

November 21, 2019

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
November 21, 2019

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

II. PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, Vivian Robinson, and Casey Urlacher, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director and Sabrina Johnson, Exemption Monitor; Sarah Kerley, Sheila Tapscott, and John Logsdon, Illinois Department of Central Management Services; Paul Isaac and Brandon Purcell, Illinois Department of Financial and Professional Regulation; Christina Griffin, Illinois Department of Innovation and Technology; Carrie Adams, Illinois Department of Natural Resources; Phil Kaufmann and Bill Hutton, Illinois Department of Transportation; Marina Bergamo, Office of the Executive Inspector General; and Remello Brooks and Letavia Fey.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD OCTOBER 17, 2019

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD OCTOBER 17, 2019.

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. Report on Exempt Positions from Department of Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Abraham Lincoln Presidential Library & Museum	72	10
Aging	132	14
Agriculture	344	15
Arts Council	13	2
Capitol Development Board	35	0
Central Management Services	829	46
Children and Family Services	2,627	65
Civil Service Commission	3	1
Commerce & Economic Opportunity	201	40
Commerce Commission	53	0
Corrections	12,792	101
Criminal Justice Authority	52	7
Deaf and Hard of Hearing Comm	4	1
Developmental Disabilities Council	5	1
Emergency Management Agency	68	10
Employment Security	1,056	28
Environmental Protection Agency	589	17
Financial & Professional Regulation	373	47
Gaming Board	150	13
Guardianship and Advocacy	100	8
Healthcare and Family Services	1,495	29
Human Rights Commission	18	2
Human Rights Department	118	12
Human Services	12,652	86
Illinois Torture Inquiry Relief Commission	2	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,167	58
Insurance	201	18
Investment Board	3	2
Juvenile Justice	893	31
Labor	73	10
Labor Relations Board Educational	9	3
Labor Relations Board State	14	2
Law Enforcement Training & Standards Bd.	21	3
Liquor Control Commission	37	7
Lottery	136	7
Military Affairs	131	3
Natural Resources	1,223	29
Pollution Control Board	12	2
Prisoner Review Board	24	1
Property Tax Appeal Board	35	2
Public Health	1,122	39
Racing Board	3	1
Revenue	1,377	39
State Fire Marshal	131	7
State Police	949	10
State Police Merit Board	6	2
State Retirement Systems	97	3
Transportation	2,263	22
Veterans' Affairs	1,208	10
Workers' Compensation Commission	106	12
TOTALS	45,025	879

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)

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C. Requests for 4d(3) Exemption

Exemption Monitor Sabrina Johnson indicated that Items C1 – C26 were positions the Department of Transportation (DOT) was recommending for 4d(3) exemption that have been continued from August 2019. Ms. Johnson indicated DOT is clarifying Items C7 – C11 and is seeking continuance to the December 19, 2019 meeting.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO CONTINUE THE 4d(3) EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS TO THE DECEMBER 2019 MEETING:

- C7: Senior Assistant Chief Counsel-Development (DOT)**
- C8: Senior Assistant Chief Counsel-Implementation (DOT)**
- C9: Senior Assistant Chief Counsel for Ethics (DOT)**
- C10: Senior Assistant Chief Counsel-Labor Relations/Personnel (DOT)**
- C11: Senior Assistant Chief Counsel-Chicago (DOT)**

Ms. Johnson stated Items C1 – C5 are positions within the Office of Planning and Programming at DOT.

- Item C1 is a request for a Director of Planning and Programming, a position that reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary. This position is a policymaking official formulating and developing policies and procedures governing the department's strategic capital planning process and has authority on policymaking issues impacting agency management and statewide operations. Staff recommended approval of this exemption request.
- Item C2 is a request for a Deputy Director of Planning and Programming, a position that reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary. This position serves as primary staff advisor to the Director of Planning and Programming in formulating and developing policies and procedure, monitors the implementation of transportation programs, and monitors the transportation planning process to ensure plans comply with federal and state policies and programs. Staff recommended approval of this exemption request.
- Item C3 is a request for a Bureau Chief of Programming, a position that reports to the Deputy Director of Planning and Programming, who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary. This position will prepare and execute the department's annual and multi-year Proposed Highway Improvement Programs, the Illinois Transportation Plan, the Statewide Transportation Improvement Programs, and the For the Record report. This position

will put a multi-year program together, costing over \$33 billion, for the Proposed Highway Improvement Programs and serve as spokesperson to the legislature regarding the project. Staff recommended approval of this exemption request.

- Item C4 is a request for a Bureau Chief of Innovation Project Delivery, a position that reports to the Deputy Director of Planning and Programming, who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary. This position will manage the department's innovative project delivery program for major transportation infrastructure projects. It will represent the department in negotiations with federal and state agencies, the private sector, the Governor's office, and public officials to determine the state's final position on transportation policies, procedures and issues. Staff recommended approval of this exemption request.
- Item C5 is a request for a Bureau Chief of Data Collection, a position that reports to the Director of Planning and Programming, who reports to the Deputy Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary. This position develops policy for the Safety Responsibility Law and the Motor Vehicle Accident Reporting Law. This position initiates legislation and evaluates proposed legislation to ensure the best safety practices are implemented, collects data and statistics on crash cases, reviews crash studies, and determines statewide needs for safety improvements. Staff recommended approval of this exemption request. Philip Kaufman, Chief Counsel with DOT, concurred with Staff's presentation.

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

- C1: Director of Planning and Programming (DOT)**
- C2: Deputy Director of Planning and Programming (DOT)**
- C3: Bureau Chief, Programming (DOT)**
- C4: Bureau Chief, Innovation Project Delivery (DOT)**
- C5: Bureau Chief, Data Collection (DOT)**

- Item C6 is a request for a Bureau Chief of Claims in the Office of Chief Counsel, a position that reports to the Chief Counsel, who reports to the Secretary. This position plans, develops, organizes, controls and manages the general liability, automobile liability, damage to agency property, construction and aeronautics liens, bond claims and risk management programs for DOT. This position will regulate and approve settlements, determine when funds are withheld and released, and approve payments for personal injury and property damage claims. It serves as a representative for the Secretary regarding claims and will recommend legal action on disputed claims to the Chief Counsel. Staff recommended approval of this exemption request.

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION:

C6: Bureau Chief, Claims (DOT)

Ms. Johnson indicated Items C12 – C17 are positions within the Office of Finance and Administration at DOT.

- Item C12 is a request for a Labor Relations Manager, a position that reports to the Deputy Director of Human Resources, who reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position has the authority to engage with labor relations matters, Personnel Rules, Personnel Code, contract negotiations, grievance hearings, and appropriate discipline measures along with agency policies. Staff recommended approval of this exemption request.
- Item C13 is a request for a Bureau Chief of Budget and Fiscal Management, a position that reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position manages the financial operation for DOT including revenue, fiscal management, strategic planning, and action plans. It serves as a representative for the Secretary and provides testimony and defense of DOT finances before the Governor's Office and Legislators. Staff recommended approval of this exemption request.
- Item C14 is a request for a Bureau Chief of Information Processing (Chief Information Officer / CIO), a position that reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position will develop and implement information technology initiatives for all hardware, software and network systems and develops and manages the IT annual operating and capital budgets. DOT has agreed with Staff to recommend the approval of this request for two years, expiring November 30, 2021.

Sarah Kerley, Senior Policy Advisor with the Department of Central Management Services, indicated DoIT currently has a vacant 4d(3) exempt CIO for the Transportation Group (DOT and Toll Highway Authority) and the positions have overlapping duties. Ms. Kerley indicated DoIT does not have the budget nor headcount to hire an incumbent for their position. Ms. Kerley stated DOT needs to retain the position until DOT becomes an enterprise agency, both positions are needed, and both position descriptions are accurate.

- Item C15 is a request for a Bureau Chief of Personnel Management, a position that reports to the Deputy Director of Human Resources, who reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position directs and administers personnel management programs to assure compliance with state and federal acts and rules, facets of job classification and compensation, recruitment and selection, benefits and payroll, personnel transactions,

and safety and training. DOT indicated this position will define the new titles for all the Technical Manager positions and Engineering Technical positions. DOT has agreed with Staff to recommend the approval of this request for two years, expiring November 30, 2021.

- Item C16 is a request for a Bureau Chief of Business Services, a position that reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position manages procurements, grants and intergovernmental agreements for DOT and serves as spokesperson on all procurement related issues. This position reviews all legislation related to procurement, develops and implements department policies regarding procurement, and prepares reports and summaries concerning procurements. Staff recommended approval of this exemption request.
- Item C17 is a request for a Section Chief of Investigations, a position that reports to the Bureau Chief of Investigations and Compliance, who reports to the Director of Finance and Administrations, who reports to the Chief of Staff, who reports to the Secretary. This position develops and directs programs to test, review and investigate compliance of the department and its employees regarding federal and state laws, rules and regulations. This position oversees investigations and analyzes wrongdoing or misconduct of employees, contractors or any person/entity associated with the department's mission. Staff recommended that this request be denied.

Mr. Kaufman indicated this position was created under a re-organization in 2016 and the re-organization involved the development of four sections. The Section Chief position decides what matters are investigated, which investigations will be referred to management, which investigations need to refer to an outside agency, for example State Police or OEIG and processes the reports and summaries on what was found within the investigation. The Section Chief is the primary contact with the OEIG, Governor's Office, and Special Master.

Mr. Kaufman then referred to Bill Hutton, Bureau Chief of Investigations and Compliance, for any follow-up questions. Chairman Timothy Sickmeyer inquired if Mr. Hutton was a Section Chief before his promotion to the Bureau Chief position. Mr. Hutton answered in the affirmative. When he performed the duties of Section Chief, the position had subordinates and it dealt with investigations and data analysis. Commissioner David Luechtefeld asked what the argument would be against the Staff recommendation that the exemption request be denied. Mr. Hutton replied this position reports to the Bureau Chief, this position has full sole discretion on investigations, determines what needs to be investigated, and is able to close an investigation down. The Section Chief makes decisions on who will investigate a complaint and works with the OEIG, high level managers and the Special Master regarding alleged hiring violations.

Chairman Sickmeyer inquired about what would happen in a situation where the Bureau Chief and Section Chief were both exempt and a new administration comes in and removes both incumbents. Mr. Kaufman indicated that exemption is appropriate

because the Section Chief could undertake investigations that are not appropriate. The Section Chief is a safeguard as the incumbent will have experience within law enforcement and will supervise investigators underneath them. Chairman Sickmeyer inquired what oversight the Bureau Chief gives the Section Chief in terms of what investigations are opened. Mr. Kaufman indicated the Section Chief oversees the database of investigations and the Bureau Chief is able to observe the database.

Mr. Kaufman indicated the other three Section Chiefs in the Bureau oversee federal regulations and rules that have been laid-out while the Section Chief of Investigations, under the leadership of the Bureau Chief, has discretion as to how investigations are conducted. Chairman Sickmeyer indicated it would be beneficial if the position were coded to ensure DOT would hire someone with experience. Mr. Kaufman disagreed and indicated if the position was exempt DOT would still do an extensive background check, interview more candidates, and have more information to consider. Ms. Kerley indicated this position has the principal policy making authority over investigations, which would warrant this position being 4d(3) exempt.

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

C12: Labor Relations Manager (DOT)

C13: Bureau Chief, Budget & Fiscal Management (DOT)

C16: Bureau Chief, Business Services (DOT)

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUESTS FOR A PERIOD TO EXPIRE NOVEMBER 30, 2021 FOR THE FOLLOWING POSITIONS:

C14: Bureau Chief, Info. Processing, Chief Information Officer (DOT)

C15: Bureau Chief, Personnel Management (DOT)

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO DENY THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION:

C17: Section Chief, Investigations (DOT)

Ms. Johnson indicated Items C18 – C26 are positions within the Office of Highways Project Implementation at DOT.

- These requests are for Administrative Manager positions within each nine districts. They report to the Regional Engineer within the district, who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary. These

positions develop and implement operating procedures to ensure compliance with all administrative policies and procedures set forth within DOT's Orders Manual regarding personnel, business and financial services. These positions serve as budget administrator for district operations and provide support, counsel and analysis on administrative matters. Staff recommended that these nine positions requests be denied.

Ms. Kerley stated these positions are the highest ranking non-technical positions within each district. DOT's districts are larger than some state agencies and the smallest district has a headcount over 300 and has a budget of nearly \$60 million. These positions set policies and procedures for the district and implement changes for each district that may affect staff. Ms. Kerley added that these positions agree to grievance resolutions that are binding to the agency, handle human resource responsibilities, communicate with management, and investigate misconduct within the district. Kerley stated that eight of nine positions are currently filled.

Chairman Sickmeyer inquired what the current title was for these positions. Ms. Kerley indicated these nine positions are currently titled Technical Manager 8 and are currently not covered by the Personnel Code. Chairman Sickmeyer inquired if these positions conduct discipline proceedings and Ms. Kerley stated these positions conduct personnel investigations, implement discipline, make recommendations, maintain past practices and handle supplemental agreements. Chairman Sickmeyer inquired if discipline is being applied consistently between districts and Mr. Kaufman stated there are approximately five different unions involved within each district.

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

- C18: Administrative Manager (DOT)**
- C19: Administrative Manager (DOT)**
- C20: Administrative Manager (DOT)**
- C21: Administrative Manager (DOT)**
- C22: Administrative Manager (DOT)**
- C23: Administrative Manager (DOT)**
- C24: Administrative Manager (DOT)**
- C25: Administrative Manager (DOT)**
- C26: Administrative Manager (DOT)**

- Item D is a request for a Regulatory Innovation Officer at the Department of Financial and Professional Regulation, a position that reports to the Secretary. This position administers the Innovation programs, policies and procedures and provides counsel to the Secretary, Executive staff and government officials on matters pertaining to

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technology and associated laws, rules and regulations. This position serves as a spokesperson pertaining to technology and is a liaison with external companies seeking financial products or services. Staff recommended approval of this exemption request.

Paul Isaac and Brandon Purcell with the Department of Financial and Professional Regulation were present at the meeting.

Ms. Johnson indicated Items E1 – E4 are positions within the Department of Healthcare and Family Services (HFS).

- Item E1 is a request for a Healthcare and Human Services Advisor, a position that reports to the Director. This position has policy-making authority on issues impacting agency management and statewide agency operations, serves as an advisor between HFS and the Governor's Office, and conducts research and policy analysis on issues relating to legislation. Staff recommended approval of this exemption request.
- Item E2 is a request for a Media Administrator, a position that reports to the Director. This position serves as media administrator and spokesperson for the Office of Inspector General, Office of the General Counsel, Division of Child Support Services, and the Division of Finance within HFS. This position attends media events, addresses highly confidential and sensitive issues, and represents HFS to the Governor's Press office. Staff recommended approval of this exemption request.
- Items E3 and E4 are requests for the Special Assistant for Prescription Drugs for Cook County and Downstate, positions that report to the Director. These positions were approved for 4d(3) exemption in August 2004. The Cook County position was rescinded in January 2008 and the Downstate position was rescinded in November 2011. Both positions serve as policy formulating managers with statewide authority, conduct negotiations with a Pharmacy Benefits Manager, and implement the Discount Card Program. Staff recommended approval of these exemption requests.

Ms. Kerley indicated that Item E3 should be withdrawn because the Special Master has not approved it. This item will be resubmitted in the future. Chairman Sickmeyer inquired why CMS submitted this request if it had not been approved by the Special Master. Ms. Kerley acknowledged that CMS wanted to submit the request by the Commission's agenda deadline and at the current time the Special Master and OEIG had not given the approval to proceed. Chairman Sickmeyer inquired why the position could not be approved for exemption at this time even though the Special Master had not yet approved, and Ms. Kerley indicated HFS would not be able to fill it by pulling an open competitive list if the Commission determined it was exempt. Chairman Sickmeyer inquired why the Special Master and OEIG have not approved this request and Ms. Kerley stated that both positions have identical duties, but the Cook County position had no subordinates and the Downstate position had subordinates.

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

- D: Regulatory Innovation Officer (DFPR)**
- E1: Healthcare and Human Services Advisor (HFS)**
- E2: Media Administrator (HFS)**
- E4: Special Assistant, Prescription Drugs-Downstate (HFS)**

Item E3 was withdrawn at the request of Sarah Kerley, Central Management Services.

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

Item	Agency / Position #		Functional Title	Incumbent
F1	DES	40070-44-40-500-00-01	Manager, Misclassified Worker Program	Vacant
F2	DES	40070-44-46-000-00-01	Manager, Bureau of Planning and Procedures	Vacant
F3	DES	40070-44-56-000-00-01	Regional Manager, Central	Vacant
G	DHS	40070-10-66-200-10-01	Associate Deputy Director, Developmental Disabilities	Tiffany Bailey
H	SBI*	40070-50-95-000-00-03	Chief Fiscal Officer	Vacant
I	DoIT	40070-28-11-100-00-01	Budget Director (continued from May 2019 meeting)	Vacant

*State Board of Investment

Ms. Johnson presented the proposed rescissions and indicated Staff noticed up 61 positions proposed rescission of principal policy exemption due to extended vacancy or continuance from the May 16, 2019 meeting. There are 36 positions that will be considered again for the May 2020 proposed rescission list, 19 positions that were filled by the agency and removed from the list, and six positions are on the proposed rescission list as Items F1 to I.

- Items F1 to F3 are positions with the Department of Employment Security. Item F1 is the Manager of Misclassified Worker Program, Item F2 is the Manager of Bureau of Planning and Procedures, and Item F3 is the Central Region Manager.

Staff considered the rescission of these exemptions due to the fact they were extended vacant positions, and the agency had no objection to the proposed rescissions. Staff recommended approval of these exemption rescissions.

- Item G is the Associate Deputy Director for the Office of Developmental Disabilities at the Department of Human Services (DHS). Staff considered the rescission of this exemption because the position does not exercise principal policy making authority.

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DHS has no objection to the proposed rescission. Staff recommended approval of this exemption rescission.

Ms. Kerley requested this proposed rescission be continued to the December 2019 meeting.

- Item H is the Chief Fiscal Officer at the Illinois State Board of Investment. Staff considered this rescission due to the fact it was an extended vacant position. and the Illinois State Board of Investment is not contesting the rescission. Staff recommended approval of this exemption rescission.
- Item I is the Budget Director in the Department of Innovation and Technology (DoIT). This proposed rescission has been continued from the May 16, 2019 meeting and DoIT is seeking another continuance to May 21, 2020. DoIT indicated they are in the process of filling this position by reviewing qualified candidates and will be conducting interviews in the near future. Staff recommended continuing this proposed rescission to the May 2020 meeting.

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO RESCIND THE 4d(3) EXEMPTION FOR THE FOLLOWING POSITIONS:

- F1: Manager, Misclassified Worker Program (DES)**
- F2: Manager, Bureau of Planning and Procedures (DES)**
- F3: Regional Manager, Central (DES)**
- H: Chief Fiscal Officer (SBI)**

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO CONTINUE THE PROPOSED RESCISSION TO THE DECEMBER 2019 COMMISSION MEETING:

- G: Associate Deputy Director, Developmental Disabilities (DHS)**

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO CONTINUE THE PROPOSED RESCISSION TO THE MAY 2020 COMMISSION MEETING:

- I: Budget Director (DoIT)**

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. **None submitted**

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

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**

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IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO CLOSE A PORTION OF THE MEETING PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
URLACHER	YES		

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IX. RECONVENE THE OPEN MEETING

Upon due and proper notice, the regular open meeting of the Illinois Civil Service Commission was reconvened at 607 E. Adams Street, Suite 801, Springfield, IL and 160 N. La Salle Street, Suite S-901, Chicago, IL by interactive video conference at 12:18 p.m.

PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, Vivian Robinson, and Casey Urlacher, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director and Sabrina Johnson, Exemption Monitor.

X. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-9-20

Employee	Remello R. Brooks	Appeal Date	08/29/19
Agency	Human Services	Decision Date	11/06/19
Appeal Type	Discharge	Proposal for Decision	22-day suspension in lieu of discharge.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER URLACHER, 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.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
URLACHER	YES		

XI. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

DA-4-20

Employee	Michelle O. Tipton	Appeal Date	07/29/19
Agency	Human Services	Decision Date	11/06/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

DA-16-20

Employee	Akeem Hamilton	Appeal Date	10/15/19
Agency	Corrections	Decision Date	11/05/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

S-15-19

Employee	Marlena Braungardt	Appeal Date	01/17/19
Agency	Human Services	Decision Date	11/08/19
Appeal Type	Suspension	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSALS FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEALS.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
URLACHER	YES		

XII. ANNUAL REPORT FOR FISCAL YEAR 2019

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED TO APPROVE THE FISCAL YEAR 2019 ANNUAL REPORT AS SUBMITTED.

XIII. STAFF REPORT

Executive Director Klein reported the following:

- The Commission’s budget and supplemental request will be considered in the spring session.

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, December 19, 2019 in the Springfield and Chicago offices of the Commission by interactive video conference.

November 21, 2019

XV. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 12:20 P.M.