

March 15, 2024

REGULAR MEETING MINUTES  
ILLINOIS CIVIL SERVICE COMMISSION  
MARCH 15, 2024

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. ROLL CALL AND CONFIRMATION OF A QUORUM

Teresa C. Smith, Chair; G.A. Finch (remote), David Luechtefeld, Judy McAnarney (remote), and Vivian Robinson, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director, and Alexandra Myers, Administrative Assistant; Sarah Kerley (remote), Amy McElfresh (remote), and Mark Mierzejewski, Central Management Services; Kimberly Bates (remote) and Brian Dougherty (remote), Children and Family Services; Heidi Guernsey (remote), Corrections; Sally McDaniel-Smith (remote) and Claire Moravec (remote), Emergency Management Agency; Jayne Bethard (remote) and Brittany Hendricks (remote), Human Services; Alex Stark (remote), Office of the Attorney General; Jacqueline Mullings (remote) and Koen Varley (remote), Office of the Executive Inspector General.

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECHTEFELD THE MOTION ADOPTED 5-0 TO ALLOW COMMISSIONERS FINCH AND ROBINSON TO JOIN THE MEETING REMOTELY.**

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD FEBRUARY 16, 2024

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 16, 2024.**

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 Thomas Klein offered an opportunity for any person to address members of the Commission.

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**

Assistant Executive Director Barris reported that the staff recommended approval of Item B, Chief Litigation Director, DCFS, because the proposed position formulated policy for DCFS in overseeing all litigation involving DCFS.

Staff recommended approval of Item C1, Assistant Deputy Director, IEMA-OHS, as the proposed position developed and implemented policy regarding Targeted Violence and Terrorism Protection, School and Campus Safety, Domestic Violent Extremism Prevention, Intelligence Operations, Cybersecurity and Critical Infrastructure Protection.

Staff recommended approval of Item C2, Chief Platform Integrity Officer, IEMA-OHS, as the proposed position developed and implemented policy pertaining to online safety and responsible artificial intelligence (AI).

Barris reported that DCFS currently had 70 4d3 exempt positions and IEMA-OHS had 12 4d3 exempt positions and noted that agencies must be cognizant of the potential for overlap in policy authority in 4d3 requests as a specific 4d3 requirement is “principal policy making authority.”

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

- B: Chief Litigation Director (DCFS)**
- C1: Assistant Deputy Director of Homeland Security (IEMA)**
- C2: Chief Platform Integrity Officer (IEMA)**

**B. Illinois Department of Children and Family Services**

Position Number	40070-16-03-000-20-01
Functional Title	Chief Litigation Director
Incumbent	Vacant
Supervisor	General Counsel
Location	Cook County

**C1. Illinois Emergency Management Agency**

Position Number	40070-50-17-301-00-01
Functional Title	Assistant Deputy Director of Homeland Security
Incumbent	Vacant
Supervisor	Deputy Director of Homeland Security
Location	Cook County

**C2. Illinois Emergency Management Agency**

Position Number	40070-50-17-350-00-01
Functional Title	Chief Platform Integrity Officer
Incumbent	Vacant
Supervisor	Deputy Director of Homeland Security
Location	Cook 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.

**B. Corrections Treatment Officer Trainee (revise)  
Corrections Treatment Officer (revise)  
Corrections Treatment Officer Supervisor (revise)  
Corrections Treatment Officer Security Supervisor (revise)**

Regarding Item B, Assistant Executive Director Barris reported that the proposed revision was needed to increase the viable pool of candidates in maintain appropriate staff levels at the agency. Barris reported that the classes were last revised in 2016.

**C. Social Services Career Trainee (revise)**  
**Human Services Caseworker (revise)**

Regarding Item C, Barris reported that the proposed revisions were needed to improve recent hiring efforts and the classes were last revised in 2014.

**D. Capital Development Board Account Technician (revise)**

Regarding Item D, Barris reported that the proposed revision was needed to abolish a training requirement as no “approved training course” existed at the agency. The class was last revised in 2005.

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER FINCH THE MOTION ADOPTED 5-0 TO APPROVE THE REVISION AND CREATION OF THE FOLLOWING CLASS SPECIFICATIONS TO BE EFFECTIVE APRIL 1, 2024:**

- B. Corrections Treatment Officer Trainee (revise)**  
**Corrections Treatment Officer (revise)**  
**Corrections Treatment Officer Supervisor (revise)**  
**Corrections Treatment Officer Security Supervisor (revise)**
- C. Social Services Career Trainee (revise)**  
**Human Services Caseworker (revise)**
- D. Capital Development Board Account Technician (revise)**

**IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER ROBINSON 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.

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**B. None submitted**

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECHTEFELD 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 FINCH 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.**

<b>SMITH</b>	<b>YES</b>	<b>FINCH</b>	<b>YES</b>
<b>LUECHTEFELD</b>	<b>YES</b>	<b>MCANARNEY</b>	<b>YES</b>
<b>ROBINSON</b>	<b>YES</b>		

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IX. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD FEBRUARY 16, 2024

**IT WAS MOVED BY COMMISSIONER MCANARNEY, SECONDED BY COMMISSIONER FINCH THE MOTION ADOPTED 5-0 TO APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD FEBRUARY 16, 2024.**

X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

**DA-41-23**

Employee	Terese Burton	Appeal Date	03/02/2023
Agency	Dept. of Children and Family Services	Decision Date	03/01/2024
Appeal Type	Discharge	Proposal for Decision	Discharge Upheld.
ALJ	Andrew Barris		

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE OF 4-0 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.**

SMITH	YES	FINCH	YES
LUECHTEFELD	YES	MCANARNEY	ABSTAINED
ROBINSON	YES		

**RV-7-24**

Employee	Joan Daniel	Appeal Date	08/23/2023
Agency	Dept. of Human Services	Decision Date	03/01/2024
Appeal Type	Rules Violation	Proposal for Decision	No Violation.
ALJ	Andrew Barris		

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER MCANARNEY, 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.**

SMITH	YES	FINCH	YES
LUECHTEFELD	YES	MCANARNEY	YES
ROBINSON	YES		

**DA-18-24**

Employee	Melondy Wilks	Appeal Date	09/18/2023
Agency	Dept. of Human Services	Decision Date	03/01/2024
Appeal Type	Discharge	Proposal for Decision	Discharge Upheld.
ALJ	Andrew Barris		

**IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER FINCH, 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.**

<b>SMITH</b>	<b>YES</b>	<b>FINCH</b>	<b>YES</b>
<b>LUECHTEFELD</b>	<b>YES</b>	<b>MCANARNEY</b>	<b>YES</b>
<b>ROBINSON</b>	<b>YES</b>		

**XI. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS**

**S-41-24**

Employee	Michelle Classon	Appeal Date	12/28/2024
Agency	Dept. of Corrections	Decision Date	02/28/2024
Appeal Type	Suspension	Proposal for Decision	Dismissed; Withdrawn
ALJ	Thomas Klein		

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

**DA-46-24**

Employee	Kesha Leach	Appeal Date	01/23/2024
Agency	Central Management Services	Decision Date	02/28/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed; No Jurisdiction
ALJ	Thomas Klein		

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER FINCH, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM THE PROPOSALS FOR DECISION OF THE ADMINISTRATIVE LAW JUDGES FOR THE REASONS SET FORTH IN THE PROPOSALS FOR DECISION.**



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XII. STAFF REPORT

Executive Director Klein and Commissioner McAnarney were scheduled to conduct interviews for the vacant Executive Secretary III position on March 27 and March 28.

Assistant Director Andrew Barris stated that Statement of Economic Interest forms have been sent out and encouraged Commissioners to complete the forms once received.

Executive Director Thomas Klein, Chair Smith, and Chief Fiscal Officer Myers planned to attend the Appropriations Hearings before both Illinois House and the Senate on March 20.

XIII. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Friday, April 19, 2024, in the Springfield office of the Commission.

XIV. MOTION TO ADJOURN

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER FINCH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:30 A.M.**