

August 22, 2016

REGULAR MEETING MINUTES  
ILLINOIS CIVIL SERVICE COMMISSION  
August 22, 2016

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 1:30 P.M. AT 607 EAST ADAMS STREET, SUITE 801, SPRINGFIELD, ILLINOIS

II. PRESENT

Anita M. Cummings, G.A. Finch, Susan Moylan Krey (by telephone), and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; Andrew Barris, Assistant Executive Director and Jane Ryan, Exemption Monitor; Kevin O'Toole (by telephone), Sherry Campbell, Sheila Tapscott and Mike Quinlan, Illinois Department of Central Management Services; Edward Huntley and Karey Wanless, Illinois Department of Corrections; Lori Tinsley, Illinois Historic Preservation Agency; Fred Flather (by telephone) and Scott Viniard, Illinois Department of Human Services; Hardik Bhatt (by telephone), Chris Griffin, and Michele Cusumano, Illinois Department of Innovation and Technology; and Barb Call (by telephone) and Connie Westfall (by telephone), Illinois Department of Insurance.

MOTION TO ALLOW PARTICIPATION AT MEETING BY AUDIO CONFERENCE

Executive Director Daniel Stralka advised that he had been notified in advance that Commissioner Susan Moylan Krey was prevented from physically attending the August 22, 2016 meeting at the Commission's Springfield office due to employment purposes and wished to attend by audio conference.

**IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 3-0 TO ALLOW COMMISSIONER KREY TO ATTEND THE MEETING BY AUDIO CONFERENCE.**

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JULY 15, 2016

**IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JULY 15, 2016.**

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

At this time, 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.

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>
Aging.....	150.....	18
Agriculture .....	366.....	20
Arts Council .....	10.....	2
Capitol Development Board.....	45.....	0
Central Management Services.....	1,395.....	105
Children and Family Services.....	2,564.....	50
Civil Service Commission.....	3.....	0
Commerce & Economic Opportunity.....	303.....	69
Commerce Commission .....	60.....	0
Corrections .....	11,860.....	98
Criminal Justice Authority.....	51.....	7
Deaf and Hard of Hearing Comm.....	5.....	1
Developmental Disabilities Council.....	9.....	1
Emergency Management Agency.....	70.....	6
Employment Security .....	1,143.....	31
Environmental Protection Agency.....	692.....	17
Financial & Professional Regulation.....	424.....	49
Gaming Board .....	170.....	6
Guardianship and Advocacy .....	94.....	8
Healthcare and Family Services .....	1,947.....	26
Historic Preservation Agency.....	131.....	17
Human Rights Commission.....	14.....	2
Human Rights Department .....	128.....	9
Human Services.....	13,168.....	77
Illinois Torture Inquiry Relief Commission .....	2.....	1
Independent Tax Tribunal .....	1.....	0
Innovation and Technology .....	1.....	11
Insurance .....	228.....	15
Investment Board .....	3.....	2
Juvenile Justice.....	1,102.....	27
Labor.....	82.....	11
Labor Relations Board Educational.....	10.....	3
Labor Relations Board State.....	15.....	2
Law Enforcement Training & Standards Bd. ....	21.....	2
Lottery .....	144.....	9
Military Affairs.....	132.....	3
Natural Resources.....	1,323.....	32
Pollution Control Board .....	20.....	2
Prisoner Review Board.....	21.....	0
Property Tax Appeal Board.....	31.....	1
Public Health .....	1,104.....	39
Racing Board.....	2.....	1
Revenue.....	1,558.....	52
State Fire Marshal .....	120.....	12
State Police.....	1,025.....	10
State Police Merit Board .....	6.....	2
State Retirement Systems .....	104.....	3
Transportation .....	2,169.....	0
Veterans' Affairs .....	1,358.....	10
Workers' Compensation Commission.....	132.....	11
<b>TOTALS.....</b>	<b>45,516.....</b>	<b>880</b>

**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. Requests for 4d(3) Exemption**

Executive Director Daniel Stralka reported the following:

- As to Items C and G, these are both requests from the Department of Innovation and Technology (DoIT) for a Manager of Human Capital Management and a Manager of Business Intelligence. Both these positions report to the Enterprise Resource Planning (ERP) Program Director who reports to the Secretary of DoIT. As a point of information, both these positions are presently coded to Central Management Services (CMS) but will be transferred to DoIT in the near future.

Last August the Commission approved 36 month term exemptions for seven positions in ERP from 20 that were originally submitted. These were described as the key project managers by the Secretary when originally presented. After one year of operation, the agency has returned to the Commission seeking an additional two exemptions.

The Human Capital Management position will have principal policy responsibility for implementing the replacement of a variety of human resources related applications including a base information management system that integrates with timekeeping and payroll across 59 agencies, boards and commissions as well as the Comptroller's and Treasurer's offices. The Business Intelligence position will have similar responsibilities but with regard to the use of the various data that State entities collect and maintain in the performance of their statutory responsibilities. Along with the exempt Work Management position these three positions cover all subject matter facets of the ERP program – financial, human resources and data. Given the substantial nature of the subject matter responsibilities and after reviewing other exempt ERP positions and concluding that any overlap is minimal, Staff recommended approval of these two requests for a term to end in August 2018 which coincides with the end of the terms of the other exempt ERP positions. While the agency was seeking a term to expire in 2019, it is the Staff's position that it is more administratively efficient for all ERP terms to expire simultaneously. That way, assuming there is a request to extend the exemptions, they can all be heard and determined at one time.

Chris Griffin responded that the agency was seeking 36 month term exemptions due to the depth and breadth of their wave of the ERP program. After one year, the experience of ERP is that it will take over three years for the financial wave alone. Hardik Bhatt added that they want to attract the right candidates for these positions. Private sector candidates recognize the tremendous amount of tenure needed to get these waves done. A 36 month position is more attractive than a 24 month position. Commissioner Cummings inquired about the type of commitment they expected from candidates. Hardik Bhatt replied that candidates do not want to commit to only 24 months as opposed to 36 months, especially knowing that it is a 36-48 month project.

- As to Item D, this request is for a Deputy Chief of Operations at the Department of Corrections (DOC), a position that reports to the Chief of Operations who reports to the Public Safety Officer who reports to the Director. This position has principal policy responsibility – development, training, implementation, inspection and monitoring – for statewide security practices and procedures at correctional facilities. This includes specialized response teams at DOC as well as offender transportation. The Operations division has responsibility for all correctional facilities and approval of this request would result in a total of five exempt positions in this program area. The agency has indicated that no additional requests are being considered. For these reasons, Staff recommended approval of this request.
- As to Item E, this request is for a Media Administrator position at the Department of Insurance, a position that reports to the Director. This is part of the ongoing effort to return Media Administrator duties back to their subject matter agency. The CMS position which handled Insurance and Aging has been clarified so that Insurance duties are no longer duplicated. These positions have been granted exemption consistently in the past so Staff recommended approval of this request. Commissioner Krey inquired if the position had been filled. Barb Call replied that it was filled in July.
- As to Item F, this request is for a Chief Administrative Officer at DoIT, a position that reports to the Secretary. This position plays a supporting role and has principal policy for all administrative operations of the agency such as legal, human resources, procurement and property management. It is roughly equal to the Chief of Staff position which formerly had authority over these support programs. The Chief of Staff remains responsible for the fiscal, legislative and public information support programs. It appears the agency split these support responsibilities between the two positions. While these support programs are headed by their own exempt positions, it is not unusual for there to be an intermediate organizational level between them and the agency head. For these reasons, Staff recommended approval of this request.
- As to Item H, this request is for a Comptroller at CMS that reports to the Chief Financial Officer (CFO) who reports to the Director. It transfers the Administrative and Regulatory Shared Services Center CFO functions to CMS after which the Shared Services position will be abolished. This is part of the Shared Services Center closing process. The position formulates and implements policies and procedures for financial management and reporting, accounting, and payroll. CMS is the lead agency for revolving funds impacting numerous other state agencies and develops and implements accounting and reporting practices in relation to these funds. This position will determine and implement practices regarding rates, billing, accounts receivable/payable, debt write-offs, etc. The Comptroller and CMS often negotiate changes in these practices which are then rolled out to other agencies. We have been assured that due to the unique nature of CMS' role that other agencies will not be submitting similar requests. Staff recommended approval of this request.

Commissioner Krey inquired if this was just a transfer of the position. Jane Ryan replied affirmatively. Commissioner Cummings then inquired if the position was being moved. Mike Quinlan replied that from a transactional standpoint, the

incumbent employee must be separated from the position before it can be abolished which is why this exemption needs to be established first before the Shared Services Center position can be abolished. Commissioner Cummings wanted to know how long these transactions would take. Mike Quinlan replied that it can all be done in one day.

Exemption Monitor Jane Ryan reported the following:

- As to Items I1 and I2, these requests are for the Assistant Wardens of Programs and Operations at the Kewanee Correctional Center in the Department of Corrections. The positions report to the Warden, who reports to the Deputy Director (North) who reports to Chief of Operations, who reports to the Public Safety Officer who reports to the Director. The Kewanee Correctional Center is the former Kewanee Juvenile Justice Facility that is being repurposed as a correctional facility. It is scheduled to begin receiving offenders on or about October 1, 2016. Since this is a standalone Corrections facility and the Commission has traditionally allowed exemptions for similar positions at other Corrections facilities, Staff recommended approval of these requests. Commissioner Cummings inquired if the Juvenile Justice facility was being eliminated. Edward Huntley responded affirmatively.
- As to Item J, the agency has asked to continue Item J. Staff had no objection to this request.

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0 TO GRANT THE EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS:**

- D: Deputy Chief of Operations (DOC)**
- E: Media Administrator-Department of Insurance (DOI)**
- F: Chief Administrative Officer (DoIT)**
- H: Comptroller, Office of Finance & Management (CMS)**
- I1: Assistant Warden of Programs-Kewanee Correctional Center (DOC)**
- I2: Assistant Warden of Operations-Kewanee Correctional Center (DOC)**

**IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO GRANT THE EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS THROUGH AUGUST 2018:**

- C: Manager of Human Capital Management (CMS)**
- G: ERP Manager of Business Intelligence Development (CMS)**

**IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO CONTINUE THE FOLLOWING EXEMPTION REQUEST TO THE SEPTEMBER 2016 MEETING:**

- J: Equal Employment Opportunity Officer/Affirmative Action Officer (DJJ)**

**The following 4d(3) exemption requests were granted on August 22, 2016:**

**D. Illinois Department of Corrections**

Position Number	40070-29-04-010-00-01
Functional Title	Deputy Chief of Operations
Incumbent	Mike Atchison
Supervisor	Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Randolph County

**E. Illinois Department of Insurance**

Position Number	40070-14-00-000-20-01
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Cook County

**F. Illinois Department of Innovation and Technology**

Position Number	40070-28-05-000-00-01
Functional Title	Chief Administrative Officer
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

**H. Illinois Department of Central Management Services**

Position Number	40070-37-50-200-00-01
Functional Title	Comptroller
Incumbent	Vacant
Supervisor	Chief Financial Officer who reports to the Director
Location	Sangamon County

**I1. Illinois Department of Corrections**

Position Number	40070-29-67-200-00-01
Functional Title	Assistant Warden of Programs-Kewanee Correctional Center
Incumbent	Vacant
Supervisor	Warden who reports to the Deputy Director (North) who reports to the Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Henry County

**I2. Illinois Department of Corrections**

Position Number	40070-29-67-300-00-01
Functional Title	Assistant Warden of Operations-Kewanee Correctional Center
Incumbent	Vacant
Supervisor	Warden who reports to the Deputy Director (North) who reports to the Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Henry County

**The following 4d(3) exemption requests were granted on August 22, 2016 through August 2018:**

**C. Illinois Department of Central Management Services**

Position Number	40070-37-14-001-00-01
Functional Title	Manager of Human Capital Management
Incumbent	Vacant
Supervisor	Director of the Enterprise Resource Planning Program, who reports to Deputy Director-Bureau of Communication and Computer Services, who reports to the Assistant Director, who in turn reports to the Director (will ultimately transition to the Department of Innovation and Technology organization chart)
Location	Sangamon County

**G. Illinois Department of Central Management Services**

Position Number	40070-37-14-005-00-01
Functional Title	Enterprise Resource Planning (ERP) Manager of Business Intelligence Development
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director, BCCS, who reports to the Assistant Director, who in turn reports to the Director (will ultimately transition to the Department of Innovation and Technology organization chart)
Location	Sangamon County

**The following 4d(3) exemption request was continued to the September 2016 meeting:**

**J. Illinois Department of Juvenile Justice**

Position Number	37015-27-00-000-10-01
Functional Title	Equal Employment Opportunity Officer/Affirmative Action Officer
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County



**K. Proposed Rescissions in accordance with Section 1.142(b) of the Rules of the Civil Service Commission**

As to the proposed rescissions, Executive Director Stralka indicated that they all had been continued from the Commission's May meeting.

- As to Item K1, the agency indicated to Staff that the position had been filled. Lori Tinsley provided a copy of the personnel system printout reflecting the appointment. As to Item K2, the agency indicated that a candidate recently accepted an offer of employment and will be starting next month. For these reasons, Staff recommended denial of these two proposed rescissions.

**IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER CUMMINGS, AND THE MOTION ADOPTED 4-0 TO DENY THE PROPOSED 4D(3) EXEMPTION RESCISSION FOR THE FOLLOWING POSITIONS:**

- K1. State Historian/Manager ALPLM Research and Collections (HPA)**
- K2. Director, Bureau of Pharmacy and Clinical Support (DHS)**

- As to Item K3, the agency indicated that it is waiting to hear back from the Governor's Office regarding two candidates for the position so Staff recommended continuing this proposed rescission to the Commission's November meeting.
- As to Items K4 – K8, Staff first met with agency personnel and then followed up with the Director of Central Management Services two weeks ago but the agency had yet to provide the requested information so a report on the Property Management Bureau can be prepared for the Commission as was directed at the May meeting. Director Hoffman has assured Staff that his agency is working on providing the information and will meet again with Commission staff in plenty of time for a report to be prepared as was directed at the May meeting. Staff recommended continuing these proposed rescissions to the Commission's November meeting.
- As to Items K9 – K21, these are all positions in the Illinois Office of Communication and Information. Director Hoffman informed Staff that the Governor's Office is in the process of preparing an Executive Order rescinding the previous Executive Order that created the Illinois Office of Communication and Information. Once this is done, the positions will be moved from CMS to their assigned agencies. Since these are all filled positions Staff was in agreement with the Director's request to continue these to the Commission's November meeting.

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0 TO CONTINUE TO NOVEMBER 2016 THE PROPOSED 4D(3) EXEMPTION RESCISSION FOR THE FOLLOWING POSITIONS:**

- K3. Deputy Director of Programs (Arts Council)**
- K4. Region 7 Property Manager (CMS)**
- K5. Property Manager-Transactions-Central and South Regions (CMS)**

- K6. Property Management, Transactions & Property Administration (CMS)**
- K7. Property Management, Transactions-Chicago and North Regions (CMS)**
- K8. Property Management, Transactions and Property Administration Real Property (CMS)**
- K9. Deputy Director-Office of Communication and Information (CMS)**
- K10. Media Administrator-Aging (CMS)**
- K11. Media Administrator-Commerce and Economic Opportunity (CMS)**
- K12. Media Administrator-Financial & Professional Reg. and Revenue (CMS)**
- K13. Media Administrator-Human Rights (CMS)**
- K14. Media Administrator-Corrections (CMS)**
- K15. Media Administrator-Labor and Workers' Compensation (CMS)**
- K16. Media Administrator-Public Health (CMS)**
- K17. Media Administrator-Public Health (CMS)**
- K18. Media Administrator-Healthcare (CMS)**
- K19. Media Administrator-Transportation (CMS)**
- K20. Media Administrator-Emergency Management (CMS)**
- K21. Media Administrator-Veterans' Affairs (CMS)**

➤ As to Item K22 this is the Manager of the Division of Alcoholism and Substance Abuse (DASA) at the Department of Human Services (DHS). This was on May's agenda because the agency had indicated that the position was going to be abolished due to a reorganization last November. When it was not abolished it was put up for rescission. The position is presently vacant. The agency has indicated that the reorganization is presently on hold due to the State's budget situation while also contending that it is unable to appoint someone to the position due to the reorganization being in limbo. It remains unclear to Staff why the agency would be filling a position that is to be abolished in an upcoming reorganization. Fred Flather replied that in practice DASA was one of five divisions at DHS. It is headed by a Director level position. The gist of the reorganization – to put DASA under the Division of Mental Health – had been around a long time but not done yet. There is presently a person, Maria Bruni, in the position doing the job. Commissioner Cummings asked if Maria Bruni was going to be serving as the Director. Fred Flather indicated she was and is doing the job now. Commissioner Urlacher inquired how long Maria Bruni has been with the agency. Fred Flather indicated for over ten years. Commissioner Urlacher then asked why the agency waited so long in this case. Fred Flather said he had no answer for that. Executive Director Stralka pointed out to the Commissioners that Fred Flather has used the phrases “in the position” and “doing the job” with respect to Maria Bruni. Those do not mean the same thing. He noted that while Bruni may be doing the job, she is not in the position nor is she temporarily assigned to it. She actually occupies a position subordinate to this. He also noted that the agency has never indicated to Staff that Maria Bruni would be appointed to the position up for consideration. Executive Director Stralka concluded by noting that if the reorganization falls through, the agency can return to the Commission and request to have the exemption reinstated. Fred Flather replied that the agency would prefer not to have to do so. Commissioner Finch then asked if the position is called a manager even though it is in charge of a program. Fred Flather replied affirmatively.

**IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER CUMMINGS, AND THE MOTION ADOPTED 3-1 WITH COMMISSIONER FINCH VOTING NO, TO RESCIND THE 4D(3) EXEMPTION FOR THE FOLLOWING POSITION:**

**K22. Manager, Alcoholism and Substance Abuse Division (DHS)**

- As to Item K23, this is the Associate Director of Hospital Operations at DHS in the Division of Mental Health. It has been vacant a little over three years. It was up for rescission in May but continued because the agency indicated it was proceeding with an appointment. That appointment apparently fell through and it remains vacant. The agency contends that the failure to get approval from the Governor’s Office and the current budget situation combined with salary demands of potential appointees are preventing it from filling the position. Fred Flather explained that Diana Knaebe, the new Director of Mental Health, came in to a barebones staff. He then went through the ten key administrative staff positions she has filled in the last ten months. This is the last vacant position for her to fill on her leadership team. He requested some additional time for her to make this appointment.

**IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO CONTINUE TO NOVEMBER 2016 THE PROPOSED 4D(3) EXEMPTION RESCISSION FOR THE FOLLOWING POSITION:**

**K23. Associate Director-Hospital Operations (DHS)**

**The following proposed 4d(3) exemption rescissions were denied on August 22, 2016:**

Item	Position Number	Agency	Functional Title
K1	40070-48-52-000-00-01	HPA	State Historian/Manager ALPLM Research and Collections
K2	40070-10-89-200-00-01	DHS	Director, Bureau of Pharmacy & Clinical Support

**The following proposed 4d(3) exemption rescissions were continued to November 2016 on August 22, 2016:**

Item	Position Number	Agency	Functional Title
K3	40070-50-90-200-00-01	IAC	Deputy Director Programs, Arts Council
K4	40070-37-60-010-0701	CMS	Region 7 Property Manager
K5	40070-37-62-300-00-01	CMS	Property Manager, Transactions – Central and South
K6	40070-37-62-000-00-01	CMS	Property Management, Transactions & Property Administration
K7	40070-37-62-200-00-01	CMS	Property Management, Transactions, Chicago & North Regions

Item	Position Number	Agency	Functional Title
K8	40070-37-62-400-00-01	CMS	Property Management, Transactions & Property Admin, Real Property
K9	40070-37-80-000-00-01	CMS	Deputy Director-Office of Communication & Information (IOCI)
K10	40070-37-80-100-01-01	CMS	IOCI Media Administrator-Aging
K11	40070-37-80-100-01-03	CMS	IOCI Media Administrator-Commerce and Economic Opportunity
K12	40070-37-80-100-01-08	CMS	IOCI Media Administrator-Financial & Professional Regulation /Revenue
K13	40070-37-80-100-01-10	CMS	IOCI Media Administrator-Human Rights
K14	40070-37-80-100-01-13	CMS	IOCI Media Administrator-Corrections
K15	40070-37-80-100-01-15	CMS	IOCI Media Administrator-Labor and Workers' Compensation Commission
K16	40070-37-80-100-01-16	CMS	IOCI Media Administrator-Public Health
K17	40070-37-80-100-01-17	CMS	IOCI Media Administrator-Public Health
K18	40070-37-80-100-01-26	CMS	IOCI Media Administrator-Healthcare
K19	40070-37-80-100-01-27	CMS	IOCI Media Administrator-Transportation
K20	40070-37-80-100-01-28	CMS	IOCI Media Administrator-Emergency Management
K21	40070-37-80-100-01-29	CMS	IOCI Media Administrator-Veterans' Affairs
K23	40070-10-76-100-00-01	DHS	Associate Director for Hospital Operations

**The following 4d(3) exemption was rescinded on August 22, 2016:**

Item	Position Number	Agency	Functional Title
K22	40070-10-40-000-00-01	DHS	Manager, Alcoholism and Substance Abuse Division

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.

**B. None submitted**

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER CUMMINGS, AND THE MOTION ADOPTED 4-0 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 KREY, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 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 CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-0 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.**

<b>SCHROEDER</b>		<b>CUMMINGS</b>	<b>YES</b>
<b>FINCH</b>	<b>YES</b>	<b>KREY</b>	<b>YES</b>
<b>URLACHER</b>	<b>YES</b>		

August 22, 2016

IX. RECONVENE THE OPEN MEETING

Upon due and proper notice the regular open meeting of the Illinois Civil Service Commission was reconvened at 607 East Adams Street, Suite 801, Springfield, Illinois at 2:10 p.m.

PRESENT

Anita M. Cummings, G.A. Finch, Susan Moylan Krey (by telephone) and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; and Andrew Barris, Assistant Executive Director and Jane Ryan, Exemption Monitor.

X. NON-MERIT APPOINTMENT REPORT

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

<b>Agency</b>	<b>6/30/16</b>	<b>7/31/16</b>	<b>7/31/15</b>
Agriculture	3	3	6
Central Management Services	8	6	1
Children and Family Services	2	1	1
Emergency Management Agency	1	1	0
Employment Security	3	2	0
Financial and Professional Regulation	2	1	0
Healthcare and Family Services	5	5	4
Historic Preservation Agency	1	1	0
Human Rights Department	1	1	0
Human Services	14	9	4
Insurance	2	1	1
Natural Resources	36	28	35
Revenue	0	0	6
State Fire Marshal	0	1	0
State Retirement Systems	4	2	5
Workers' Compensation Commission	3	3	0
<b>Totals</b>	<b>85</b>	<b>65</b>	<b>63</b>

August 22, 2016

XI. INTERLOCUTORY APPEAL

**RV-40-16**

Employee	Luis Camacho	Appeal Date	3/24/16
Agency	Transportation	Decision Date	7/26/16
Type	Rule Violation	ALJ	Andrew Barris
Issue(s)	Motion to Dismiss-no jurisdiction (exempt from Personnel Code)	Proposal for Decision	Dismissed subject to approval of Commission; no jurisdiction.

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY FINCH, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL FOR NO JURISDICTION.**

<b>SCHROEDER</b>		<b>CUMMINGS</b>	<b>YES</b>
<b>FINCH</b>	<b>YES</b>	<b>KREY</b>	<b>YES</b>
<b>URLACHER</b>	<b>YES</b>		

XII. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

**RV-41-16**

Employee	Jeffrey Magelitz	Appeal Date	4/07/16
Agency	Human Services	Decision Date	7/26/16
Type	Rule Violation	ALJ	Andrew Barris
Allegation(s)	Violated Section 302.785 (suspension pending judicial verdict)	Proposal for Decision	No violation.

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE THAT THE PETITIONER HAS NOT PROVEN BY A PREPONDERANCE OF THE EVIDENCE THAT A VIOLATION OF THE PERSONNEL CODE OR PERSONNEL RULES OCCURRED AS ALLEGED.**

<b>SCHROEDER</b>		<b>CUMMINGS</b>	<b>YES</b>
<b>FINCH</b>	<b>YES</b>	<b>KREY</b>	<b>YES</b>
<b>URLACHER</b>	<b>YES</b>		

August 22, 2016

XIII. STAFF REPORT

Executive Director Daniel Stralka reported:

- The Commission received two 2015 SECA campaign awards: Division 8 winner for small agency with the highest percentage of donors and Exceptional Giving for exceeding the previous year's donations. The 2016 campaign begins shortly and Beckie Daniken will be sending out donation forms soon.
- Andrew Barris has been appointed as Ethics Officer for the Commission effective August 15, 2016. In addition, he recently completed the Commission's Affirmative Action Plan for 2017.
- Once the Commission's appropriation has been established, the travel vouchers from fiscal year 2016 will be processed for payment.

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held Friday, September 16, 2016 at 11:00 a.m. in the Commission's Chicago office.

XV. MOTION TO ADJOURN

**IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO ADJOURN THE MEETING AT 2:15 P.M.**