

October 28, 2021

REGULAR MEETING MINUTES  
ILLINOIS CIVIL SERVICE COMMISSION  
OCTOBER 28, 2021

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:05 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. ROLL CALL AND CONFIRMATION OF A QUORUM

Timothy D. Sickmeyer, Chairman; G.A. Finch (by video), David Luechtefeld, Vivian Robinson, and Teresa C. Smith, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director, Sabrina Johnson, Exemption Monitor, and Alexandra Myers, Executive Secretary; Chris Nickols (by telephone) and John Logsdon (by telephone), Central Management Services; Jaime Ralph (by telephone), Illinois Department of Children and Family Services; Geny Chiaradonna (by telephone), Illinois Gaming Board; Sherry Campbell (by telephone), Illinois Department of Innovation and Technology; Viktorija Legge (by telephone), Office of Executive Inspector General; Peter Romano (by telephone), Harold Mays (by telephone), and Scott Gillard (by telephone), Illinois State Lottery; Justin DeWitt (by telephone), Illinois Department of Public Health; Kari Selinger (by telephone), and Matthew Davis (by telephone), Illinois State Police; and Margaret van Dijk (by telephone), Illinois Department of Transportation.

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO ALLOW COMMISSIONER FINCH TO JOIN THE MEETING REMOTELY.**

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD SEPTEMBER 17, 2021

**IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD SEPTEMBER 17, 2021.**

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.

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)

\* \* \*

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

- Exemption Monitor Sabrina Johnson indicated that Item B was a request for a Deputy Administrator Gaming Controls and Technology at the Illinois Gaming Board (IGB), a position that reports to the Assistant Administrator, who reports to the Administrator. This position directs and oversees the strategic planning process, acts as spokesperson for the Administrator and Assistant Administrator, and analyzes and interprets legislation. This position will implement policies, procedures and guidelines that support the internal controls systems and compliance. Staff recommended this exemption request be granted.

Commissioner Smith inquired about the organizational structure of the Assistant Administrator and the Administrator, explaining the roles of each. Ms. Geny Chiaradona, Manager of Human Resources with IGB, indicated there are three tiers within IGB, the Administrator, the Assistant Administrator and Chief of Staff. The Assistant Administrator handles all program regulatory divisions and the Chief of Staff handles budget, communications, and human resources. Ms. Chiaradona indicated the Gaming Controls was a new division working on gaming expansions. This position will work with gaming vendors, Administration, other Deputies, and legislation regarding the Division of Gaming Controls.

- Item C was a request for a Chief Transformation Officer at the Illinois State Lottery, a position that reports to the Director. This position serves as a policy formulating manager for the Department's Sales Program, Private Management Agreement, and Lottery Law. This position will develop, approve, and implement new or modified sales policies, formulate and establish short-term and long-term goals and objectives, and serve as the primary policy advisor on all aspects of sales policy. Staff recommended this exemption request be granted.
- Item D is a request for a HIV/Hepatitis/STI/TB, Division Chief (HHST) at the Department of Public Health (DPH), a position that reports to the Deputy Director, Office of Disease Control, who reports to the Director. This position serves as a policy-making official for the Infectious Diseases Program, plans, prepares and administers federal grants and serves as agency spokesperson for the Director to federal, state, county and local government agencies involved in the HHST program. Staff recommended this exemption request be granted.

Chairman Sickmeyer inquired about other infectious diseases beyond HIV/Hepatitis/STI/TB. Mr. Justin DeWitt, Chief of Staff with DPH, indicated these four diseases are grouped together because they are funded separately from all the other diseases. Mr. DeWitt stated there is over \$100 million in funding for these programs alone and because of that, it deserves its own leadership. It is the Governor's goal to make this a priority for DPH. Commissioner Luechtefeld asked if the entire \$100 million was allocated to the State of Illinois, and Mr. DeWitt indicated that is correct.

- Item E was a request for a Major Case Legal Counsel at Illinois State Police (ISP), a position that reports to the Chief Public Safety Policy Advisor, who reports to the Director. This position serves as liaison with all County State's Attorney's Offices, the Illinois Appellate Prosecutor, the Illinois Attorney General, and the Illinois Districts of the United States Attorney's Office. This position serves as a spokesperson, presents major violent crime investigations, and handles legal legislative recommendations to improve criminal investigations laws and public safety. Staff recommended this exemption request be granted.

Chairman Sickmeyer recalled this position from the first time it was proposed and inquired how it was working out. Matthew Davis, First Deputy Director with ISP, indicated the title has worked out very well and effective. ISP is maintaining a high experience level as the Senior Criminal Prosecutor, but it has proven to be difficult to keep filled. Mr. Davis indicated ISP is upgrading this position to a SPSA position.

- Exemption Monitor Ms. Johnson indicated that Items F1 and F2 are positions at the Department of Transportation (DOT), both positions report to the Director of Finance & Administration, who reports to the Deputy Secretary, who reports to the Chief of Staff, who reports to the Secretary. Both positions are currently 4d(3) exempt and will expire on November 30, 2021.

Item F1 was a request for a Bureau Chief of Information Processing (Chief Information Officer). This position has been a 4d(3) exempt position since November 2019, and DOT is requesting to make this a permanent 4d(3) exemption. The duties have not changed, and Department of Innovation and Technology (DoIT) is seeking to rescind and then abolish DoIT's position, Group Chief Information Officer, Transportation. Staff recommended this exemption request be granted.

Item F2 was a request for a Bureau Chief of Personnel Management. This position has been 4d(3) exempt since November 2019, and DOT is requesting to make this a permanent 4d(3) exemption. The duties have not changed, and DOT is seeking to rescind, then abolish the Deputy Director of Human Resources. Staff recommended this exemption request be granted.

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

- B: Deputy Administrator Gaming Controls & Technology (IGB)**
- C: Chief Transformation Officer (ISL)**
- D: HIV/Hepatitis/STI/TB (HHST), Division Chief (IDPH)**
- E: Major Case Legal Counsel (ISP)**
- F1: Bureau Chief of Information Processing (Chief Information Officer) (IDOT)**
- F2: Bureau Chief of Personnel Management (IDOT)**

**B. Illinois Gaming Board**

Position Number	40070-50-69-900-00-01
Functional Title	Deputy Administrator Gaming Controls & Technology
Incumbent	Vacant
Supervisor	Assistant Administrator, who reports to the Administrator
Location	Sangamon County

**C. Illinois State Lottery**

Position Number	40070-45-30-000-00-01
Functional Title	Chief Transformation Officer
Incumbent	Vacant
Supervisor	Director
Location	Cook County

**D. Illinois Department of Public Health**

Position Number	40070-20-86-000-00-01
Functional Title	HIV/Hepatitis/STI/TB, Division Chief (HHST)
Incumbent	Vacant
Supervisor	Deputy Director, Office of Disease Control, who reports to the Director
Location	Sangamon County

**E. Illinois State Police**

Position Number	40070-21-00-000-10-02
Functional Title	Major Case Legal Counsel
Incumbent	Vacant
Supervisor	Chief Public Safety Policy Advisor, who reports to the Director
Location	Sangamon County

**F1. Illinois Department of Transportation**

Position Number	40070-23-40-2000-00-01
Functional Title	Bureau Chief of Information Processing (Chief Information Officer)
Incumbent	Daniel Wilcox
Supervisor	Director of Finance & Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**F2. Illinois Department of Transportation**

Position Number	40070-23-40-300-00-01
Functional Title	Bureau Chief of Personnel Management
Incumbent	Becky Koehler
Supervisor	Director of Finance & Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

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

Section 1.142(b) provides that the Commission may rescind the exemption of positions that no longer meet the requirements for exemption upon the recommendation of the Director of Central Management Services. The determination of rescission of Section 4d(3) exemptions rests with Civil Service Commission. Section 1.142(b) of the Commission Rules provides that 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 ensure responsive and accountable administrative control of the programs of the agency.

- Item G was a rescission request for the Manager, Investigation Division at the Illinois Gaming Board (IGB). This position was approved 4d(3) exempt in December 1994. IGB is executing a realignment to implement the provisions of the Illinois Gaming Expansion Bill by combining the Enforcement and Investigations Divisions into one reporting structure, the Field Operations Division, under a single exempt Deputy Administrator. Staff recommended approval of this rescission request.
- Item H was a rescission request for the Group Chief Information Officer, Transportation at the Department of Innovation and Technology (DoIT). This position was approved 4d(3) exempt in May 2016. DoIT indicated the DOT positions that fall under DoIT's jurisdiction, in the future, will depend on budgetary availability. Staff recommended approval of this rescission request.

Commissioner Smith inquired about the background of this position. Ms. Johnson indicated DOT's position was approved 4d(3) exempt for two years and DoIT's position was not funded. DoIT is requesting to abolish their position and when funding is approved DoIT will move DOT's position to DoIT. Ms. Sherry Campbell, Classifications Manager with DoIT, indicated DoIT's position has been vacant and, in the future, will transition from DOT to DoIT when funding becomes available. Commissioner Smith inquired if the reporting structure will change when this happens, and Ms. Johnson indicated that is correct.

- Item I was a rescission request for the Major Case Legal Counsel at Illinois State Police (ISP). This position was approved 4d(3) exempt in July 2020. ISP indicated they are rescinding, then abolishing this position due to the position title upgrading to a Senior Public Service Administrator (which was approved for Item E on this agenda). Staff recommended approval of this rescission request.
- Item J was a rescission request for the Deputy Director of Human Resources at the Department of Transportation (DOT). This position was approved 4d(3) exempt in October 2019. DOT indicated this position has been vacant since approved 4d(3) exempt and DOT has determined the position was not needed. Staff recommended approval of this rescission request.

<b>Item</b>	<b>Agency</b>	<b>Position #</b>	<b>Functional Title</b>	<b>Incumbent</b>
G	IGB	40070-50-69-100-00-01	Manager, Investigations Division	Vacant
H	DoIT	40070-28-90-000-00-01	Group Chief Information Officer, Transportation	Vacant
I	ISP	37015-21-00-000-00-05	Major Case Legal Counsel	Vacant
J	DOT	40070-23-40-000-00-02	Deputy Director of Human Resources	Vacant

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO RESCIND THE 4d(3) EXEMPTION FOR THE FOLLOWING POSITION:**

- G: Manager, Investigations Division (IGB)**
- H: Group Chief Information Officer, Transportation (DoIT)**
- I: Major Case Legal Counsel (ISP)**
- J: Deputy Director of Human Resources (DOT)**

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. Transportation Liability Claims Adjuster 1 (revise)**
- Transportation Liability Claims Adjuster 2 (create)**
- Transportation Communications Equipment Technician 1 (create)**
- Transportation Internal Security Investigator 2 (create)**
- Transportation Operations Communications Supervisor (create)**
- Transportation Office Specialist (create)**
- Transportation Property and Supply Clerk 2 (create)**
- Transportation Storekeeper 1 (create)**
- Transportation Storekeeper 2 (create)**
- Transportation Technical Advisor 2 (create)**
- Transportation Technical Advisor 3 (create)**

Regarding Item B, Assistant Executive Barris reported that the proposed revision and creation of classes at the Department of Transportation (DOT) were part of an effort to bring non-Code covered positions within the Personnel Code. Barris noted that as part of this effort many classes at DOT were proposed and approved in March 2021. Barris inquired about the DOT process and why were some classes submitted now but not in March 2021, i.e., Technical Adviser 2 and 3 now, but the 1 in March 2021, or the Storekeeper 1 and 2 now but the 3 in March 2021. Chris Nickols explained that the DOT and Central Management Services (CMS) Technical Services wanted to limit the number of classes that were necessary to keep it at a minimum amount so they don't establish something that they would not need. Barris inquired if any other agencies utilized an Office Aide, Office Paralegal Assistant, Office Assistant, Office Associate, Office Clerk and Office Specialist classes as they all appear to be similar classes. Nickols stated that no other agencies were using all of those classes. Nickols explained that these classes were required for non-Code Teamsters positions at DOT as the classes already exist under the Personnel Code. Nickols confirmed that the proposed classes were agreed to through collective bargaining. Commissioner Luechtefeld inquired if these were all new positions. Executive Director Klein stated the positions within the proposed classes previously existed at DOT but were improperly classified as "technical" and should be covered by the Personnel Code and that is why these classes have been proposed to house the positions. Commissioner Luechtefeld inquired if new people will be coming into the positions. Nickols stated that there were incumbents in the positions who would not need to re-interview for their jobs. Commissioner Smith wanted to confirm there was an evaluation of the positions of the incumbents that should be covered under the Personnel Code. Executive Director Klein confirmed that was the case for the classes on this agenda and in March 2021. Commissioner Smith inquired how many employees were impacted and Nickols stated it was at least 900 employees. Executive Director Klein asked if there would be more submissions from DOT and John Logsdon from CMS Technical Services stated that there may be more but not many. Barris thanked Nickols for providing the Commission with a digital copy of all of the class specs under the Personnel Code in order to have another back-up in case there was a ransom-ware attack or other technical issues.

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO APPROVE THE REVISIONS OF THE FOLLOWING CLASS SPECIFICATIONS TO BE EFFECTIVE NOVEMBER 1, 2021:**



- B. Transportation Liability Claims Adjuster 1 (revise)**
- Transportation Liability Claims Adjuster 2 (create)**
- Transportation Communications Equipment Technician 1 (create)**
- Transportation Internal Security Investigator 2 (create)**
- Transportation Operations Communications Supervisor (create)**
- Transportation Office Specialist (create)**
- Transportation Property and Supply Clerk 2 (create)**
- Transportation Storekeeper 1 (create)**
- Transportation Storekeeper 2 (create)**
- Transportation Technical Advisor 2 (create)**
- Transportation Technical Advisor 3 (create)**

**C. Child Welfare Administrative Case Reviewer (revise)**

Regarding Item C, Department of Children and Family Services (DCFS) requested a revision to the Child Welfare Administrative Case Reviewer to address recruiting challenges at the agency by changing the requirement to four years of professional child welfare experience instead of three years of professional supervisory experience while requiring a master's degree in social work or a closely related field instead of an equivalency. Assistant Executive Director Barris stated that the proposed revision was agreed to through collective bargaining and all of the positions within the class were covered by a collective bargaining agreement with compensation determined by that agreement. Commissioner Robinson inquired what DCFS considered to be "related field." Jamie Ralph from DCFS explained that related fields included fields such as psychology, counseling, and social services. Commissioner Smith inquired if the revision might broaden the scope of applicants but potentially affect the quality of the candidate. Ralph confirmed that any applicant would need to have the required experience in a field regarding social services as opposed to an unrelated field like plumbing.

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO APPROVE THE REVISION OF THE FOLLOWING CLASS SPECIFICATION TO BE EFFECTIVE NOVEMBER 1, 2021:**

**C. Child Welfare Administrative Case Reviewer (revise)**

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

October 28, 2021

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 LUECHTEFELD, SECONDED BY COMMISSIONER ROBINSON, AND BY ROLL CALL VOTE 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

**EXECUTIVE DIRECTOR THOMAS KLEIN ASKED IF ANY COMMISSIONERS WANTED TO GO INTO CLOSED SESSION TO DISCUSS THE PROPOSAL FOR DECISION. THERE WAS NO MOTION TO MOVE INTO CLOSED SESSION AND THE MEETING CONTINUED.**

October 28, 2021

IX. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD SEPTEMBER 17, 2021

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD SEPTEMBER 17, 2021.**

X. INTERLOCUTORY APPEAL

**DA-6-21**

Employee	Melinda Denny	Appeal Date	10/20/2020
Agency	Dept. of Human Services	Decision Date	09/23/2021
Appeal Type	Discharge	Proposal for Decision	Dismissed due to settlement.
ALJ	Andrew Barris		

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

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

XI. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

**S-4-22**

Employee	Rico De Guia	Appeal Date	08/24/2021
Agency	Dept. of Human Services	Decision Date	09/16/2021
Appeal Type	Suspension	Proposal for Decision	Withdrawn.
ALJ	Thomas Klein		

October 28, 2021

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

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

XII. ANNOUNCEMENT OF MEETING SCHEDULE FOR CALENDAR YEAR 2022

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

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

XIII. FY 2021 ANNUAL REPORT

**IT WAS MOVED BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO APPROVE THE FISCAL YEAR 2021 ANNUAL REPORT AS SUBMITTED.**

XIV. STAFF REPORT

Executive Director Thomas Klein informed the Commission that he spoke at the Illinois Association of Hispanic State Employees conference in October.

Assistant Executive Director Andrew Barris inquired if any of the Commissioners had received anything from DoIT about setting up an Illinois.gov email training account in order to complete their required training for Ethics and Sexual Harassment and Discrimination Prevention. None of the Commissioners indicated that they had received anything from DoIT. Barris stated that he would continue to work on the issue as the training was due by December 31, 2021.

October 28, 2021

Ms. Johnson inquired about why agencies are requesting to rescind a position then abolishing the position once approved for rescission. Ms. Johnson explained CSC has, in the past, received abolishment's without seeking rescission. Mr. Klein indicated that abolishment's would effectively eliminate the exemption without the need for rescission. Commissioner Smith asked about conducting a quarterly report on abolishment's. It was decided that Ms. Johnson will report any abolishments when they happen.

Executive Secretary Alexandra Myers announced that the SECA campaign is running from September 22 through November 17 and offered the opportunity for the Commission to participate.

XV. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, November 18, 2021 in the Springfield office of the Commission.

XVI. MOTION TO ADJOURN

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 12:03 P.M.**