

June 17, 2021

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
June 17, 2021

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:01 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. ROLL CALL AND CONFIRMATION OF A QUORUM

Timothy D. Sickmeyer (by telephone), Chairman; G.A. Finch (by telephone), David Luechtefeld (by telephone), Vivian Robinson (by telephone), and Teresa C. Smith (by video), Commissioners; Thomas Klein, Executive Director, Andrew Barris (by video), Assistant Executive Director, Sabrina Johnson, Exemption Monitor, and Alexandra Myers (by telephone), Executive Secretary; Chris Nickols (by telephone) and Sheila Tapscott (by telephone), Central Management Services; Zina Smith (by telephone), Criminal Justice Information Authority; Mary Milano (by video), Gia Orr (by video), and Teresa Parks (by telephone), Guardianship & Advocacy Commission; Tracy Flemming, Human Rights Commission; Deanna Bandy (by telephone), Jayne Bathard (by telephone), Tina Bhaga (by video), Alvin Schexnider (by video), and Scott Viniard (by telephone), Department of Human Services; Marina Bergamo (by telephone), Office of Executive Inspector General.

Executive Director Klein confirmed there was a quorum in light of the Governor's Emergency Declaration and Chairman Sickmeyer's determination that it is neither practical nor prudent to have an in-person meeting.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD MAY 20, 2021

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD MAY 20, 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)

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B. Requests for 4d(3) Exemption

- Exemption Monitor Sabrina Johnson indicated that Item B was a request for a Chief Fiscal & Human Resources Officer at Human Rights Commission (HRC), a position that reports to the Executive Director. This position serves as Chief Fiscal Officer for HRC and for the Torture Inquiry and Relief Commission. It oversees, directs and controls budget preparations and controls allocation of expenditures, makes fiscal related recommendations, prepares fiscal reports and financial statements and all fiscal operations. This position serves as a spokesperson for HRC and the Executive Director and serves as the Human Resources Manager. Staff recommended this exemption request be granted.
- Exemption Monitor Ms. Johnson indicated that Item C was a request for a State Homelessness Chief at the Department of Human Services, a position that reports to the Secretary. This position formulates and implements policy and procedures relative to ending and preventing homelessness for the State of Illinois, serve as a spokesperson regarding homelessness prevention related issues, and is a representative with staff, local governments, legislatures, the general public and the community, and other governmental entities. Staff recommended this exemption request be granted.
- Exemption Monitor Ms. Johnson indicated Items D1 – D4 are positions at the Illinois Law Enforcement Training & Standards Board (PTB). These four positions were established or clarified to be in compliance with P.A. 101-0652, Safe-T Act. Staff recommended these exemption requests be granted.

Item D1 was a request for a Chief Legal Counsel, who reports to the Executive Director. This position oversees all legal work pertaining to police officer qualifications, operations of the agency, contracts, along with being a policy-making administrator and principal administrator, and serves as a spokesperson for the Executive Director, Chairman and Board.

Item D2 was a request for a Chief Fiscal Officer, who reports to the Deputy Director of Operations, who reports to the Executive Director. This position is a principal policy formulating administrator for fiscal management that formulates policies, procedures and guidelines regarding fiscal resources and represents the Executive Director and Board regarding fiscal management programs.

Item D3 was a request for an Associate Director of Information Services, who reports to the Deputy Director of Operations, who reports to the Executive Director. This position has the authority to commit resources or take operational actions for information services. This position is a principal policy-formulation administrator and develops, formulates and implements agency-wide policies, procedures and guidelines regarding information technology.

Chairman Timothy Sickmeyer inquired if this was a stand-alone position within Department of Innovation and Technology (DoIT) and are other agencies going to start

moving their IT positions back to their agency. Exemption Monitor Ms. Johnson responded that this position would specialize in law enforcement training and PTB will keep this position. Executive Director Thomas Klein asked if PTB could explain why the position would not be part of DoIT. Ellen Petty, Human Resources & Labor Relations Manager with PTB, indicated PTB does not fall under the DoIT umbrella. Commissioner Teresa Smith inquired if DoIT is aware of this position and Ms. Petty indicated PTB classifications communicated with DoIT for some clarifications and everyone is on board with it. Sheila Tapscott, Acting Classification Program Manager with Central Management Services, indicated this was discussed with DoIT, CMS, and PTB; PTB is not under the umbrella of DoIT, which is why this position was established, and DoIT knows about it.

Item D4 was a request for a Deputy Director of Training, who reports to the Executive Director. This position serves as a policy making official, implementing statewide policies and serves as a liaison to other branches of state government regarding the Board’s training functions and programs. This position serves as spokesperson for the Executive Director, assist with legislative issues and policy making issues for the Board’s training division.

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

- B: Chief Fiscal & Human Resources Officer (HRC)**
- C: State Homelessness Chief (DHS)**
- D1: Chief Legal Counsel (PTB)**
- D2: Chief Fiscal Officer (PTB)**
- D3: Associate Director of Information Services (PTB)**
- D4: Deputy Director of Training (PTB)**

B. Illinois Human Rights Commission – Proposed Exemption

Position Number	40070-50-01-000-10-01
Functional Title	Chief Fiscal & Human Resources Officer
Incumbent	Vacant
Supervisor	Executive Director
Location	Cook County

C. Illinois Department of Human Services – Proposed Exemption

Position Number	40070-10-00-000-40-01
Functional Title	State Homelessness Chief
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

D1. Illinois Law Enforcement Training & Standards Board – Proposed Exemption

Position Number	37015-50-88-000-01-01
Functional Title	Chief Legal Counsel
Incumbent	John Keigher
Supervisor	Executive Director
Location	Sangamon County

D2. Illinois Law Enforcement Training & Standards Board – Proposed Exemption

Position Number	40070-50-88-120-00-01
Functional Title	Chief Fiscal Officer
Incumbent	Vacant
Supervisor	Deputy Director of Operations, who reports to the Executive Director
Location	Sangamon County

D3. Illinois Law Enforcement Training & Standards Board – Proposed Exemption

Position Number	40070-50-88-140-00-01
Functional Title	Associate Director of Information Services
Incumbent	Vacant
Supervisor	Deputy Director of Operations, who reports to the Executive Director
Location	Sangamon County

D4. Illinois Law Enforcement Training & Standards Board – Proposed Exemption

Position Number	40070-50-88-200-00-01
Functional Title	Deputy Director of Training
Incumbent	Vacant
Supervisor	Executive Director
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.

- Items E1 and E2 is a rescission request for the Census Co-Coordinator’s at the Department of Human Services (DHS). These exemptions were first approved on August 15, 2019 to expire June 30, 2021. DHS agrees with Central Management Services these exemptions should be rescinded. The 2020 Census has been completed for the State of Illinois; therefore, the positions are no longer needed. Staff recommended approval of these rescissions request.

Item	Agency	Position #	Functional Title	Incumbent
E1	DHS	40070-10-00-000-20-01	Census Co-Coordinator	Oswaldo Alvarez
E2	DHS	40070-10-00-000-21-01	Census Co-Coordinator	Marishonto Wilkerson

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

- E1: Census Co-Coordinator (DHS)**
- E2: Census Co-Coordinator (DHS)**

Reclassifications Request in accordance with Section 1.142(b) of the Rules of the Civil Service Commission

- Item F is a reclassification request for the current PSA, Deputy Director / Chief of Staff at the Criminal Justice Information Authority. This position was approved for 4d(3) exemption on April 16, 2020. The position was reclassified, effective May 16, 2021, with the same duties when approved, but adding supervisory duties, making it a SPSA position. The working title has changed to Chief of Staff. This position now supervises other 4d(3) exempt positions. Staff recommended approval of this reclassification request.
- Item G is a reclassification request for the current PSA, Director, Community Human Rights Relationships and Resources at Guardianship & Advocacy Commission. This position was approved for 4d(3) exemption on August 15, 2014. This position was reclassified, effective May 16, 2021, with similar duties when approved, adding legislative affair duties and responsibilities, making it a SPSA position. The working title has changed to Director, Community Human Rights Authority / Director of Legislative Affairs. Staff recommended approval of this reclassification request.

Item	Agency	Position #	Functional Title	Incumbent
F	CJIA	37015-50-05-000-00-01 to 40070-50-05-000-00-01	Deputy Director / Chief of Staff to Chief of Staff	Charise Williams
G	GAC	37015-50-70-020-00-02 to 40070-50-70-020-00-02	Director, Community Human Rights Relationships & Resources To Director, Community Human Rights Authority/Director of Legislative Affairs	Gia Orr

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

F: Chief of Staff (CJIA)

G: Director, Community Human Rights Authority/Director of Legislative Affairs (GAC)

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

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- f) The relation of the class specifications to any applicable collective bargaining agreement.

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.

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 ROBINSON, SECONDED BY COMMISSIONER SMITH, 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.

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IX. INTERLOCUTORY APPEAL

DA-21-21

Employee	Brent D. Stice	Appeal Date	04/14/2021
Agency	Dept. of Innovation & Technology	Decision Date	06/04/2021
Appeal Type	Discharge	Proposal for Decision	Dismissed due to lack of jurisdiction.
ALJ	Thomas Klein		

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.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
SMITH	YES		

X. STAFF REPORT

Executive Director Thomas Klein stated that Civil Service Commission is starting to transition back into working in the office. A decision on whether the next meeting will be in person will be made at a later date.

XI. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, July 15, 2021 in the Springfield office of the Commission.

XII. 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 11:30 A.M.