

CIVIL SERVICE COMMISSION

City of Ottawa
301 West Madison Street
Ottawa, Illinois 61350

May 14, 2021 Minutes

MEETING MODIFICATION DUE TO COVID-19 Pursuant to Governor Pritzker Gubernatorial Disaster Proclamation issued March 5, 2021 and Public Act 101-0640, which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, members of the Commission may participate by teleconference. Members of the Board/Commission and essential City staff will still be in attendance at City Hall. However, pursuant to Governor's Executive Orders No. 2020-73, gatherings are limited and social distancing measures must still be maintained; therefore, only a limited number of individuals will be allowed in Council Chambers at any one time to ensure social distancing measures are met between individuals. The public may attend this meeting via teleconference. Anyone wishing to participate in this teleconference meeting should follow the Participant Instructions shown below.

Present: John Armstrong
Maribeth Manigold
Phil McNally
Jim Reilly (joined at 12:22 p.m.)
Rob Schmidt
Kim Czyz – City Staff

Guests: Jennifer Sowers, IVCC

Phil McNally called the meeting to order at 12:10 p.m. Telephone conference line open; no participants.

Public Comment: None

Moved by John Armstrong, second by Maribeth Manigold that the minutes of the March 14, 2021 meeting be approved as written. All ayes. Motion passed.

The Board received a request to certify a candidate for hire from the current water/wastewater eligibility register.

Moved by Maribeth Manigold, second by Rob Schmidt to certify the next eligible candidate on the current water/wastewater eligibility register. All ayes. Motion passed.

Moved by John Armstrong, second by Phil McNally, to place on file the Rules and Regulations amendment, adding Appendix A (Hiring Procedure for General Labor/Building Maintenance, General Office, Water/wastewater and Vehicle Maintenance) and Appendix B, (Hiring Procedure for Telecommunicators and other members of the Ottawa Police Department AFCSME local). All ayes. Motion passed.

Next meeting is scheduled for May 25, 2021 at 12:00 noon.

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Moved by Maribeth Manigold, second by Rob Schmidt to adjourn into executive session at 12:19 p.m. to discuss exam content and administration.

Armstrong: Aye
Manigold: Aye
McNally: Aye
Schmidt: Aye

Motion passed.

Commission reconvened into open session at 12:55 p.m.

Moved by Rob Schmidt, second by Phil McNally to authorize IVCC to use the Blackboard system to administer the General Office, General Labor and Building Maintenance, Vehicle Maintenance and Water/wastewater exam, beginning with the next exam (Vehicle Maintenance). All ayes. Motion passed.

Moved by Maribeth Manigold, second by John Armstrong to adjourn the meeting at 12:55 p.m. All ayes. Motion passed.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

Classification

Telecommunicator
Vehicle Maintenance
General Labor/Building Maintenance (Public Property)
General Office
Water and Wastewater (Public Utilities)

Expiration Date

August 13, 2022
August 23, 2021
March 5, 2022
March 5, 2022
March 5, 2022