

November 20, 2003

MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
November 20, 2003

I. OPENING OF MEETING AT 10:43 A.M. AT 425½ SOUTH FOURTH STREET,
SPRINGFIELD, ILLINOIS

II. PRESENT

George E. Richards, Chairman; Betty Bukraba, John M. Dorgan, Raymond W. Ewell, and Barbara J. Peterson, Commissioners; Daniel Stralka, Leonard F. Sacks, and Sandy Guppy of the Commission staff; Alice Kirby HR Manager, DHS; and Marianne Armento, Technical Services Division Manager, CMS.

Chairman Richards noted that Commissioner Bukraba appeared before the Senate Committee on Executive Appointments and her confirmation was unanimously recommended by the Committee.

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD OCTOBER 16, 2003

**IT WAS MOVED BY COMMISSIONER DORGAN, SECONDED BY
COMMISSIONER EWELL, AND THE MOTION UNANIMOUSLY ADOPTED
TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD
OCTOBER 16, 2003.**

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging	107	6
Agriculture	550	14
Arts Council	21	1
Banks and Real Estate	263	2
Central Management Services	1,233	40
Children and Family Services	3,472	34
Commerce & Econ. Opportunity	476	56
Corrections	14,101	107
Criminal Justice Authority	73	3
Deaf and Hard of Hearing Comm.	6	1
Developmental Disabilities Council ...	14	1
Elections Board	51	1
Emergency Management Agency	109	1
Employment Security	1,949	19
Environmental Protect. Agency ...	1,130	7
Financial Institutions	81	6
Guardianship and Advocacy	114	6
Historic Preservation Agency	256	2
Human Rights Commission	11	2
Human Rights Department	142	6
Human Services	15,653	54
Industrial Commission	148	8
Insurance	330	6
Investment Board	4	1
Labor	84	7
Labor Relations Board Educational ...	16	2
Labor Relations Board State	20	2
Law Enforce. Trng. & Standard Bd. ...	25	1
Military Affairs	140	3
Natural Resources	1,755	26
Pollution Control Board	28	3
Professional Regulation	243	13
Property Tax Appeal Board	24	2
Public Aid	2,317	17
Public Health	1,114	27
Revenue	2,238	42
State Fire Marshal	124	5
State Police	1,507	4
State Police Merit Board	5	1
State Retirement System	79	1
Transportation	3,032	1
Veterans Affairs	1,125	2
TOTALS	54,170	542

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

* * *

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

C. Request for 4d(3) Exemption Withdrawn by Agency

Agency: Department of Children & Family Services
Position Title: Public Service Administrator
Position Number: 37015-16-23-400-10-99
Division: External Affairs
Incumbent: Vacant
Supervisor: PSA 37015-16-23-400-00-99
Location: Cook County

D. Request for 4d(3) Exemption Approved by the Commission

IT WAS MOVED BY COMMISSIONER DORGAN, SECONDED BY COMMISSIONER PETERSON, AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS, IN ACCORDANCE WITH STAFF RECOMMENDATION:

Agency: Department of Human Services
Position Title: Senior Public Service Administrator
Position Number: 40070-10-11-200-00-01
Division: Office of Human Resources
Incumbent: Mickey Haslett
Supervisor: SPSA 40070-10-11-000-00-01
Location: Sangamon

Agency: Department of Children & Family Services
Position Title: Senior Public Service Administrator
Position Number: 40070-16-20-000-01-01
Division: Budget and Finance
Incumbent: Vacant
Supervisor: SPSA 40070-16-20-000-00-01
Location: Cook County

Agency: Illinois Historic Preservation Agency
Position Title: Senior Public Service Administrator
Position Number: 40070-48-50-100-00-01
Division: Abraham Lincoln Presidential Library & Museum
Incumbent: Vacant
Supervisor: Director
Location: Sangamon

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Agency: Department of Corrections
Position Title: Senior Public Service Administrator
Position Number: 40070-29-08-000-00-01
Division: Labor Relations
Incumbent: Vacant
Supervisor: Director
Location: Sangamon

Agency: Department of Children & Family Services
Position Title: Senior Public Service Administrator
Position Number: 40070-16-09-200-00-01
Division: Planning and Performance Management
Incumbent: Vacant
Supervisor: Director Samuels
Location: Sangamon County

Agency: Department of Public Health
Position Title: Administrative Assistant II
Position Number: 00502-20-01-100-10-81
Division: Assistant Director's Office
Incumbent: Vacant
Supervisor: Assistant Director
Location: Cook

Agency: Illinois State Police
Position Title: Senior Public Service Administrator
Position Number: 40070-21-00-200-00-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director Trent
Location: Sangamon County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-03
Bureau/Division: Deputy Director's Office
Incumbent: Vacant
Supervisor: Deputy Director/Sr. Public Service Administrator
Location: Cook County

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-04
Bureau/Division: Deputy Director's Office
Incumbent: Vacant
Supervisor: Deputy Director/Sr. Public Service Administrator
Location: Cook County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-05
Bureau/Division: Deputy Director's Office
Incumbent: Vacant
Supervisor: Deputy Director/Sr. Public Service Administrator
Location: Cook County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-06
Bureau/Division: Deputy Director's Office
Incumbent: Vacant
Supervisor: Deputy Director/Sr. Public Service Administrator
Location: Cook County

Agency: Environmental Protection Agency
Position Title: Senior Public Service Administrator
Position Number: 40070-46-00-200-00-02
Division: Director
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Agency: State Fire Marshal
Position Title: Senior Public Service Administrator
Position Number: 40070-50-50-000-02-84
Division: Executive Office
Incumbent: Vacant
Supervisor: State Fire Marshal
Location: Sangamon County

V. MOTION TO GO INTO EXECUTIVE SESSION

IT WAS MOVED BY COMMISSIONER DORGAN, SECONDED BY COMMISSIONER PETERSON, AND THE MOTION UNANIMOUSLY ADOPTED TO HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL AND LAYOFF FILED WITH THE COMMISSION.

VI. RECONVENE MEETING

Upon due and proper notice the regular meeting of the Illinois Civil Service Commission was reconvened at 425½ South Fourth Street, Springfield, Illinois, at 11:35 a.m.

Present: George E. Richards, Chairman, Betty Bukraba, John M. Dorgan, Raymond W. Ewell, and Barbara J. Peterson, Commissioners; Daniel Stralka and Sandy Guppy of the Commission staff; and Marianne Armento, Technical Services Division Manager, CMS.

VII. APPEALS TERMINATED WITHOUT DECISION

Listed below for the record is a summary of appeals in which termination was achieved by action other than formal decision by the Commission. All records pertaining to the appeals are a matter of record in the Commission files.

Dismissal

Klockenkemper, Terry Site Technician II Department of Natural Resources

CHARGES: Conduct Unbecoming, Damaging Property Owned by the State and Others, Safety Violations, Making Threatening Comments to Co-Workers, Workplace Violence

Request for hearing filed: October 8, 2003

The employee faxed a letter to the Commission on October 24, 2003, stating he wished to dismiss his appeal. File closed by letter dated October 24, 2003.

IT WAS MOVED BY COMMISSIONER DORGAN, SECONDED BY COMMISSIONER EWELL, AND THE MOTION UNANIMOUSLY ADOPTED TO CONCUR WITH THE STAFF DECISION TO ACCEPT EMPLOYEE'S WITHDRAWAL LETTER AND DISMISS THE APPEAL.

VIII. APPEAL DENIED - DISMISSAL

Martha I. Smith

On October 16, 2003, the Commission received a request for hearing from Martha I. Smith concerning her discharge from her position with the Department of Public Aid. The Personnel Code and Rules require that an employee file a request for hearing no later than 15 days after receipt of the approved charges for discharge. Staff investigation disclosed that Ms. Smith received such charges on September 19, 2003, but her request was not hand-delivered to the Commission until October 16, 2003, 27 days following service of the charges. Therefore, Ms. Smith was advised by letter dated October 21, 2003 that the Commission is without jurisdiction to grant her a hearing.

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL, AND THE MOTION UNANIMOUSLY ADOPTED TO CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER.

IX. ADMINISTRATIVE REVIEW APPEALS

Circuit Court – Dismissal

<u>Case No.</u>	<u>Name</u>	<u>County</u>	<u>Record Filed</u>
03 MR 426	Michael P. Murphy Jerry R. Turnbull	Sangamon	Pending

X. COURT DECISIONS ON ADMINISTRATIVE REVIEW

Circuit Court - Dismissal

Terry Jenkins vs. Illinois Department of Transportation; Director, Department of Transportation; Civil Service Commission; Bruce J. Finne, Executive Director, State of Illinois Civil Service Commission and as Administrative Law Judge; Commissioners William G. Stratton, Dan P. Fabrizio, and George E. Richards; Department of Central Management Services, and Director, Department of Central Management Services.
(No. 2000-MR-65)

On October 20, 2003, Judge Sauer of the Circuit Court of Marion County found that the decision of Administrative Law Judge Finne, upholding the discharge of Mr. Jenkins, was against the manifest weight of the evidence. Particularly, Judge Sauer found that the practice of contacting Mr. Jenkins' doctors for comment on an ex parte basis was improper and that, because Mr. Finne's decision was not based on any medical evidence, it was against the manifest weight of the evidence. Order is forthcoming.

X. COURT DECISIONS ON ADMINISTRATIVE REVIEW (continued)

Circuit Court - Dismissal

Elizabeth Terrell vs. State of Illinois Civil Service Commission, Department of Central Management Services, and Illinois Department of Human Services. (No. 02-CH-20877)

On October 17, 2002, the Commission found that it did not have jurisdiction in the discharge appeal of Elizabeth Terrell and dismissed the appeal with prejudice. Judge Julia Norwicki of the Circuit Court of Cook County recently found that Commission does have jurisdiction over this matter and remanded the case to the Commission for a final decision on the merits of the case.

Circuit Court - Allocation Appeal

David Chesko, Lisa Henderson, and Cindy Snyder vs. State of Illinois Civil Service Commission

On November 15, 2001 the Commission issued its decision denying this allocation appeal filed by three Day Care Licensing Representatives. Their appeal stems from the Commission's June 21, 2001 approval of an amendment to the class specifications for six other DCFS positions, the benefits of which these employees believed they were entitled to also. The Commission adopted the staff recommendation that the employees had not filed a proper reconsideration request with the Director of CMS, so the Commission did not have jurisdiction to hear their appeal. The employees filed a Complaint for Administrative Review and, on behalf of the Commission, the Attorney General filed a Motion to Dismiss which the court denied. On August 12, 2003 the court issued a finding for the employees on the merits of their appeal, making several findings of fact from the record. The Attorney General filed a Motion to Vacate or Certify Question for Review, averring that: 1) It was improper for the court to make findings of fact in this case since the Commission never addressed any factual issues in its final administrative decision; 2) the court never acquired jurisdiction since the Commission's decisions with regard to classification issues are quasi-legislative and not reviewable by a circuit court as opposed to quasi-judicial decisions which are; and 3) the employees lacked standing since they were not directly affected by the classification change. The Motion also asks the court to certify these issues for appellate review if the court fails to vacate its prior order. The court has yet to rule on this Motion.

XI. APPEALS FILED UNDER RULE 6 OF THE COMMISSION RULES

Louis Bertucci

On April 16, 2003, the Commission received an appeal from Louis Bertucci, who was laid off from the Department of Central Management Services (CMS) as a Building/Grounds Supervisor at the James R. Thompson Center, Chicago.

The employee complained that his layoff was due to a lack of funds, but the Agency continued to hire others the same day he was terminated. Layoff appeals are governed by Section 1.100 of the Rules of the Commission, which provides that a layoff appeal "shall set forth with particularity a statement of facts and a designation of the applicable provisions of the Personnel Code or Rules of the Department of Central Management Services which are alleged to have been violated." Mr. Bertucci failed to provide any facts in support of his allegations of a "potential for prejudice" and "many hires within the same agency at more than double my laid off salary." Staff has concluded that no rule violations occurred in the layoff procedures followed by the Department of CMS. Mr. Bertucci was advised by letter dated July 15, 2003 that the staff would recommend that his layoff appeal be denied.

On August 18, 2003, the Commission received a request from Mr. Bertucci to continue this matter, pending his Freedom of Information Act request. Accordingly, the Commission continued this matter until September, 2003. On September 9, 2003, Mr. Bertucci's response was received by the Commission. This matter was continued by the Commission at the September 18, 2003 meeting until October 16, 2003. The Commission received a response from CMS to Mr. Bertucci's submissions on October 1, 2003, further stating that no violation of the Personnel Code or Rules occurred. The Commission continued this matter at its October 16, 2003 meeting until November, 2003.

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL, AND THE MOTION APPROVED TO CONCUR WITH STAFF RECOMMENDATION TO DENY THE APPEAL. AYES: RICHARDS, BUKRABA, EWELL, AND PETERSON. COMMISSIONER DORGAN ABSTAINED.

XI. APPEALS FILED UNDER RULE 6 OF THE COMMISSION RULES (continued)

Marsha Ornellas Andersen

On July 15, 2003, the Commission received an appeal from Marsha Ornellas Andersen, who was laid off from the Department of Veterans' Affairs (DVA) as a Senior Public Service Administrator (SPSA).

Ms. Andersen alleged that:

- The individual responsible for making the layoff decision was an SPSA with less continuous service than her and thus, was not objective in their decision-making process.
- Her layoff was retaliatory for being vocal regarding "illegal wrongdoings" at DVA.
- DVA's use of lack of funds as a justification for her layoff was "inaccurate" since there are other SPSAs making higher salaries who were not laid off and that she recently secured \$13,000,000 in funds for the agency that "covers" her annual salary.
- She was the only employee in the Central Office with a health care background and knowledge in the operations of the Veterans Home.

Layoff appeals are governed by Section 1.100 of the Rules of the Commission which provides that a layoff appeal "shall set forth with particularity a statement of facts and a designation of the applicable provisions of the Personnel Code or Rules of the Department of Central Management Services which are alleged to have been violated." Staff investigation found that Ms. Andersen failed to provide any facts to support her first two allegations. The DVA layoff plan provides that layoffs shall be within organizational units, not job classifications, and DVA indicated that there were no SPSAs with less continuous service in that organizational unit. Further, the securing of funds for the agency, though noteworthy, does not insulate her from a layoff plan that is otherwise in compliance with the Personnel Rules. Lastly, DVA indicated that the Veterans Homes themselves have staff with health care background and operations knowledge which results in a duplication of services which the agency cannot afford in the current fiscal climate. Ms. Andersen was advised by letter mailed September 30, 2003 that the staff would recommend that her layoff appeal be denied. She has 21 days from the service of this letter to file a response with the Commission. This matter was continued by the Commission at its October 16, 2003 meeting until November, 2003. The Commission did not receive a response to the findings from Ms. Andersen.

Executive Director Stralka reported that he referred this matter to the Inspector General's Office, per Commissioner Dorgan's instruction at the October 16, 2003 meeting. The Commission received a letter on November 3, 2003 from Deborah L. Steiner, First Deputy Inspector General, advising that Ms. Andersen declined to provide additional details or to be interviewed.

XI. APPEALS FILED UNDER RULE 6 OF THE COMMISSION RULES (continued)

IT WAS MOVED BY COMMISSIONER DORGAN, SECONDED BY COMMISSIONER PETERSON, AND THE MOTION UNANIMOUSLY ADOPTED TO CONCUR WITH STAFF RECOMMENDATION TO DENY THE APPEAL.

XII. AMENDMENTS IN CLASS SPECIFICATIONS

A. Comments on Class Specifications

1. Plumbing Inspector

Plumbing Inspectors perform inspections of public swimming pools, licensed long-term nursing care facilities and hospitals, and other plumbing installations to assure compliance with the Illinois State Plumbing Code and the Illinois Plumbing License Law.

The Department of Public Health asked the Department of Central Management Services (CMS) to revise the class specification for the Plumbing Inspector due to statutorily mandated requirements for plumbing inspectors. Effective August 1, 2000, all new plumbing inspectors are required to be certified by the Department of Public Health; prerequisites include a valid plumber's license and seven years of experience as a licensed plumber. CMS has revised the class standard requirements to reflect the changes in the statutes.

2. Corrections Parole Assistant Supervisor

The Illinois Department of Corrections is requesting the abolishment of the Corrections Parole Assistant Supervisor class. They no longer have a need for this title because of the creation of the Corrections Senior Parole Agent and the Corrections Parole Agent titles and the use of the Public Service Administrator as the Parole Supervisor.

B. Recommendations for Commission Action

The class specifications for the following classes, submitted by the Director of Central Management Services, were found satisfactory.

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL, AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES, TO BE EFFECTIVE DECEMBER 1, 2003.

XII. AMENDMENTS IN CLASS SPECIFICATIONS

Revised Class
Plumbing Inspector

Abolitions
Corrections Parole Assistant Supervisor

IT WAS MOVED BY COMMISSIONER EWELL, SECONDED BY COMMISSIONER PETERSON, AND THE MOTION UNANIMOUSLY ADOPTED TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY.

XIII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of October 31, 2003.

	<u>9/30/03</u>	<u>10/31/03</u>
Agriculture	2	0
Central Management Services	8	7
Children & Family Services	1	1
Employment Security	2	0
Historic Preservation	2	2
Human Services	1	0
Lottery	1	0
Natural Resources	27	26
Public Health	1	1
Revenue	2	0
State Police	1	1
State Retirement Systems	1	0
Transportation	1	1
Veterans' Affairs	<u>0</u>	<u>1</u>
	50	40

XIV. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

Dismissal - DA-7-03

<u>Name</u>	<u>Title</u>	<u>Department</u>
Patrick Kagan	Mental Health Tech II	Human Services

Charge: Physical abuse of a service recipient

Request for Hearing filed: August 12, 2002

Results: It was found that no physical abuse of the recipient occurred and the employee was returned to work with no penalty.

Decision dated: 11/20/03

Administrative Law Judge: Leonard F. Sacks

IT WAS MOVED BY COMMISSIONER EWELL, SECONDED BY COMMISSIONER PETERSON, AND THE MOTION UNANIMOUSLY ADOPTED TO ACCEPT THE RECOMMENDATION OF THE ADMINISTRATIVE LAW JUDGE TO RETURN THE RESPONDENT, PATRICK KAGAN, TO HIS POSITION WITH NO PENALTY.

Motion to Dismiss

Mark R. Schmidt	SPSA	Guardianship & Advocacy
-----------------	------	-------------------------

CHARGES: Insubordination and Conduct Unbecoming a State Employee
Request for hearing filed: 7/30/03

On July 17, 2003 Mark Schmidt was served his notice of discharge by the Guardianship and Advocacy Commission effective July 21, 2003. That same day, his Union filed a grievance on his behalf that was signed by his Union representative, but not Schmidt. Schmidt learned of this grievance by July 29 when he met with the Union representative to discuss it. On the morning of July 30, he attended a third step grievance meeting with his Union representative and agency representatives. There was no resolution at that time. Later that same day, he met with an attorney to discuss his discharge. He then authorized his attorney to file a Civil Service appeal on his behalf which was timely filed on July 30. On August 4, the agency sent a letter to the Union denying the grievance. Sometime afterwards, the Union learned of the Civil Service appeal and notified Schmidt that he must choose one or the other. Schmidt elected to proceed with the Civil Service appeal, so the Union withdrew the grievance. Subsequently, the agency filed a Motion to Dismiss for lack of jurisdiction citing the grievance that had been filed on Schmidt's behalf two weeks prior to the Civil Service appeal.

XIV. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS (continued)

IT WAS MOVED BY COMMISSIONER EWELL, SECONDED BY COMMISSIONER DORGAN, AND THE MOTION UNANIMOUSLY ADOPTED TO DENY PETITIONER'S MOTION TO DISMISS AND TO ALLOW RESPONDENT'S APPEAL TO PROCEED BEFORE THE CIVIL SERVICE COMMISSION.

XV. FY 2003 ANNUAL REPORT

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER DORGAN, AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE FISCAL YEAR 2003 ANNUAL REPORT.

XVI. STAFF REPORT

- The Executive Director reported on the status of the Commission's supplemental budget request. This will not be considered until the spring session.
- With input from current staff, all job descriptions for the Commission have been revised.
- Our shadow budget is due December 4. There will be no merit increases for FY05. It will be submitted with the same headcount as we presently have. We will be including a request for equipment money.
- submissions for staff adjustments have been submitted to CMS and OMB via the automated EPAR system.
- Commission staff is busy copying and preparing the record on appeal in the JCAR decisions. The executive Director made special mention of Sandy Guppy's contribution managing this undertaking.

XVII. MEETING SCHEDULE FOR 2004

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL, AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE FOLLOWING AS ITS MEETING SCHEDULE FOR 2004

January 15, 2004	Chicago	July 15, 2004	Chicago
February 19, 2004	Chicago	August 19, 2004	Chicago
March 18, 2004	Chicago	September 16, 2004	Chicago
April 15, 2004	Chicago	October 21, 2004	Chicago
May 20, 2004	Springfield	November 18, 2004	Springfield
June 17, 2004	Chicago	December 16, 2004	Chicago

Unless otherwise scheduled, the meetings will convene at the Chicago office of the Commission at 9:00 a.m. and at the Springfield office at 10:30 a.m.

XVIII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, December 18, 2003 at 9:00 a.m. in the Commission's Chicago Office.

XIX. MOTION TO ADJOURN.

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER DORGAN, AND THE MOTION UNANIMOUSLY ADOPTED TO ADJOURN THE MEETING AT 12:00 P.M.