

MINUTES OF THE  
October 12, 2011  
URBANA CIVIL SERVICE COMMISSION MEETING  
Called by the Commission

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on October 12, 2011 in the 2<sup>nd</sup> floor Executive Conference Room of Urbana City Hall.

**Commission Members:**

Present: Willard Broom, Marion Knight

Absent: none

**Staff Present:**

Present: Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator.

Absent: Civil Service Commission Chief Examiner: Vacellia Clark

**Proceedings:**

Commissioner Broom called the meeting to order at 10:05 a.m. and Ms. Collins recorded the minutes. A quorum of commissioners were present, and the meeting, having been duly convened, was ready to proceed with business.

**Approval of Minutes**

Staff presented to the Commission the minutes of the August 30, 2011 meeting of the Commission for approval, whereupon motion duly made by Commissioner Broom, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

**Old business**

None

**New business**

1. Set passing score for Grants Coordinator II

Staff presented the Commission with a request to set a passing score of 50 percent based on the following criteria for Grants Coordinator II to establish a register for this position: 1) current possession of a related bachelor's degree; 2) experience in the fields of housing, grants administration, and/or real estate; 3) experience working with federal regulations; 4) experience working with community organizations, especially in leadership positions; 6) experience working with non-profits or low-income individuals, especially in a professional capacity; 7) experience working with budgets and 8) experience working with software provided by the U.S. Department of Housing and Urban Development (HUD). Maximum total score was 12 points, and staff recommends establishing the passing score at 50 percent (6 points). This will result in a register consisting of 26 candidates with no adverse impact indicated. Commissioner Broom moved and Commissioner Knight seconded approval of establishing a register based on this criteria.

## 2. Annual Report

Staff presented the Commission with a copy of the 2011 Annual Report. The report was reviewed and the Commissioners had no questions on the report at this time.

## 3. Approval of Hearing Officer Appointment

Staff requested approval of appointment of a Hearing Officer if needed for possible upcoming hearing. Commissioner Broom moved and Commissioner Knight seconded approval to do so. The Commissioners requested that we notify them of the selection for their approval if the need arises.

## **Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary