

CIVIL SERVICE COMMISSION
City of Ottawa
301 West Madison Street
Ottawa, Illinois 61350

February 16, 2021 Minutes

Present: John Armstrong
Maribeth Manigold
Phil McNally
Jim Reilly
Rob Schmidt
Kim Czyz – City Staff

Phil McNally called the meeting to order at 3:41 p.m.

Public Comment: None

Moved by John Armstrong, second by Maribeth Manigold that the minutes of the October 4, 2021 meeting be approved as written. All ayes. Motion passed.

Eligibility Registers

Moved by Jim Reilly, second by Rob Schmidt to award five (5) Veteran preference points to Michael Newman for the Public Utilities: Water/wastewater Final Eligibility Register. All ayes. Motion passed.

Moved by Maribeth Manigold, second by Rob Schmidt to adopt the Public Utilities: Water/wastewater Final Eligibility Register as shown below effective March 7, 2022. All ayes. Motion Passed.

1. Michael Newman	90.34
2. Adam Duffield	80.50
3. Patrick Goetz	77.67

Moved by John Armstrong, second by Maribeth Manigold to adopt the General Office Final Eligibility Register as shown below effective March 7, 2022. All ayes. Motion passed.

1. Gabriella Sorenson	84.39
2. Danielle Jackson	83.68
3. Amanda Rocky	82.32

Outsourcing

Currently City Hall staff coordinates the Civil Service exam processes for the Commission, i.e, placing advertising, collecting exams, notifying candidates of scores, scheduling interviews, preparing eligibility registers for Commission approval, etc. IVCC Business Training Center administers and scores the exams in addition to assisting the Commission with updating and/or development of exams. Phil McNally advised the Commission

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that he received a request from City Officials to pursue outsourcing the duties currently performed by City Hall staff.

Phil contacted IVCC Business Training Center to see if that office would be interested performing those duties. Due to staffing concerns, IVCC is not able take on those duties, however, did recommend contacting Innovative Staff Solutions (ISS) in Peru. ISS is a recruiting/staffing agency. Phil and Kim met with ISS Peru office branch manager Katie Whalen in January. Following the meeting, Katie advised that their agency would not be successful in recruitment/staffing for the Civil Service Commission.

Annual Report to City Council

Phil McNally and Jim Reilly prepared draft annual reports for review by the Commission.

Review and discussion of annual draft reports to City Council. Kim will make the changes discussed and provide a revised draft to the Commission for review at the next meeting.

Discussion regarding the future of the Civil Service Commission.

Adjournment

Next meeting is scheduled for March 15, 2022 at 2:30 p.m.

Moved by Jim Reilly, second by Rob Schmidt to adjourn the meeting at 4:41 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 5, 2023
October 4, 2023
March 5, 2022
March 5, 2022
March 5, 2022

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