

April 19, 2024

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
APRIL 19, 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 (remote), Chair; G.A. Finch, David Luechtefeld, Judy McAnarney, and Vivian Robinson, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director, and Alexandra Myers, Administrative Assistant; Selma D'Souza (remote) and Robin Tucker (remote), Department of Aging; Sarah Kerley (remote), Mark Mierzejewski, and Patricia Young (remote), Central Management Services; Brandy Evans (remote), Commerce and Economic Opportunity; Brittany Hendricks (remote) and Ryan Rollinson (remote), Human Services; Laci Indermark (remote), Juvenile Justice; Megan Barber (remote) and Jason Reddy (remote), Natural Resources; Jacqueline Mullings (remote) and Keshia Wrightsell (remote), Office of the Executive Inspector General; and Nichole Damhoff (remote), Prisoner Review Board.

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER MCANARNEY THE MOTION ADOPTED 5-0 TO ALLOW CHAIR SMITH TO JOIN THE MEETING REMOTELY.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD MARCH 15, 2024

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

- Regarding Item B, the Deputy Public Information Officer, PSA, at the Department of Agriculture, which has approximately 14 4d3 exempt positions according to the 4d3 Report provided by CMS at the end of January 2024, CSC staff had questions about the scope of policy responsibilities as the Department of Agriculture already has a 4d3 exempt Public Information Officer as well as a 4d3 position for the Du Quoin State Fair as well as other fair related exempt positions.

Heather Humphrey from the Department of Agriculture responded that the Division of Communication at the Department of Agriculture Division of Communication is comprised of the Public Information Officer and a Graphic Designer. The PIO is responsible for all media outreach, social media, press releases, print media, video, still photography, events, media inquiry and public inquiries for the Department of Agriculture, the Illinois State Fair and the Du Quoin State Fair. In addition to supervising a Graphic Designer, the PIO also supervises summer interns and Conservation Historic Preservation workers hired to assist in the Press Office during both Fairs.

The exempt position for the Illinois State Fair and Du Quoin State Fair are both fair managers. These positions are not communications positions, rather they are tasked with managing and administering both fair and non-fair events in both Springfield and Du Quoin.

The Deputy PIO would develop and implement policy through the department's master communication strategy, including media outreach and social media. In addition, this position would have the authority to ensure that the branding strategy was applied to all media developed by the Division. Chair Smith inquired from Sarah Kerley from CMS about the strategy of the PIO position. Kerley explained that the large amount of scope of the PIOs' responsibilities covering the entire state for the Department of Agriculture included press, marketing, and social media which is going on at all times with only one existing communications employee and some interns. Kerley noted that expos and other events are happening throughout the year as well as everyday regulatory work.

- Regarding Item C, the Assistant Benefits Finance Officer, SPSA, at CMS, which has approximately 46 exempt positions, Commission Staff inquired about the scope of policy making authority when CMS already had 4d3 exempt positions for a Deputy Director, Assistant Deputy Director, a Healthcare Portfolio Manager and a Benefits Finance Officer in the Benefits Bureau as well as 4d3 positions in Administration. Sarah Kerley responded that the amount of policy making it takes to operate a broad, multi-faceted benefits program handling more than \$7B in appropriation each year and benefits in one form or another for more than 400,000 state employees, retirees, and dependents is extraordinary. While the Deputy Director, Assistant Deputy Director and Healthcare Portfolio Managers have very big jobs related to the broader programmatic policies, this newly established position will be primarily responsible for the fiscal policy for the more than \$128M in non-group

health insurance expenditures each year workers' comp, deferred comp, while also providing meaningful fiscal support for the group health insurance side of the program. Chair Smith inquired of Kerley the strategy of the position. In sum, Kerley explained that the State of Illinois has one of the largest self-funded benefits programs in the country but group health is not the only responsibility of the department as it is also responsible for workers' compensation, deferred compensation, wellness programs, and auto liability amounting to ½ million persons subject to coverage.

- Regarding Item D, the Grants Management Deputy Director at DCEO, which has approximately 46 exempt positions, Kerley reported that this position was previously a covered position; however, the importance, breadth, and scope of the Department's grant programming and the internal and external stakeholders have grown and expanded over recent years. This has resulted in the need for new and ongoing policy making within the Office and increasingly high levels of stakeholder engagement with other State and external entities. This move is consistent with ICJIA's grant management leadership after their grant making responsibilities were greatly expanded. CSC staff inquired who the position reported to because it was unclear and Kerley explained it was a typo on the position description and explained that it was the Assistant Director.
- Regarding Item E, the Associate Director of State-Operated Psychiatric Hospitals, SPSA, at DHS, which has approximately 105 exempt positions, Kerley reported that the request was part of the re-organization process at DHS.
- Regarding Item F, the Director of Labor Relations, SPSA at IDVA, which has approximately 10 exempt positions, Kerley reported that they wanted to make the proposed Director of Labor Relations exempt and rescind the exemption for the PSA position. CSC Staff inquired if there was an incumbent in the PSA position and if so was the incumbent given notice of the proposed exemption. CSC Staff was informed that the current incumbent left the PSA position took a promotion to DCEO effective April 1, 2024. Kerley noted that CMS would request a rescission for the PSA position should the SPSA be approved by the Commission.
- Regarding Item G, the Chief Multisector Plan on Aging Officer, at the Department on Aging, which has approximately 13 exempt positions, Kerley reported that this position differs from other positions at Aging as the job duties encompass activities aimed at leveraging relationships with state agencies at the highest policy level. Kerley adjusted the functional title directly before the meeting to "Chief Aging Planning Officer," and reiterated this change during the meeting. The position requires not just an extensive knowledge of the Aging Network but also the background and skill to work collaboratively across a wide range of stakeholders and subject matter experts including but not limited to health, housing, transportation, education, employment, Medicare, Medicaid, and long-term care rebalancing. Unlike the Senior Policy analyst position, this position has the authority to convene a commission and recommend changes impacting not just the Department but those of other agencies. The focus of the position is on statewide change that can only be effectuated by the authority granted under the job description and the Governor's Office. The Governor is

planning to issue an Executive Order establishing the Multisector Plan on Aging in the coming months and would likely name the Chief MPA Officer at that time.

- Regarding Item H, the Assistant Superintendent of Extended Educational Services, at DJJ, which has approximately 46 exempt positions, Kerley reported that the DJJ is solidifying its policymaking structure for meeting its state and federal mandates related to providing extended educational services to all persons under 22 years old in custody regardless of where they are held (DOC or DJJ). The Extended Educational Services being managed by this new role are additions to the IDJJ School District. DJJ will be providing high school educational services to young adults up to age 22 in IDOC custody who are entitled to these services under federal IDEA. Whereas the existing school district serves youth in DJJ custody, this new program will extend to serve young adults who are in IDOC (who legally cannot be served in the same setting as IDJJ youth). Unfortunately, there is a lot of work to be done to establish policies and shore up best practices for implementation of this parallel function. DJJ's other Assistant School Superintendent (40070-27-10-000-00-02), which is 4d(3) exempt, manages educational services for youth in DJJ custody, oversees the educators in the DJJ facilities educating the youth in custody there.
- Regarding Item I, the Executive Director, Illinois Prisoner Review Board, which has approximately 3 exempt positions. In sum, the agency did not have an Executive Director position and this proposal remedies that situation. Commissioner McAnarney asked if the Chairman previously ran things at the board and Barris indicated that was the case. Commissioner Luechtefeld and Executive Director Klein noted the issues the agency had been having as reported in the press. Kerley reported that an Executive Director had been provisionally appointed to the agency.

Kerley reported that all of the proposed exemptions were agreed to through collective bargaining and approved by the OEIG HEM unit.

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: PSA, Deputy Public Information Officer (PIO) (AGR)**
- C: SPSA, Assistant Benefits Finance Officer (CMS)**
- D: Grants Management Deputy Director (DCEO)**
- E: SPSA, Associate Director of State-Operated Psych. Hospitals (DHS)**
- F: SPSA, Director of Labor Relations (DVA)**
- G: Chief Aging Planning Officer (DOA)**
- H: Assistant Superintendent of Extended Educational Services (DJJ)**
- I: Executive Director (PRB)**

B. Illinois Department of Agriculture

Position Number	37015-11-60-000-00-02
Functional Title	PSA, Deputy Public Information Officer (PIO)
Incumbent	Vacant
Supervisor	SPSA, Public Information Officer
Location	Sangamon County

C. Illinois Department of Central Management Services

Position Number	40070-37-30-000-20-02
Functional Title	SPSA, Assistant Benefits Finance Officer
Incumbent	Vacant
Supervisor	SPSA, Benefits Finance Officer
Location	Sangamon County

D. Illinois Department of Commerce and Economic Opportunity

Position Number	40070-42-05-100-00-01
Functional Title	Grants Management Deputy Director
Incumbent	Vacant
Supervisor	Assistant Director
Location	Sangamon County

E. Illinois Department of Human Services

Position Number	40070-10-76-010-00-01
Functional Title	SPSA, Associate Director of State-Operated Psych. Hospitals
Incumbent	Vacant
Supervisor	Mental Health Program Administrator
Location	Cook County

F. Illinois Department of Veterans' Affairs

Position Number	40070-34-00-000-00-05
Functional Title	SPSA, Director of Labor Relations
Incumbent	Vacant
Supervisor	Chief of Staff
Location	Sangamon County

G. Illinois Department on Aging

Position Number	40070-47-00-000-00-05
Functional Title	Chief Multisector Plan on Aging (MPA) Officer Chief Aging Planning Officer
Incumbent	Vacant
Supervisor	Director
Location	Cook County

H. Illinois Department of Juvenile Justice

Position Number	40070-27-10-000-00-03
Functional Title	Assistant Superintendent of Extended Educational Services
Incumbent	Vacant
Supervisor	Senior Public Service Administrator
Location	Cook County

I. Illinois Prisoner Review Board

Position Number	40070-50-78-000-00-01
Functional Title	Executive Director
Incumbent	Vacant; Provisional Appointment expected April 16
Supervisor	Chairman
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.

B. Lock and Dam Tender (abolish)
Lock and Dam Operator Trainee (establish)
Lock and Dam Operator I (establish)
Lock and Dam Operator II (establish)

Regarding Item B and the Lock Dam series, Barris reported that the proposed revisions were reported as necessary to increase promotional opportunities. The last revision occurred in 1988 and creating promotional opportunities is a specific requirement regarding class specifications.

C. Child Welfare Senior Specialist (revise)

Regarding Item C and the Child Welfare Senior Specialist, Barris reported that the class was created in 2001 and had not been revised since its creation.

D. Upward Mobility Program Target Title Additions
Corrections Identification Technician (revise)
Corrections Leisure Activities Specialist I (revise)
Juvenile Justice Youth and Family Specialist Option I (revise)
Child Welfare Advanced Specialist (revise)
Corrections Assessment Specialist (revise)
Correctional Casework Supervisor (revise)

Regarding Item D, Barris reported that all of the titles were included in the State of Illinois' Upward Mobility Program.

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

- B. Lock and Dam Tender (abolish)**
 - Lock and Dam Operator Trainee (establish)**
 - Lock and Dam Operator I (establish)**
 - Lock and Dam Operator II (establish)**
- C. Child Welfare Senior Specialist (revise)**
- D. Upward Mobility Program Target Title Additions**
 - Corrections Identification Technician (revise)**
 - Corrections Leisure Activities Specialist I (revise)**
 - Juvenile Justice Youth and Family Specialist Option I (revise)**
 - Child Welfare Advanced Specialist (revise)**

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**Corrections Assessment Specialist (revise)
Correctional Casework Supervisor (revise)**

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

SMITH	YES	FINCH	YES
LUECHTEFELD	YES	MCANARNEY	YES
ROBINSON	YES		

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IX. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD MARCH 15, 2024

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER ROBINSON THE MOTION ADOPTED 5-0 TO APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD MARCH 15, 2024.

X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

S-22-24 and DA-26-24

Employee	Heidi Scott	Appeal Date	10/04/2024 & 10/25/2024
Agency	Dept. of Corrections	Decision Date	04/05/2024
Appeal Type	Suspension and Discharge	Proposal for Decision	Appeal upheld/Discharge overturned
ALJ	Thomas Klein		

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	YES
ROBINSON	YES		

DA-36-24

Employee	Anakaren Villalobos	Appeal Date	12/08/2023
Agency	Dept. of Employment Security	Decision Date	04/05/2024
Appeal Type	Discharge	Proposal for Decision	Discharge upheld
ALJ	Thomas Klein		

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		

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XI. INTERLOCUTORY APPEALS

S-49-24

Employee	Tonetta Hill	Appeal Date	02/08/2024
Agency	Dept. of Human Services	Decision Date	04/05/2024
Appeal Type	Suspension	Proposal for Decision	Motions to Dismiss Granted
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 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-52-24

Employee	Brandon L. Brooks	Appeal Date	02/26/2024
Agency	Dept. of Human Services	Decision Date	04/05/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed; Default
ALJ	Andrew Barris		

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

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XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

D-29-24

Employee	Sara Myers	Appeal Date	10/30/2023
Agency	Dept. of Human Services	Decision Date	04/05/2024
Appeal Type	Demotion	Proposal for Decision	Dismissed; Withdrawn
ALJ	Andrew Barris		

DA-51-24

Employee	Darrick Ford Jr.	Appeal Date	02/23/2024
Agency	Dept. of Veterans' Affairs	Decision Date	04/05/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed; Withdrawn
ALJ	Thomas Klein		

DA-56-24

Employee	Dorinda A. Williams	Appeal Date	03/04/2024
Agency	Dept. of Employment Security	Decision Date	04/05/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed; Withdrawn
ALJ	Thomas Klein		

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

SMITH	YES	FINCH	YES
LUECHTEFELD	YES	MCANARNEY	YES
ROBINSON	YES		

XIII. STAFF REPORT

Executive Director Klein was happy to announce that Stephanie Borah will start with the Commission May 1, 2024, as the new Executive Secretary.

Assistant Director Andrew Barris thanked the Commissioner who had already completed the Statements of Economic Interest. Barris stated he was available after the meeting for any questions regarding the form submission.

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XIV. ANNOUNCEMENT OF NEXT MEETING

Commissioner Luechtefeld announced he had a conflict with the scheduled meeting date of May 17, 2024. Announcement was made to reschedule the next regular open meeting to be held at 2:00 p.m. on Thursday, May 16, 2024, in the Springfield office of the Commission.

XV. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER ROBINSON, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:49 A.M.