

September 21, 2012

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
September 21, 2012

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:02 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

Chris Kolker, Chairman; Anita M. Cummings, Ares G. Dalianis, Garrett P. FitzGerald, and Susan Moylan Krey, Commissioners; Daniel Stralka, Executive Director; Andrew Barris, Assistant Executive Director (by telephone); Roneta Taylor (by telephone) Mark Magill (by telephone), and Mike Quinlan (by telephone), Illinois Department of Central Management Services; Jeanette Okulinski and Barb Piwowarski, Illinois Department of Employment Security; Dawn DeFraties (by telephone), Illinois Historic Preservation Agency; and Thomas Holbrook, Carrie Zalewski, and Kathy Griffin (by telephone), Illinois Pollution Control Board.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD AUGUST 17, 2012

IT WAS MOVED BY COMMISSIONER DALIANIS, SECONDED BY COMMISSIONER FITZGERALD, AND THE MOTION ADOPTED 4-0 TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD AUGUST 17, 2012. COMMISSIONER CUMMINGS ABSTAINED.

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

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

A. Report on Exempt Positions from Illinois Dept. of Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	136.....	12
Agriculture	430.....	16
Arts Council	18.....	2
Capitol Development Board.....	44.....	0
Central Management Services	1,551.....	114
Children and Family Services	2,897.....	50
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity	389.....	69
Commerce Commission.....	73.....	0
Corrections.....	11,207.....	105
Criminal Justice Authority	59.....	5
Deaf and Hard of Hearing Comm.....	7.....	1
Developmental Disabilities Council.....	8.....	1
Emergency Management Agency.....	85.....	6
Employment Security	1,798.....	27
Environmental Protection Agency.....	835.....	16
Financial & Professional Regulation.....	451.....	42
Gaming Board	142.....	5
Guardianship and Advocacy	102.....	7
Healthcare and Family Services	2,075.....	25
Historic Preservation Agency.....	176.....	11
Human Rights Commission.....	14.....	2
Human Rights Department	138.....	8
Human Services	12,200.....	77
Illinois Sentencing Policy Advisory Council.....	2.....	2
Insurance	248.....	14
Investment Board	2.....	1
Juvenile Justice.....	1,190.....	21
Labor	93.....	11
Labor Relations Board Educational.....	11.....	2
Labor Relations Board State.....	17.....	2
Law Enforcement Training & Standards Bd.	17.....	2
Lottery.....	148.....	7
Military Affairs	121.....	3
Natural Resources	1,213.....	28
Pollution Control Board	20.....	1
Prisoner Review Board.....	16.....	0
Property Tax Appeal Board.....	26.....	1
Public Health.....	1,075.....	41
Racing Board.....	2.....	1
Revenue.....	1,635.....	51
State Fire Marshal	128.....	12
State Police.....	1,157.....	5
State Police Merit Board	5.....	1
State Retirement Systems	94.....	2
Transportation	2,253.....	0
Veterans' Affairs.....	1,347.....	9
Workers' Compensation Commission.....	136.....	8
TOTALS	45,795.....	826

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)

* * *

C. Requests for 4d(3) Exemption

Executive Director Daniel Stralka reported:

- The agency requested that Item C be continued until the October meeting.
- As to Item D, Executive Director Daniel Stralka briefly reviewed this continued request and added that he met with the Executive Director along with representatives of CMS earlier in the month. At this meeting, it became clear that the agency was concerned with being able to ensure that a suitably credentialed candidate was available to be selected for the position. It was pointed out that this is an inessential criteria for a 4d(3) exemption. Instead, it was suggested to the Executive Director that she meet with CMS representatives to discuss how her concerns can be alleviated through the posting process. For these reasons, Staff still recommended denial of this request. While there was no agency representative present, Roneta Taylor from CMS suggested that the Commission continue this request until next month's meeting.
- As to Items E and F, these requests are for Deputy Chiefs of Staff at the Department of Children and Family Services, positions that report to the Chief of Staff who reports to the Director. Item E is for Cook County and would focus on the supportive service programs of the agency such as fiscal and human resources. Item F is for Downstate and would focus on mission-related service programs. As to Item E, Staff had concerns because all these supportive service programs already have principal policy exempt positions performing the functions the agency is relying on to support this position's request, thereby failing to meet the "principal" requirement. As to Item F, Staff had concerns because, again, all these mission-related service programs already have principal policy exempt positions performing the functions the agency is relying on to support this position's request, thereby failing to meet the "principal" requirement, though at least this request was focused on the operational programs of the agency. In short, it appears the agency is seeking two exempt non-programmatic assistants for the Chief of Staff position which itself could be considered the highest level assistant to the Director. For these reasons, Staff recommended denial of these requests.
- The agency requested that Item G be continued until the October meeting.
- The agency requested that Item H be continued until the October meeting.
- The agency requested that Item I be continued until the October meeting.
- As to Items J1-J3, these requests are all from the Department of Employment Security and all report to the Executive Deputy Director of Service Delivery who reports to the Director. Item J1 is the Assistant Deputy Director of Service Delivery; J2 is the Manager of the Employment Services program; J3 is the Manager of the Unemployment Insurance program.

In May of this year, the agency came before the Commission requesting an exemption for the Assistant Deputy Director of Programs. Since Assistant Deputy Director positions undergo greater scrutiny due their more distanced organizational level, Staff inquired as to the programs that would be supporting this Assistant Deputy Director request. Agency staff responded that the supporting programs would be Employment Services and Unemployment Insurance, noting how they are the most important programs the agency administers. The Commission approved this request.

In the ensuing months, the agency made a change to the Programs program. It was renamed Business Services, and the Employment Services and Unemployment Insurance programs were moved under Service Delivery. A clarification was made to the Executive Deputy Director of Programs position description, but none was made to its recently exempted Assistant Deputy Director.

Now in September, the agency returns to the Commission seeking exemptions for the managers of these two programs as well as an Assistant Deputy Director of Service Delivery. Along with problems acquiring organizational charts, Commission Staff had significant concerns because these programs had just been used four months earlier to obtain an exemption for the Assistant Deputy Director of Programs. It would be improper for a “principal” policy exemption to be granted to the managers of these programs – which standing alone would appear to support such a request – when they had already been cited by the agency to support an earlier exemption request. Since Staff was unable to discern where principal policy authority lay for these programs, it is unable to recommend approval for any of these requests. Staff also noted how the agency has been submitting its requests in a piecemeal manner over the last six months as opposed to the preferred method when a reorganization occurs to submit them all at once as part of a comprehensive request. This allows the Commission to better evaluate the programmatic foundation for all requested positions and ensure compliance with the Personnel Code.

Barb Piwowski responded that Employment Services and Unemployment Insurance are the agency’s two largest programs. There has been a recent restructuring so that the revenue administration of these programs has been placed under Business Services while the program administration has been placed under Service Delivery. Chairman Kolker inquired how long this reorganization has been going on. Barb Piwowski replied one year. Chairman Kolker noted how the lack of an accurate and current organizational chart puts the Commission in a bind for making an informed decision on these requests and asked if there were additional requests being considered. He echoed Staff’s concerns over piecemeal submissions related to agency reorganizations. BP responded affirmatively, in Information Technology. In response to an agency question about the depth of information required on organizational charts, DS explained how they need to reflect every 4d(3) exempt position at the agency as well as the line of authority for each requested position up to the Director. It can be more generic for

positions underneath. Commissioner FitzGerald asked how long it would take the agency to produce a realistic organizational chart. Barb Piwowski indicated it was complete with the exception of Information Technology and Legal. Chairman Kolker inquired whether any of these positions had any bargaining unit issues. Barb Piwowski responded negatively. Chairman Kolker inquired about the status of the two incumbents. Barb Piwowski indicated that one was retiring and the other was being transferred. Commissioner FitzGerald asked CMS if one month was a realistic timetable for an organizational chart. Roneta Taylor responded affirmatively. Chairman Kolker suggested that these items be continued to allow the agency to complete its organizational charts and meet with Staff prior to the next meeting to address its stated concerns. Barb Piwowski was in agreement with this.

- As to Item K, this request is for the Director of Museum Programs at the Abraham Lincoln Presidential Library and Museum, a position that reports to the Director. This position was first exempted back in July 2004 but had its exemption rescinded in May 2010 due to extended vacancy. The agency has a new Director and has indicated it is prepared to fill the position so it is seeking reinstatement. There have been no significant changes to the position; it remains responsible for determining, developing, and implementing all exhibits, shows, and programs at the Library and Museum. For these reasons, Staff recommended approval of this request.
- As to Item L, this request is for the General Counsel for the Illinois Pollution Control Board, a position that reports to the Chairman. This position performs traditional general counsel functions as well as assuming legislative liaison and labor relations responsibilities for the Board, functions that have traditionally supported principal policy exemption. For these reasons, Staff recommended approval of this request.

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

K: Division Manager of Museum Programs, ALPLM (Historic Preservation)

L: General Counsel (Pollution Control Board)

IT WAS MOVED BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 5-0 TO CONTINUE THE REQUESTS FOR 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS:

- C: Manager, Latino Worker Safety & Immigration Policy (Human Services)**
- D: Research Director (Illinois Sentencing Policy Advisory Council)**
- G: Mental Health Services Supervisor (Corrections)**
- H: Health Care & Human Services Liaison (Human Services)**
- I: Director, Governor's Office of New Americans (Human Services)**
- J1: Assistant Deputy Director of the Bureau of Service Delivery (Employment Security)**
- J2: Employment Services Program Manager (Employment Security)**
- J3: Unemployment Insurance Program Manager (Employment Security)**

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER DALIANIS, AND THE MOTION ADOPTED 5-0 TO DENY THE REQUEST FOR 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS:

- E: Deputy Chief of Staff-Cook County (Children & Family Services)**
- F: Deputy Chief of Staff-Downstate (Children & Family Services)**

The following 4d(3) exemption requests were granted on September 21, 2012:

K. Illinois Historic Preservation Agency

Position Number	40070-48-55-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Abraham Lincoln Presidential Library & Museum (ALPLM) Programs
Functional Title	Division Manager of Museum Programs ¹
Incumbent	Vacant
Supervisor	ALPLM Deputy Director who reports to the Director
Location	Sangamon County

¹ Exemption was rescinded on May 21, 2010 for extended vacancy.

L. Illinois Pollution Control Board

Position Number	40070-50-80-000-00-04
Position Title	Senior Public Service Administrator
Functional Title	General Counsel
Incumbent	Vacant
Supervisor	Chairman of the Illinois Pollution Control Board
Location	Cook County

The following 4d(3) exemption requests were continued on September 21, 2012:

C. Illinois Department of Human Services

Position Number	40070-10-12-200-00-29
Position Title	Senior Public Service Administrator
Bureau/Division	Assistant Secretary's Office
Functional Title	Manager, Latino Worker Safety & Immigration Policy
Incumbent	Vacant
Supervisor	Assistant Secretary who reports to the Secretary
Location	Cook County

D. Illinois Sentencing Policy Advisory Council

Position Number	40070-50-04-100-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Research
Functional Title	Research Director
Incumbent	Vacant
Supervisor	Executive Director
Location	Sangamon County

G. Illinois Department of Corrections

Position Number	40070-29-02-500-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Programs and Support Services
Functional Title	Mental Health Services Supervisor
Incumbent	Vacant
Supervisor	Chief of Programs & Support Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Will County

H. Illinois Department of Human Services

Position Number	40070-10-00-000-11-01
Position Title	Senior Public Service Administrator
Bureau/Division	Secretary's Office
Functional Title	Health Care & Human Services Liaison
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

I. Illinois Department of Human Services

Position Number	40070-10-00-000-12-29
Position Title	Senior Public Service Administrator
Bureau/Division	Secretary's Office
Functional Title	Director, Governor's Office of New Americans (GONA)
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

J1. Illinois Department of Employment Security

Position Number	40070-44-20-010-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery
Functional Title	Assistant Deputy Director of the Bureau of Service Delivery
Incumbent	Vacant
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Cook County

J2. Illinois Department of Employment Security

Position Number	40070-44-21-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery/Employment Services Program
Functional Title	Employment Services Program Manager
Incumbent	Bennett R. Krause
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Sangamon County

J3. Illinois Department of Employment Security

Position Number	40070-44-22-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery/Unemployment Insurance Program
Functional Title	Unemployment Insurance Program Manager
Incumbent	Frank G. DeMore
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Cook County

The following 4d(3) exemption requests were denied on September 21, 2012:

E. Illinois Department of Children & Family Services

Position Number	40070-16-00-220-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director's Office
Functional Title	Deputy Chief of Staff-Cook County
Incumbent	Vacant
Supervisor	Chief of Staff, who reports to the Director
Location	Cook County

F. Illinois Department of Children & Family Services

Position Number	40070-16-00-230-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director's Office
Functional Title	Deputy Chief of Staff-Downstate
Incumbent	Vacant
Supervisor	Chief of Staff, who reports to the Director
Location	Rock Island County

VI. CLASS SPECIFICATIONS

- None submitted.

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

September 21, 2012

VII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER FITZGERALD SECONDED BY COMMISSIONER DALIANIS, 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), 2(c)(5), AND 2(c)(11) OF THE OPEN MEETINGS ACT.

KOLKER	YES	CUMMINGS	YES
DALIANIS	YES	FITZGERALD	YES
KREY	YES		

VIII. RECONVENE THE OPEN MEETING

Upon due and proper notice the regular open meeting of the Illinois Civil Service Commission was reconvened at 160 North LaSalle Street, Suite S-901, Chicago, Illinois at 11:34 a.m.

PRESENT

Chris Kolker, Chairman; Anita M. Cummings, Ares G. Dalianis, Garrett P. FitzGerald, and Susan Moylan Krey, Commissioners; Daniel Stralka, Executive Director; and Andrew Barris, Assistant Executive Director (by telephone).

IX. 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 Illinois Department of Central Management Services' Consecutive Non-Merit Report.

Agency	7/31/12	8/31/12	8/31/11
Aging	2	2	1
Agriculture	1	1	4
Arts Council	1	1	0
Central Management Services	1	1	3
Children and Family Services	10	7	5
Employment Security	1	1	5
Healthcare and Family Services	4	7	4
Historic Preservation Agency	0	7	7
Human Rights Department	1	0	0
Human Services	0	3	2
Natural Resources	7	10	29
Property Tax Appeal Board	0	0	5
Revenue	2	2	1
State Fire Marshal	0	0	1
Transportation	4	11	1
Veterans' Affairs	0	2	1
Workers' Compensation Commission	0	0	1
Totals	34	55	70

X. INTERLOCUTORY APPEAL

DA-5-12

Employee	Regina Murphy	Appeal Date	8/16/12
Agency	Human Services	Decision Date	9/10/12
Type	Discharge	ALJ	Daniel Stralka
Issue(s)	Failure to appear at scheduled hearing	Proposal for Decision	Grant Motion to Dismiss subject to approval of Commission; default.

IT WAS MOVED BY COMMISSIONER DALIANIS, SECONDED BY COMMISSIONER CUMMINGS, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE ADMINISTRATIVE LAW JUDGE'S PROPOSAL FOR DECISION TO GRANT THE MOTION TO DISMISS FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED SEPTEMBER 10, 2012.

KOLKER	YES	CUMMINGS	YES
DALIANIS	YES	FITZGERALD	YES
KREY	YES		

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-10-10 ON REMAND FROM APPELLATE COURT (1-11-1200)

Employee	Daniel Coleman	Appeal Date	4/06/08
Agency	Human Services	Decision Date	3/06/09
Type	Discharge	ALJ	Daniel Stralka
Recommended Decision	90-day suspension in lieu of discharge	Final Decision	Discharge upheld.
Remanded	On August 3, 2012 with directions to issue a decision consistent with the ALJ's recommendation that Coleman receive a 90-day suspension from employment	Proposal for Decision on Remand	90-day suspension in lieu of discharge.

IT WAS MOVED BY COMMISSIONER DALIANIS, SECONDED BY COMMISSIONER FITZGERALD, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE APPELLATE COURT ORDER DATED AUGUST 3, 2012 THAT COLEMAN RECEIVE A 90-DAY SUSPENSION FROM EMPLOYMENT.

KOLKER	YES	CUMMINGS	YES
DALIANIS	YES	FITZGERALD	YES
KREY	YES		

DA-44-12

Employee	Kristoffer Hanczar	Appeal Date	2/14/12
Agency	Juvenile Justice	Decision Date	9/07/12
Type	Discharge	Proposal for Decision	Appeal granted; employee to be reinstated.

IT WAS MOVED BY COMMISSIONER DALIANIS, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE ADMINISTRATIVE LAW JUDGE'S PROPOSAL FOR DECISION THAT THE CHARGES HAVE NOT BEEN PROVEN SO THE DISCHARGE IS SET ASIDE IN WHOLE AND KRISTOFFER HANCZAR IS TO BE REINSTATED TO HIS POSITION OF JUVENILE JUSTICE SPECIALIST WITH THE ILLINOIS DEPARTMENT OF JUVENILE JUSTICE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED SEPTEMBER 7, 2012.

KOLKER	YES	CUMMINGS	YES
DALIANIS	YES	FITZGERALD	YES
KREY	YES		

RV-50-12

Employee	Rick D. Anderson	Appeal Date	4/05/12
Agency	Central Management Services	Decision Date	8/17/12
Type	Rule Violation	ALJ	Andrew Barris
Issue(s)	Request for review of Step 4 grievance decisions; violation of Sections 301.10, 301.170, 310.20, and 310.420 regarding fair and equitable salaries	Proposal for Decision	No jurisdiction over denied grievances; no violation.

IT WAS MOVED BY COMMISSIONER DALIANIS, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE ADMINISTRATIVE LAW JUDGE'S PROPOSAL FOR DECISION THAT A VIOLATION OF THE PERSONNEL CODE OR PERSONNEL RULES HAS NOT BEEN PROVEN BY A PREPONDERANCE OF THE EVIDENCE.

KOLKER	YES	CUMMINGS	YES
DALIANIS	YES	FITZGERALD	YES
KREY	YES		

XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

S-56-12

Employee	Martha Lucas	Appeal Date	6/29/12
Agency	Human Services	Decision Date	9/04/12
Type	Suspension	Proposal for Decision	Dismissed subject to approval of Commission; settled.

IT WAS MOVED BY COMMISSIONER DALIANIS, SECONDED BY COMMISSIONER FITZGERALD, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE ADMINISTRATIVE LAW JUDGE'S PROPOSAL FOR DECISION TO DISMISS THE APPEAL FOR THE REASONS SET FORTH IN THE ADMINISTRATIVE LAW JUDGE'S PROPOSAL FOR DECISION.

KOLKER	YES	CUMMINGS	YES
DALIANIS	YES	FITZGERALD	YES
KREY	YES		

XIII. FY 2012 ANNUAL REPORT

Chairman Kolker suggested a change to the Overview section of the Annual Report which all Commissioners were in agreement with. The Commissioners complimented Staff on the appearance and content of the Annual Report.

IT WAS MOVED BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER DALIANIS, AND THE MOTION ADOPTED 5-0 TO APPROVE THE FISCAL YEAR 2012 ANNUAL REPORT WITH A CHANGE TO THE OVERVIEW SECTION.

XIV. STAFF REPORT

Executive Director Daniel Stralka reported:

- The Commission filed its fiscal year 2013 Affirmative Action Report and fiscal year 2012 Green Government Report.
- The Commission's record retention program resulted in the transfer of ten boxes of closed case files (1989-1994) to the State Archives.
- There have been problems calculating the proper amount of postage for mailing agendas in the three-ring binders. After discussion, it was the consensus of all the Commissioners to forego mailing binders and for Staff to mail the three-hole punched agendas and minutes.

September 21, 2012

- Any Commissioner interested in getting a flu shot through the State of Illinois should contact Brian Collins for the schedule.
- He will be conducting an informational meeting with a representative of the Governor's Office regarding the 4d(3) exemption process.

At this time, in accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Chairman Kolker invited any person an opportunity to address members of the Commission. Hearing no response, the meeting proceeded to the next agenda item.

XV. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held Friday, October 19, 2012 at 11:00 a.m. in the Commission's Chicago office.

XVI. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER DALIANIS, AND THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:41 A.M.