

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
March 5, 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
COMMISSIONER Sheri Hagen
COMMISSIONER Tony Wilkins
ACTING SECRETARY Penny Rogers
ADMINISTRATIVE ASSISTANT Sherry Beasley

ABSENT: NONE

Call to Order

Chair Ray called the meeting to order at 11:30 a.m.

Roll Call

Five 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:

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

The Minutes of the February 6, 2024, regular meeting were presented. Vice Chair Greg Spain moved that the February 6, 2024, regular meeting minutes be approved, seconded by Commissioner Sheri Hagen and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, Tony Wilkins, 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 Commissioner Tony Wilkins and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, Tony Wilkins, 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, Commissioners Tony Wilkins, Amy Spry, Sheri

Hagen, 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 & Promotional Register for Engineering Technician II, Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Tony Wilkins, and upon call of the roll, Commissioners Sheri Hagen, Tony Wilkins, Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

- B. Authorization Request to Approve Adoption of Proposal to Amend Civil Service Rules
 - 1-3 Amendment of Rules
 - 1-7 Gender
 - 1-9 Applicability
 - 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
 - 16 Fire Department Promotional Process
 - 17 Police Department Promotional Process

Commissioner Tony Wilkins moved the Authorization Request be received, placed on file, and approved, seconded by Vice Chair Greg Spain, and upon call of the roll, Commissioners Amy Spry, Sheri Hagen, Tony Wilkins, 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 Register for Water Plant Operator III, Commissioner Sheri Hagen, moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.

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- B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Fire Fighter, Vice Chair Greg Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Tony Wilkins, and upon call of the roll, Commissioners Sheri Hagen, Amy Spry, Tony Wilkins, 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 Promotional Register for Equipment Operator – Municipal Service, Commissioner Amy Spry moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, Sheri Hagen, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the motion carried.
- D. Receiving and Filing of Personnel Actions – Vice Chair Greg Spain moved that the appointment, promotion, division letter of commendation, shift letter of commendation, civil service status, request for leave, probationary resignation, probationary termination, and disability retirement be received, placed on file, and approved, seconded by Commissioner Sheri Hagen, and upon call of the roll, Commissioners Tony Wilkins, Amy Spry, 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, Commissioner Tony Wilkins moved to adjourn the meeting, seconded by Commissioner Amy Spry, and upon call of the roll, Commissioners Sheri Hagen, Tony Wilkins, Amy Spry, Vice Chair Greg Spain, and Chair Todd Ray voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:54 a.m.

Respectfully Submitted,



Penny Rogers
Acting Secretary