

March 15, 2018

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
March 15, 2018

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 160 N. LASALLE STREET, SUITE S-901, CHICAGO, IL AND 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL BY INTERACTIVE VIDEO CONFERENCE

II. PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, Jane Ryan, and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director, Andrew Barris, Assistant Executive Director, and Sabrina Johnson, Exemption Monitor; and John Logsdon, Chris Nichols and Jack Rakers, Illinois Department of Central Management Services.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD FEBRUARY 15, 2018

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 15, 2018.

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, Executive Director Daniel Stralka offered an opportunity for any person to address members of the Commission. Hearing no response, the meeting proceeded to the next agenda item.

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

A. Report on Exempt Positions from Department of Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Abraham Lincoln Presidential Library & Museum	66	13
Aging.....	134	19
Agriculture	320	18
Arts Council	13	2
Capitol Development Board.....	31	0
Central Management Services	869	66
Children and Family Services.....	2,592	53
Civil Service Commission	3	0
Commerce & Economic Opportunity	246	66
Commerce Commission	59	0
Corrections	12,115	110
Criminal Justice Authority.....	46	7
Deaf and Hard of Hearing Comm.....	4	1
Developmental Disabilities Council	6	1
Emergency Management Agency.....	64	8
Employment Security	1,077	29
Environmental Protection Agency.....	601	18
Financial & Professional Regulation.....	364	48
Gaming Board	144	5
Guardianship and Advocacy	102	8
Healthcare and Family Services	1,618	26
Human Rights Commission.....	14	2
Human Rights Department	120	10
Human Services.....	12,839	80
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,258	60
Insurance	211	17
Investment Board	4	2
Juvenile Justice.....	929	28
Labor	74	11
Labor Relations Board Educational.....	9	3
Labor Relations Board State.....	13	2
Law Enforcement Training & Standards Bd.	23	3
Lottery	136	8
Military Affairs.....	133	3
Natural Resources.....	1,092	34
Pollution Control Board	18	2
Prisoner Review Board.....	19	1
Property Tax Appeal Board.....	33	1
Public Health	1,091	40
Racing Board.....	2	1
Revenue.....	1,393	45
State Fire Marshal	124	11
State Police.....	920	10
State Police Merit Board	7	2
State Retirement Systems	93	3
Transportation	3,471	0
Veterans' Affairs	1,281	10
Workers' Compensation Commission.....	116	11
TOTALS.....	45,901	899

B. 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)

* * *

C. None submitted

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.

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

- B. Dental Assistant (revise)**
Dental Hygienist (revise)
Dentist I (revise)
Dentist II (revise)

- C. Internal Auditor Trainee (revise)**
Internal Auditor I (revise)
Internal Auditor II (create)

Assistant Executive Director Barris explained that the proposed revisions in Item B were simply an update of the grammar and language used in the classes as they had not been changed since 1990. John Logsdon, Central Management Services Technical Services, confirmed that the union did not respond to the proposed revisions.

Regarding Item C, Assistant Executive Director Barris noted that the Commission's records indicated the Internal Auditor I class was last revised in 2001 and the Internal Auditor Trainee class was last revised in 2004. Barris spoke with Chris Nickols, Central Management Services Technical Services, and Nickols confirmed the last time the classes were revised. Barris asked Nickols if, considering the first line of illustrative examples of work of the Internal Auditor II class specification is almost identical to the first line of the examples of work in the Internal Auditor I class specification, an entirely new class was needed - with a different pay scale - to handle a "variety of situations that could arise in a complex auditing work environment." Nickols explained that the positions currently in the Public Service

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Administrator (PSA) and Senior Public Service Administrator (SPSA) classes handled the responsibilities outlined in the proposed Internal Auditor II class. Barris noted that there used to be an Internal Auditor II class which got broad banded to PSA title. Nickols and Logsdon confirmed that the proposed revisions and creations of the classes were undoing the broad banding that occurred in 1993 and 1994. Barris inquired about the terms “Senior Auditor” and “Chief Internal Auditor” used throughout the proposed classes. Logsdon noted that the Chief Internal Auditor position is non-Code. Chris Nickols stated that the goal was to get more specific for an Internal Auditor III which is presently an SPSA and was down the road as a proposed class. Nickols noted there are 13 incumbents in the Internal Auditor I class.

Jack Rakers, the Chief Internal Auditor at Central Management Services, explained that the Internal Auditor II class was necessary to conduct complex audits and it was a big jump from an Internal Auditor I to a PSA which resulted in a loss of personnel. Chairman Sickmeyer asked if the new Internal Auditor II class provides more of a promotional path, and what gets an employee from an Internal Auditor I to an Internal Auditor II class. Rakers replied that it was not just years of service but the types of audits that an employee can perform and specialization and experience in different types of audits.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER RYAN, AND THE MOTION ADOPTED 5-0 TO APPROVE THE CREATION AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE APRIL 1, 2018:

- B. Dental Assistant (revise)**
 - Dental Hygienist (revise)**
 - Dentist I (revise)**
 - Dentist II (revise)**

- C. Internal Auditor Trainee (revise)**
 - Internal Auditor I (revise)**
 - Internal Auditor II (create)**

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER RYAN, 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.

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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 RYAN, SECONDED BY COMMISSIONER URLACHER, 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 FINCH, SECONDED BY COMMISSIONER URLACHER, 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	RYAN	YES
URLACHER	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 160 N. LaSalle Street, Suite S-901, Chicago, Illinois and 607 E. Adams Street, Suite 801, Springfield, Illinois by interactive video conference at 11:28 a.m.

PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, Jane Ryan, and Casey Urlacher, Commissioners; and Daniel Stralka, Executive Director, Andrew Barris, Assistant Executive Director, and Sabrina Johnson, Exemption Monitor.

X. NON-MERIT APPOINTMENT REPORT

Set forth below is the number of consecutive non-merit appointments in each agency as reported by Central Management Services.

Agency	1/31/18	2/28/18	2/28/17
Aging	1	1	0
Arts Council	3	2	0
Central Management Services	4	4	0
Children and Family Services	0	1	0
Commerce and Economic Opportunity	1	1	0
Employment Security	9	8	0
Financial and Professional Regulation	2	0	0
Guardianship & Advocacy	0	1	0
Healthcare and Family Services	3	3	0
Human Services	22	12	1
Innovation & Technology	4	6	0
Insurance	0	1	0
Labor Relations Board-Educational	2	1	0
Natural Resources	37	14	2
Property Tax Appeal Board	0	2	0
Public Health	3	3	0
State Police	4	6	0
State Retirement Systems	1	0	2
Transportation	16	21	14
Veterans' Affairs	4	1	0
Workers' Compensation Commission	1	1	0
Totals	117	89	19

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XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-10-18

Employee	Lakeisha E. Paden	Appeal Date	8/16/17
Agency	Human Services	Decision Date	2/27/18
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER RYAN, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL OF THE ADMINISTRATIVE LAW JUDGE THAT THE PROVEN CHARGES WARRANT DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED FEBRUARY 27, 2018.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	RYAN	YES
URLACHER	YES		

DA-13-18

Employee	Brian T. Guthrie	Appeal Date	9/06/17
Agency	Corrections	Decision Date	3/02/18
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL OF THE ADMINISTRATIVE LAW JUDGE THAT THE PARTIALLY PROVEN CHARGES WARRANT DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED MARCH 2, 2018.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	RYAN	YES
URLACHER	YES		

DA-24-18

Employee	Jeffrey B. Reed	Appeal Date	12/07/17
Agency	Transportation	Decision Date	03/01/18
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Daniel Stralka		

IT WAS MOVED BY COMMISSIONER RYAN, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL OF THE ADMINISTRATIVE LAW JUDGE THAT THE PARTIALLY PROVEN CHARGES WARRANT DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED MARCH 1, 2018.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	RYAN	YES
URLACHER	YES		

XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-28-18

Employee	Akeem Hamilton	Appeal Date	2/08/18
Agency	Corrections	Decision Date	2/20/18
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER RYAN, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL AS IT WAS WITHDRAWN.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	RYAN	YES
URLACHER	YES		

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XIII. STAFF REPORT

Executive Director Stralka reported that:

- Commission Staff conducted an exempt file audit on March 2. A relatively small number of discrepancies were discovered most of which are related to missing position description clarifications and position number changes. Staff will be working with Central Management Services to clear these up.
- Central Management Services Property Management conducted a walk-through of the Commission's Springfield office on March 7 in anticipation of the lease expiring on Friday, June 29.
- Thanks to Commissioner Urlacher it was discovered that the Comptroller's office has stopped mailing direct deposit notices to State officers. Commissioners must now sign up for electronic notifications. It was agreed that Executive Director Stralka should forward enrollment information to all Commissioners.

Assistant Executive Director Barris reported that:

- Statements of Economic Interest (SEI) and Supplemental Statements of Economic Interest (SSEI) are due May 1, 2018. Barris explained that the Commissioners should receive an email with a link to complete the SSEI online while the SEI was a hard copy form to be completed. Executive Director Stralka reminded the Commissioners that the SEI must be submitted to Barris as he had a duty to review them before delivering to the Secretary of State.
- There had been no movement on the legislation reported at the last meeting other than a bill regarding the Commissioners' salaries for 2018-2019.

Chairman Sickmeyer reported there is a new Acting Director of Central Management Services, Timothy McDevitt. Former Director Michael Hoffman has been assigned to oversee the resolution of outstanding issues related to the Legionella at the Quincy Veterans' Home.

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held on April 19, 2018 at 11:00 a.m. in the Chicago and Springfield offices by interactive video conference.

XV. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER RYAN, AND THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:40 A.M.