

October 15, 2020

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
October 15, 2020

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:06 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. ROLL CALL AND CONFIRMATION OF A QUORUM

Timothy D. Sickmeyer (by telephone), Chairman; G.A. Finch (by telephone), David Luechtefeld (by telephone), Vivian Robinson (by telephone) and Teresa C. Smith (by telephone), Commissioners; Thomas Klein (by telephone), Executive Director, Andrew Barris, Assistant Executive Director, Sabrina Johnson, Exemption Monitor, and Alexandra Myers, Executive Secretary; Sarah Kerley (by telephone), Sheila Tapscott (by telephone), Central Management Services; JoAnne Olson (by telephone), Department of Public Health; Declan Binninger (by telephone), Kevin Moore (by telephone), Illinois Emergency Management Agency; Marina Bergamo (by telephone), Tonya Neal (by telephone), Office of Executive Inspector General; Tina Ivory-Dixon (by telephone), Linda Lawson (by telephone), and Nichele Moore (by telephone).

Assistant Executive Director Barris confirmed there was a quorum in light of the Governor's Emergency Declaration and Chairman Sickmeyer's determination that it is neither practical nor prudent to have an in-person meeting.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD SEPTEMBER 17, 2020

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER SMITH, AND THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD SEPTEMBER 17, 2020.

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

In accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Assistant Executive Director Andrew Barris offered an opportunity for any person to address members of the Commission.

Hearing no response, the meeting proceeded to the next agenda item.

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days' notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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B. Requests for 4d(3) Exemption

- Exemption Monitor Sabrina Johnson indicated that Item B was a request for a Homeland Security Policy Advisor for Critical Infrastructure at Illinois Emergency Management Agency (IEMA), a position that reports to the Director. This position is a policy formulating official who determines policy regarding objectives and principles for Critical Infrastructure operating objectives for IEMA and has independent authority to direct and coordinate outreach and support efforts. This position serves as an official spokesperson to the Governor’s Office, legislators, law enforcement agencies, and other federal, state, and local government state officials. Staff recommended this exemption request be granted. Kevin Moore, Chief of Staff with IEMA, had no additional comments to add regarding this position.

- Exemption Monitor Johnson indicated that Item C was a request for an Executive Director of the Serve Illinois Commission at the Department of Public Health (DPH), a position that reports to the Deputy Director of Preparedness and Response, who reports to the Director. This position is a policy making official for the operation of the Serve Illinois Commission on Volunteerism and Community Service. This position implements state and federal regulations, provides and interprets policies, goals and procedures, oversees the AmeriCorps and Senior Corps grants and contracting process, and is primary contact for all media relations for the Commission. Staff recommended this exemption request be granted.

Chairman Timothy Sickmeyer inquired about the history of the position at DPH. Joanne Olson, Deputy Chief of Staff with DPH, indicated the position was created by statute and was under the Department of Human Services until 2014 when it became a position with DPH. Chairman Sickmeyer inquired about the duties of this position. Ms. Olson indicated this position will oversee volunteerism within the State of Illinois, handle grant programs and coordinate with other state agencies regarding volunteerism.

Chairman Sickmeyer inquired about the members of the Commission. Ms. Olson indicated this position is the Executive Director of the Commission and the Commission has thirty-four Commissioners.

Commissioner Luechtefeld inquired if the position is vacant. Ms. Olson indicated a candidate has been selected and will start October 16, 2020, if approved.

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:

- B: Homeland Security Policy Advisor for Critical Infrastructure (IEMA)**
- C: Executive Director of Serve Illinois Commission (DPH)**

B. Illinois Emergency Management Agency

Position Number	40070-50-17-000-90-01
Functional Title	Homeland Security Policy Advisor for Critical Infrastructure
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

C. Illinois Department of Public Health

Position Number	40070-20-09-400-00-01
Functional Title	Executive Director of Serve Illinois Commission
Incumbent	Vacant
Supervisor	Deputy Director of Preparedness and Response who reports to the Director
Location	Sangamon County

VI. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work; and
- f) The relation of the class specifications to any applicable collective bargaining agreement.

The following class titles were submitted for abolishment, creation and revision by the Director of the Illinois Department of Central Management Services (CMS):

B. None submitted

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER SMITH, AND THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VII. PERSONNEL RULES

A. Civil Service Commission Governing Rule – Section 1.310 Personnel Rules

The Commission has power to disapprove new rules or amendments to existing rules submitted by the Director of Central Management Services. Such proposed new rules or amendments of existing rules submitted to the Commission shall be accompanied by a report of proceedings attending the prior public hearing required by law with respect to them.

If the Commission does not disapprove new rules or any amendment to existing rules within 30 days following the receipt from the Director of Central Management Services, the new rules or amendments have the force and effect of law after filing by the Director with the Secretary of State.

B. None submitted

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO CLOSE A PORTION OF THE MEETING PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
SMITH	YES		

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IX. RECONVENE THE OPEN MEETING

Upon due and proper notice, the regular open meeting of the Illinois Civil Service Commission was reconvened at 607 E. Adams Street, Suite 801, Springfield, IL at 11:41 A.M.

ROLL CALL AND CONFIRMATION OF A QUORUM

Timothy D. Sickmeyer (by telephone), Chairman; G.A. Finch (by telephone), David Luechtefeld (by telephone), Vivian Robinson (by telephone) and Teresa C. Smith (by telephone), Commissioners; Thomas Klein (by telephone), Executive Director, Andrew Barris, Assistant Executive Director, Sabrina Johnson (by telephone), Exemption Monitor, and Alexandra Myers, Executive Secretary; Tina Ivory-Dixon (by telephone), Linda Lawson (by telephone), and Nichele Moore (by telephone).

X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

DA-10-20

Employee	<u>Stephanie Webb</u>	Appeal Date	09/09/2019
Agency	Employment Security	Decision Date	10/02/2020
Appeal Type	Discharge	Proposal for Decision	10-Day Suspension in lieu of discharge.
ALJ	Thomas Klein		

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
SMITH	YES		

COMMISSIONER SMITH RECOMMENDED THAT THE AGENCY DEVELOP A PERFORMANCE IMPROVEMENT PLAN FOR THE RESPONDENT THAT ESTABLISHES CLEAR GOALS AND TRAINING MOVING FORWARD.

DA-35-20

Employee	Tina Ivory-Dixon	Appeal Date	03/24/2020
Agency	Children and Family Services	Decision Date	10/02/2020
Appeal Type	Discharge	Proposal for Decision	Discharge Upheld.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION.

**SICKMEYER YES FINCH YES
LUECHTEFELD YES ROBINSON YES
SMITH YES**

XI. ANNOUNCEMENT OF MEETING SCHEDULE FOR CALENDAR YEAR 2021

Thursday, January 21	Thursday, July 15
Thursday, February 18	Thursday, August 19
Thursday, March 18	Thursday, September 16
Thursday, April 15	Thursday, October 21
Thursday, May 20	Thursday, November 18
Thursday, June 17	Thursday, December 16

Unless otherwise scheduled, the meetings will be held beginning at 11:00 a.m. at the Commission’s Springfield office.

XII. FY 2020 ANNUAL REPORT

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER FINCH AND BY ROLL CALL VOTE OF 5-0 THE MOTION TO CONTINUE THE APPROVAL FOR THE FISCAL YEAR 2020 ANNUAL REPORT UNTIL NEXT MONTH’S MEETING.

XIII. STAFF REPORT

Executive Director Thomas Klein stated Executive Secretary Beckie Daniken will retire at the end of October.

Assistant Executive Director Andrew Barris reported that the 2020 Ethics and Discrimination Prevention Trainings were sent to the Commissioners and the due date for completion is December 31, 2020.

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Exemption Monitor Johnson indicated that the Civil Service Commission received 93 clarified job descriptions (104's) for the first quarter of FY21. Ms. Johnson indicated she has one pending and there was only one abolishment.

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, November 19, 2020 in the Springfield office of the Commission.

XV. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECTEFELD, AND THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:56 A.M.