m. by Commissioner Carson.

- I. APPROVAL OF THE MINUTES - The minutes of the March 25, 2002 meeting were approved.
- II. Resignation of Chief Examiner – Ron Gremore shared with the Commissioners his letter of resignation from the City of Urbana. He expressed his appreciation to both Commissioners for their support to him over the previous seventeen years. Both Commissioner Carson & Parker thanked Ron for his service to the City.
- III. Change in Job Description – At the request of Jack Waaler and Steve Holz, the Commission approved the newly created job description for the position of Paralegal. (attached)
- IV. Pre-placement Physical Agility Testing – The Personnel Manager presented the Commission with a proposal to renew the contract with Carle Hospital to continue performing the Physical Agility/Fitness tests for City Government. After a presentation from Chief Mundt and lengthy discussion about options, the Commission approved the contract for another year.
- V. Fire Fighter Recruitment – The Commissioners were provided with a copy of the recruitment packet for the upcoming F.F. testing process. The Commission confirmed that the written exam to be administered in August, 2002 would be weighted 100% of the candidate's score.
- VI. 2001 Annual Statistical Report: The Personnel Manager deferred this presentation again until the next scheduled meeting of the Commission.
- VII. Closed Session – At the request of the Personnel Manager, the Commission agreed to move into closed session following the adjournment of this meeting for discussion on a specific employee personnel matter.

There being no further business to come before the Commission at this time, the meeting was adjourned at 4:48 p.m.

Respectfully submitted,

Ronald R. Gremore  
Personnel Manager