

April 15, 2004

MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
APRIL 15, 2004

I. OPENING OF MEETING AT 9:08 A.M. AT SUITE S-901, 160 NORTH LA SALLE STREET, CHICAGO, ILLINOIS

II. PRESENT

Chris Kolker, Chairman; George Richards, Raymond Ewell, Betty Bukraba and Barbara J. Peterson, Commissioners; Daniel Stralka, Leonard F. Sacks and Andrew Barris of the Commission staff; and Larry Hall and Bruce Washington, Central Management Services.

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD MARCH 18, 2004

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL, AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD MARCH 18, 2004.

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	104	5
Agriculture	523	14
Arts Council.....	21	1
Banks and Real Estate	257	8
Central Management Services.....	1,213	65
Children and Family Services.....	3,461	38
Commerce & Econ. Opportunity	509	58
Corrections	14,403	109
Criminal Justice Authority	75	3
Deaf and Hard of Hearing Comm.	6	1
Developmental Disabilities Council...	13	1
Elections Board.....	53	1
Emergency Management Agency....	108	1
Employment Security	1,972	25
Environmental Protect. Agency.....	1,141	12
Financial Institutions	82	5
Guardianship and Advocacy	112	6
Historic Preservation Agency.....	195	5
Human Rights Commission.....	11	2
Human Rights Department.....	138	7
Human Services	15,807	60
Industrial Commission	165	8
Insurance.....	329	7
Investment Board.....	4	1
Labor.....	80	7
Labor Relations Board Educational...	16	2
Labor Relations Board State.....	19	2
Law Enforce. Trng. & Standard Bd....	25	1
Military Affairs	142	3
Natural Resources	1,664	28
Pollution Control Board.....	25	3
Professional Regulation	246	17
Property Tax Appeal Board.....	22	2
Public Aid.....	2,337	20
Public Health	1,125	27
Revenue.....	2,219	44
State Fire Marshal.....	124	7
State Police.....	1,509	6
State Police Merit Board.....	5	1
State Retirement System.....	80	1
Transportation	4,274	1
Veterans Affairs.....	1,130	3
TOTALS	55,744	618

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.

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April 15, 2004

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

- Executive Director Stralka advised the Commission that no recommendation had been made on Agency Items L-O because there was a question regarding the necessity of 4d(3) exemptions for these positions during and after the consolidation process. Larry Hall, Chief of Staff of CMS, attended the meeting to make a brief presentation to the Commission regarding the magnitude of the positions' responsibilities during the consolidation process. Larry Hall stated that the positions reported directly to the Director of CMS regarding the course of action taken to accomplish 10 new initiatives in the vast consolidation process. Larry Hall provided a brief history of the initiatives and addressed the applicability of the exemption criteria to the positions. He stated that a private organization was initially contacted to facilitate the initiatives of the consolidation process but it was determined that creating these positions within CMS would be more cost-efficient and effective in implementing and monitoring the consolidation process – thus saving the State of Illinois millions of dollars throughout the course of the consolidation process. On the issue of granting 4d(3) exemptions to the positions for a term period i.e. 24 months, the Commission agreed to consider an extension of the term appointment, or even an outright exemption, if the positions were brought before the Commission in the future.
- Executive Director Stralka advised the Commission that no recommendation had been made on Agency Items P-X because there was a question regarding the necessity of these positions and their effect on presently existing 4d(3) exempt positions relating to procurement. Bruce Washington, Deputy Director of the Bureau of Property Management, made a presentation to the Commission regarding the necessity of these positions and their responsibilities in overhauling facility management. Bruce Washington stated that there was going to be a complete overhaul in the State of Illinois facility management policy as mandated by Executive Order 10 and these positions were necessary in achieving that goal. Bruce Washington stated that each position would report directly to him and also have substantial reporting responsibilities to the agency heads regarding the restructuring of each agency's facility utilization, the relocation of facilities and reorganizations of facilities management staff within the agencies. He stated that each position would report directly to him regarding the day-to-day operations of facility management of the state agencies to which the positions are assigned. He stated that these positions were necessary to create a center-point to oversee budgetary issues, to develop consistent short and long-range goals and to review space utilization. It was noted by Executive Director Stralka that although there may be no known immediate effects on the responsibilities of previously exempted facility management positions within other agencies, it was agreed that those positions' 4d(3) status would be reexamined if the positions' duties change once implemented. Commission staff member Andrew Barris concurred.
- Executive Director Daniel Stralka also noted, for the benefit of the CMS representatives present, that Civil Service Commission Rule 11d mandates that the Director of CMS shall

April 15, 2004

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

inform the Commission promptly in writing of all changes in duties, responsibilities, organization, location, allocation or identity for exempt positions. Larry Hall indicated he would pass this information along to the appropriate CMS personnel. Chairman Kolker directed the Civil Service Commission staff to commence an analysis of current jurisdiction B exemption criteria to ensure it is up to date and report back to the Commission.

- Commission staff member, Andrew Barris, advised the Commission that the reason for the staff recommendation against 4d(3) exemption for Agenda Items G1 and G2 at the Illinois State Police (ISP) was that the positions did not meet the reporting criteria as set forth in Rule 11. Both positions were three levels removed from reporting to the Director as indicated on the ISP organizational chart. Staff contacted ISP representatives and were unable to resolve this issue which resulted in the staff recommending that these requests be denied. It was noted that ISP was free to return to the Commission with these requests if this reporting issue can be resolved.
- Executive Director Daniel Stralka advised the Commission that the reason for the staff recommendation against a 4d(3) exemption for Agenda Item D at the Department of Children and Family Services was due to the failure to meet and resolve issues related to the duties of the position.

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA, AND THE MOTION UNANIMOUSLY ADOPTED TO DENY, CONTINUE OR APPROVE THE REQUESTS FOR 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS IN ACCORDANCE WITH STAFF RECOMMENDATION:

C. Requests for 4d(3) Exemption Denied by the Commission

The following 4d(3) requests for exemption were denied at the April 15, 2004 meeting:

Agency:	Department of Children and Family Services
Position Title:	Senior Public Service Administrator
Position Number:	40070-16-13-100-00-01
Bureau/Division:	Monitoring/Quality Assurance
Incumbent:	Vacant
Supervisor:	SPSA 40070-16-13-000-00-01
Location:	Cook County

April 15, 2004

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

Agency: Illinois State Police
Position Title: Senior Public Service Administrator
Position Number: 40070-21-11-000-00-01
Bureau/Division: Administration
Incumbent: Vacant
Supervisor: Deputy Director, Division of Administration, Sworn Officer
Location: Sangamon County

Agency: Illinois State Police
Position Title: Senior Public Service Administrator
Position Number: 40070-21-12-000-00-01
Bureau/Division: Administration
Incumbent: Vacant
Supervisor: Deputy Director, Division of Administration, Sworn Officer
Location: Sangamon County

D. Requests for 4d(3) Exemption Withdrawn

The following 4d(3) requests for exemption were withdrawn prior to the April 15, 2004 meeting:

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-160-00-01
Bureau/Division: Legal Services Lottery Legal Division
Incumbent: Kurt D. Friedland
Supervisor: General Counsel
Location: Sangamon County

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-220-00-01
Bureau/Division: Legal Services – Asst. Attorney General Support Office
Incumbent: James D. Newbold
Supervisor: General Counsel
Location: Sangamon County

April 15, 2004

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

E. Requests for 4d(3) Exemption Continued by the Commission

The following 4d(3) requests for exemption were continued at the April 15, 2004 meeting to the May 20, 2004 meeting:

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-100-00-01
Bureau/Division: Legal Services – Special Counsel Office
Incumbent: John T. Robinson
Supervisor: General Counsel
Location: Sangamon County

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-120-00-02
Bureau/Division: Legal Services – Sales/Excise Taxes Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-140-30-01
Bureau/Division: Legal Services – Property Tax Law Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-210-00-01
Bureau/Division: Legal Services Special Counsel Office
Incumbent: Paul G. Badanski
Supervisor: General Counsel
Location: Sangamon County

April 15, 2004

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

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-33-000-01-02
Bureau/Division: Bureau of Benefits/Deferred Compensation Div. Mgr.
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-34-000-01-01
Bureau/Division: Bureau of Benefits/Benefits Management Div. Mgr.
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

F. Requests for 4d(3) Exemption Approved by the Commission

The following 4d(3) requests for exemption were approved at the April 15, 2004 meeting:

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-32-000-00-01
Bureau/Division: Bureau of Benefits/Risk Management Division
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

Agency: Department of Commerce and Economic Opportunity
Position Title: Public Service Administrator
Position Number: 37015-42-00-020-00-01
Bureau/Division: Assistant Director's Office
Incumbent: Vacant
Supervisor: Assistant Director
Location: Cook County

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

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-230-00-01
Bureau/Division: Legal Services – Liquor Control Commission
Incumbent: Vacant
Supervisor: General Counsel
Location: Cook County

Agency: Department of Agriculture
Position Title: Senior Public Service Administrator
Position Number: 40070-11-01-000-00-01
Division: Office of the Director
Incumbent: Tom Jennings
Supervisor: Director
Location: Sangamon

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-31-000-01-01
Bureau/Division: Bureau of Benefits/Group Insurance Div. Mgr.
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA – 40070-37-30-000-01-01
Location: Sangamon County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-07
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Sangamon County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-08
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Cook County

April 15, 2004

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

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-09
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Sangamon County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-10
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Cook County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-11
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Sangamon County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-12
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Cook County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-13
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Cook County

April 15, 2004

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

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-14
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Cook County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-15
Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Sangamon County

Agency: Department of Children & Family Services
Position Title: Senior Public Service Administrator
Position Number: 40070-16-03-300-00-01
Bureau/Division: Legal Services – Assistant Deputy General Counsel
Incumbent: Janet W. Ahem
Supervisor: General Counsel
Location: Cook County

Agency: Illinois Emergency Management Agency
Position Title: Senior Public Service Administrator
Position Number: 40070-50-17-000-01-02
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

G. Requests for 4d(3) Exemption Approved by the Commission to Expire April 15, 2006

The following 4d(3) requests for exemption were approved at the April 15, 2006 meeting to expire April 15, 2006:

April 15, 2004

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

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-00-000-15-04
Bureau/Division: Program Management Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-00-000-15-03
Bureau/Division: Program Management Office
Incumbent: Vacant
Supervisor: Director
Location: Cook

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-00-000-15-02
Bureau/Division: Program Management Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-00-000-15-01
Bureau/Division: Program Management Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

April 15, 2004

V. MOTION TO GO INTO EXECUTIVE SESSION

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

VI. RECONVENE MEETING

Upon due and proper notice the regular meeting of the Illinois Civil Service Commission was reconvened at 160 North LaSalle Street, Chicago, Illinois, at 10:00 a.m.

Present: Chris Kolker, Chairman; George Richards, Raymond Ewell, Betty Bukraba and Barbara J. Peterson, Commissioners; Daniel Stralka, Leonard F. Sacks and Andrew Barris of the Commission staff.

VII. AMENDMENTS IN CLASS SPECIFICATIONS

A. Comments on Class Specifications

Commission staff member, Andrew Barris, informed the Commission that the Plant Maintenance Engineer I and II classes had been included in the collective bargaining unit. To extend 4d(4) exclusion to the classes, the classes must be included in the list of titles referenced in the Prevailing Rate Wage Act. The classes Plant Maintenance Engineer I and II were not included in the list. Therefore, the classes of Stationary Engineer – Assistant Chief and Chief were created subject to the Prevailing Rate Wage Act, and performing essentially the same functions as Plant Maintenance Engineer I and II. Although the educational and experience requirements for the Stationary Engineer – Assistant Chief and Chief is higher than the requirements found in the Plain Maintenance Engineer I and II classes, all current incumbents meet the requirements and the union had no objection to the new classes.

The length of the Conservation Police Officer Trainee training program was revised from an original time period of 18-24 months to 12-18 months per the agency's request. The class specifications have been modified to reflect the revised training length; no other changes have been made to the specification.

April 15, 2004

VII. AMENDMENTS IN CLASS SPECIFICATIONS (Continued)

<u>Current Position Title</u>	<u>Proposed Position Title</u>
1. Plant Maintenance Engineer I (32701)	Stationary Engineer – Assistant Chief (42605)
2. Plant Maintenance Engineer II (32702)	Stationary Engineer – Chief (42610)
3. Conservation Police Officer Trainee (09345)	(no change in title)

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

1. Stationary Engineer – Assistant Chief (42605)
2. Stationary Engineer – Chief (42610)
3. Conservation Police Officer Trainee (09345)

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER EWELL, AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES, TO BE EFFECTIVE MAY 1, 2004:

Revised Class

1. Stationary Engineer – Assistant Chief (42605)
2. Stationary Engineer – Chief (42610)
3. Conservation Police Officer Trainee (09345)

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

April 15, 2004

VIII. 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 March 31, 2004.

	<u>2/29/04</u>	<u>3/31/04</u>
Agriculture	0	1
Arts Council	1	0
Central Management Services	3	9
Comm & Econ. Opportunity	1	1
Environmental Protection	0	1
Human Rights.	0	1
Natural Resources	4	9
Public Aid	1	4
Revenue	3	3
State Fire Marshal	1	0
State Retirement Systems	1	1
Transportation	<u>16</u>	<u>12</u>
Totals	31	42

IX. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-80-04

Respondent	Fred E. Elliott	Appeal Date	1/13/04
Agency	DHS	Decision Date	4/15/04
Discipline	Discharge	ALJ	Daniel Stralka
Charge	Failure to Return From Leave	Recommended Decision	Uphold Discharge

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL, AND BY ROLL CALL VOTE, THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE RECOMMENDED DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISCHARGE THE RESPONDENT, FRED E. ELLIOTT.

DA-06-04

Respondent	Doreen Cordes	Appeal Date	7/17/03
Agency	DHS	Decision Date	4/15/04
Discipline	Discharge	ALJ	Daniel Stralka
Charge	Abuse of Time	Recommended Decision	30 day Suspension in lieu of Discharge

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER PETERSON, AND BY ROLL CALL VOTE, THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE RECOMMENDED DECISION OF THE ADMINISTRATIVE LAW JUDGE AND SUBSTITUTE A 30-DAY SUSPENSION IN LIEU OF THE DISCHARGE OF THE RESPONDENT, DOREEN CORDES.

April 15, 2004

X. APPEALS TERMINATED WITHOUT DECISION

DA-69-04

Respondent	Victor Kurpita	Appeal Date	11/17/03
Agency	DHS	Decision Date	2/19/04
Discipline	Discharge	ALJ	Leonard Sacks
Charge	Conduct Unbecoming a State Employee; Failure to Follow Rules & Regulations	Recommended Decision	Agreed Motion To Dismiss Filed; Appeal File Closed

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA, AND THE MOTION UNANIMOUSLY ADOPTED TO CONCUR WITH THE STAFF DECISION TO DISMISS THE APPEAL OF THE RESPONDENT, VICTOR KURPITA.

XI. STAFF REPORT

Executive Director Daniel Stralka reported that the Commission's appropriation hearing before the House General Services Appropriation Committee is tentatively scheduled for April 28, 2004. The Executive Director and Fiscal Officer continue to monitor FY04 expenditures and the progress of our FY04 supplemental appropriation request to ensure adequate funding for the remainder of this fiscal year.

The Commission has enrolled in the State's automated time and attendance system to track the accrual and use of time benefits. This is part of a larger goal to increase automation throughout the office.

Executive Director Daniel Stralka, with the assistance of Andrew Barris, advised the Commission of relevant case law that states when the Commission rejects any of the Administrative Law Judge's findings of fact in a recommended decision, it must indicate that specifically in its decision or make its own findings of fact.

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, May 20, 2004 at 9:00 a.m. in the Commission's Springfield Office.

April 15, 2004

XIII. MOTION TO ADJOURN.

**IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY
COMMISSIONER RICHARDS, AND THE MOTION UNANIMOUSLY
ADOPTED TO ADJOURN THE MEETING AT 10:18 A.M.**