

**CITY OF URBANA
CIVIL SERVICE COMMISSION
Meeting of December 15, 2005**

Commission members present: Paul Parker and Willard Broom

Staff members present: Mona Shannon, Personnel Manager

There being a quorum, the meeting was called to order by Commissioner Parker at 3:00 p.m.

- I. **Approval of the minutes-** The minutes of the September 15, 2005 meeting were approved.
- II. **Examination Update-** Ms. Shannon briefed the Commissioners regarding the Fire Fighter's examination process and notified them of a complaint that she had received from an applicant who failed the first exam.
- III. **Striking/Voiding Registers-** The Commissioners approved motions to void the existing Fire Fighter Register upon approval of the new Register and to immediately void the 2003 Clerk-Typist Register.
- IV. **Civil Service Updates-** Ms. Shannon briefed the Commissioners concerning Civil Service staffing changes.

There being no further business to come before the Commission at this time, the meeting was adjourned at 3:40 p.m.

Mona L. Shannon
Secretary, Civil Service Commission