



**MINUTES OF THE ONE-HUNDRED-AND-NINETY-NINTH
MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD –
JANUARY 27, 2016**

**State Universities Civil Service System Office
1717 Philo Road, Suite 24
Urbana, Illinois 61802
&
(Video Conference)
University of Illinois at Chicago
College of Pharmacy
Room 270
833 South Wood Street
Chicago, Illinois
&
(Video Conference)
Southern Illinois University Carbondale
Miles Hall
Conference Room 003A
1255 Douglas Drive
Carbondale, Illinois**

Chair Montgomery called the meeting to order at 10:02 a.m.

Member present at the primary meeting location was: Karen Hasara, representing the University of Illinois.

Members present at the Chicago video conference location were: Chair, James D. Montgomery, representing the University of Illinois; Marvin Garcia, representing Northeastern Illinois University; Marshall Hatch, Sr., representing Chicago State University; Robert T. Marshall, Jr., representing Northern Illinois University; and Brian Mitchell, representing Governors State University.

Members present by audio conference were: Donna Manering, representing Southern Illinois University, and Daniel Caulkins, representing Eastern Illinois University.

Members absent were: Lyneir Cole, representing Western Illinois University; Jill Smart, representing the University of Illinois; and Rocky Donahue, representing Illinois State University.

Also present were: Jeff Brownfield, Executive Director; Teresa Rademacher, Secretary for the Merit Board; Maureen Parks, representative of the Human Resource Directors Advisory Committee; and Andy Small, Chair of the State Universities Civil Service Advisory Committee. Various other university employees and University System office staff were also in attendance.

Consideration of participation by other Merit Board Members, not physically present at meeting site

Prior to the meeting, Dr. Manering and Mr. Caulkins had requested to participate by audio conference based on one of the authorized exceptions afforded under the Open Meetings Act. Mr. Mitchell made a motion to allow Dr. Manering and Mr. Caulkins to participate by audio conference. Mr. Garcia seconded Mr. Mitchell's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Public Comments

The University System Office had received no requests to present public comments.

Merit Board Reorganization

The Merit Board conducted reorganization activities, electing its officers for calendar year 2016. Chair Montgomery called for nominations for Chair. Ms. Hasara made a motion to re-elect James Montgomery as Chair. Mr. Mitchell seconded Ms. Hasara's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Chair Montgomery called for nominations for Vice Chair. Chair Montgomery made a motion to re-elect Karen Hasara as Vice Chair. Rev. Hatch seconded Chair Montgomery's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Chair Montgomery called for nominations for the Executive Committee. Ms. Hasara made a motion to re-elect Lyneir Cole and Brian Mitchell to the Executive Committee. Mr. Garcia seconded Ms. Hasara's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

The following officers for calendar year 2016 were elected:

- *Chair: James Montgomery*
- *Vice Chair: Karen Hasara*
- *Executive Committee: Lyneir Cole and Brian Mitchell*

Chair Montgomery stated that the Merit Board was also required to appoint a Secretary for the Merit Board. Ms. Hasara made a motion to re-appoint Teresa Rademacher as Secretary for the Merit Board. Mr. Mitchell seconded Ms. Hasara’s motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Consideration of the Minutes of the 198th Meeting of the Merit Board, November 18, 2015

The minutes of the 198th Meeting of the Merit Board, November 18, 2015 had been transmitted to members of the Merit Board with the agenda materials.

Mr. Mitchell moved to approve the minutes of the 198th Meeting of the University Civil Service Merit Board held on November 18, 2015. Mr. Garcia seconded Mr. Mitchell’s motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried. Mr. Caulkins voted to abstain as he wasn’t in attendance at the November meeting.

Consideration of Discharge Proceeding Number UIC-15-14 filed against Clifton D. Heard, III by the University of Illinois at Chicago

Mr. Brownfield gave a brief summary of the Written Charges for Discharge and the case. After discussion on the motions that had been filed regarding this case, it was noted that both the Employer-Respondent and the Employee-Petitioner had timely filed requests to present oral arguments before the Merit Board. Mr. Garcia made a motion to allow both parties to present oral arguments with a limit of time of approximately five minutes for each person. Rev. Hatch seconded Mr. Garcia’s motion.

A roll call vote was taken and the motion carried with the following vote:

- Mr. Garcia.....Aye
- Ms. Hasara.....Aye
- Rev. HatchAye
- Dr. ManeringAye
- Mr. Marshall.....Aye
- Mr. Mitchell.....Aye



Mr. Montgomery.....Aye
Ms. SmartAbsent
Mr. Caulkins.....No Vote
Mr. ColeAbsent
Mr. DonahueAbsent

Mr. Wolfe, Attorney for the Employer-Respondent, represented oral arguments upholding the findings of the Hearing Officer. Mr. Garza, Attorney for the Employee-Petitioner, represented oral arguments not upholding the findings of the Hearing Officer.

After discussion, Ms. Hasara made a motion to discharge Officer Heard. Mr. Caulkins seconded Ms. Hasara’s motion.

A roll call vote was taken and the motion carried with the following vote:

Ms. Hasara.....Aye
Rev. HatchAye
Dr. ManeringAye
Mr. Marshall.....Aye
Mr. Mitchell.....Aye
Mr. Montgomery.....Aye
Ms. SmartAbsent
Mr. Caulkins.....Aye
Mr. ColeAbsent
Mr. DonahueAbsent
Mr. Garcia.....Aye

The following decision and order was therefore adopted.

STATE OF ILLINOIS



STATE UNIVERSITIES CIVIL SERVICE SYSTEM



CLIFTON D. HEARD, III,)	BEFORE THE UNIVERSITY CIVIL
)	SERVICE MERIT BOARD
Employee-Petitioner,)	
)	DISCHARGE PROCEEDING
v.)	
)	No. UIC-15-14
UNIVERSITY OF ILLINOIS at Chicago,)	
)	
Employer-Respondent)	

**DECISION AND ORDER OF THE
UNIVERSITY CIVIL SERVICE MERIT BOARD**

PROCEDURAL HISTORY

Discharge proceedings have been commenced by the **UNIVERSITY OF ILLINOIS at Chicago**, employer, against **CLIFTON D. HEARD, III**, employee, by service of Written Charges for Discharge by personal service on August 20, 2015, and the Employee-Petitioner, **CLIFTON D. HEARD, III**, has filed a timely written request for Hearing. Hearings have been duly convened, held, and concluded on September 30, 2015 and October 6, 2015 in conformity with the procedures set forth in section 250.110(f) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.110(f)). A complete Hearing Record has been certified and placed on file in this cause.

FINDINGS

The University Civil Service Merit Board has examined and reviewed the Hearing Record, as supplemented, which includes the following:

1. Written Charges for Discharge, dated August 20, 2015
2. Suspension Notice Pending Discharge, dated August 20, 2015
3. Employee-Petitioner’s Request for Hearing, filed on August 26, 2015



4. Acknowledgement of Hearing Request, dated September 1, 2015
5. First Request for Discovery, filed by Attorney for Employee-Petitioner, dated September 15, 2015
6. E-Mail communication regarding response to First Request for Discovery, dated September 18, 2015
7. E-Mail communication to the parties of record in regards to Pre-Hearing Conference, dated September 18, 2015
8. Notice of Hearing to Hearing Officer MacDougall, dated September 18, 2015
9. Notice of Convening of Hearing to the parties of record, dated September 18, 2015
10. Request for Subpoenas, filed by Attorney for Employer-Respondent on September 21, 2015
11. The Board of Trustees of the University of Illinois' Responses to First Request for Discovery, filed by Attorney for Employer-Respondent on September 21, 2015
12. The Board of Trustees of the University of Illinois' Exhibit List for Merit Board Hearing, filed by Attorney for Employer-Respondent on September 22, 2015
13. The Board of Trustees of the University of Illinois' Witness List for Merit Board Hearing, filed by Attorney for Employer-Respondent on September 22, 2015
14. Officer Heard's Witness and Exhibit List, filed by Attorney for Employee-Petitioner on September 23, 2015
15. E-Mail communication regarding change of time of hearing, dated September 23, 2015
16. Letter regarding Submission of Evidence (two discs), sent by Attorney for Employer-Respondent on September 24, 2015
17. Subpoena for Corey Rice, dated September 25, 2015
18. Subpoena for Genaro Gomez, dated September 25, 2015
19. Exhibits A & B, filed by Attorney for Employee-Petitioner on September 29, 2015
20. Exhibits C & D, filed by Attorney for Employee-Petitioner on September 29, 2015
21. E-Mail communication regarding Supplement to Heard's Witness List, sent by Attorney for Employee-Petitioner on September 29, 2015
22. E-Mail communication regarding Response to Supplement to Heard's Witness List, sent by Attorney for Employer-Respondent on September 29, 2015
23. Motion in *Limine*, filed by Attorney for Employee-Petitioner on September 30, 2015
24. Motion for Bifurcated Hearing, filed by Attorney for Employee-Petitioner on September 30, 2015
25. Transcript of Evidence, Volumes I and II for September 30, 2015
26. Notice of Reconvening of Hearing to Hearing Officer MacDougall, dated October 1, 2015
27. Notice of Reconvening of Hearing to the parties of record, dated October 1, 2015
28. The Board of Trustees of the University of Illinois' Amended Exhibit List for Merit Board Hearing, filed by Attorney for Employer-Respondent on October 1, 2015
29. Request for Subpoenas, filed by Attorney for Employee-Petitioner on October 1, 2015
30. Subpoena for Latoya Neal, dated October 1, 2015
31. Subpoena for Elbert Echols, dated October 1, 2015
32. Subpoena for Officer Tawanna Clark, dated October 1, 2015
33. Subpoena for Sam Elhaj, dated October 1, 2015
34. Subpoena for Craig Elliot, dated October 1, 2015

35. Subpoena for Kevin Burns, dated October 1, 2015
36. Subpoena for Sgt. Tim Spangler, dated October 1, 2015
37. Subpoena for Narsi Salivendal, dated October 1, 2015
38. Subpoena for Charles Miller, dated October 1, 2015
39. Agreed Confidentiality Order, dated October 5, 2015
40. Transcript of Evidence, Volumes III and IV for October 6, 2015 and Exhibits
41. The Board of Trustees of the University of Illinois' Closing Argument for Merit Board Hearing, filed by Attorney for Employer-Respondent on October 16, 2015
42. Employee-Petitioner's Closing Argument, filed by Attorney for Employee-Petitioner on October 16, 2015
43. Letter to the parties of record enclosing Closing Arguments from both parties, dated November 10, 2015
44. Request for Findings of Fact from Hearing Officer MacDougall, dated November 12, 2015
45. Findings of Fact rendered by Hearing Officer MacDougall, dated November 28, 2015
46. Notice of Certification of Hearing Record to the parties of record and the Certification of Hearing Record, dated December 3, 2015
47. Employer-Respondent's Motion for Oral Argument, filed by Attorney for the Employer-Respondent on December 17, 2015
48. Receipt and Notice of Filing of Employer-Respondent's Motion for Oral Argument, dated December 17, 2015
49. Employee-Petitioner's Motion for Oral Argument, filed by Attorney for the Employee-Petitioner on December 17, 2015
50. Employee-Petitioner's Objections to the Hearing Record, filed by Attorney for Employee-Petitioner on December 17, 2015
51. Receipt and Notice of Filing of Employee-Petitioner's Motion for Oral Argument, dated December 18, 2015

Now being fully advised of the matters contained in the Hearing Record, as supplemented, and based solely on the matters contained in the Hearing Record, as supplemented, the University Civil Service Merit Board makes the following jurisdictional and factual findings and issues the following Decision and Order:

1. That this discharge proceeding has been commenced and conducted in compliance with section 250.110(f) of the Code and all applicable State and Federal Laws and that the University Civil Service Merit Board has jurisdiction of the parties and subject matter thereof.

2. That the Hearing Record, as supplemented, supports and sustains one or more of the following charges of the employer, **UNIVERSITY OF ILLINOIS at Chicago**, against the employee, **CLIFTON D. HEARD, III**, and establishes just cause for discharge, as follows:
 - a. Violation of departmental General Order 570.100, Professional Standards of Conduct;
 - b. Off duty misconduct;
 - c. Abuse of police powers;
 - d. Act of intimidation;
 - e. Involving a university Police Officer in an act of intimidation; and
 - f. Unethical conduct.

DECISION AND ORDER

WHEREFORE, IT IS HEREBY ORDERED:

1. The Findings of Fact of the Hearing Officer, attached hereto, are approved and certified to the employer, **UNIVERSITY OF ILLINOIS at Chicago**, to the extent not inconsistent with the findings made herein.
2. The employee, **CLIFTON D. HEARD, III** is hereby separated from the service of his employer, **UNIVERSITY OF ILLINOIS at Chicago**, and that the effective date of his discharge shall be as of January 27, 2016.

DATED AND ENTERED this 27th day of January, 2016.

UNIVERSITY CIVIL SERVICE MERIT BOARD

By: /s/ James Montgomery
James D. Montgomery, Chair

ATTEST:

 /s/ Teresa M. Rademacher
Teresa M. Rademacher
Secretary for the Merit Board



Consideration of the Discharge Proceeding Number UIC-15-23 filed against Deborah Willis by the University of Illinois at Chicago

Mr. Brownfield gave a brief summary of the Written Charges for Discharge and the case. A short discussion was held regarding Ms. Willis’ work history and work requirements.

Ms. Hasara made a motion to discharge Ms. Willis. Mr. Garcia seconded Ms. Hasara’s motion.

A roll call vote was taken and the motion carried with the following vote:

- Ms. Hasara.....Aye
- Rev. HatchNay
- Dr. ManeringAye
- Mr. Marshall.....Abstain
- Mr. Mitchell.....Nay
- Mr. Montgomery.....Aye
- Ms. SmartAbsent
- Mr. Caulkins.....Aye
- Mr. ColeAbsent
- Mr. DonahueAbsent
- Mr. Garcia.....Aye

The following decision and order was therefore adopted.

STATE OF ILLINOIS



STATE UNIVERSITIES CIVIL SERVICE SYSTEM

DEBORAH WILLIS,)	BEFORE THE UNIVERSITY CIVIL
)	SERVICE MERIT BOARD
Employee-Petitioner,)	
)	DISCHARGE PROCEEDING
v.)	
)	No. UIC-15-23
UNIVERSITY OF ILLINOIS at Chicago,)	
)	
Employer-Respondent)	

DECISION AND ORDER OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD

PROCEDURAL HISTORY

Discharge proceedings have been commenced by the **UNIVERSITY OF ILLINOIS at Chicago**, employer, against **DEBORAH WILLIS**, employee, by service of Written Charges for Discharge by certified mail on October 6, 2015 and the Employee-Petitioner, **DEBORAH WILLIS**, has filed a timely written request for Hearing. A Hearing has been duly convened, held on and concluded on November 16, 2015 in conformity with the procedures set forth in section 250.110(f) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.110(f)). The complete Hearing Record has been certified and placed on file in this cause.

FINDINGS

The University Civil Service Merit Board has examined and reviewed the Hearing Record, as supplemented, which includes the following:

1. Written Charges for Discharge, dated October 6, 2015
2. Suspension Notice Pending Discharge, dated October 6, 2015
3. Employee-Petitioner's Request for Hearing, filed on October 20, 2015
4. Acknowledgement of Hearing Request, dated October 21, 2015
5. Notice of Hearing to Hearing Officer Dudek, dated November 2, 2015
6. Notice of Convening of Hearing to the parties of record, dated November 2, 2015
7. Transcript of Evidence for November 16, 2015 and Exhibits
8. Employer-Respondent's Closing Argument, filed by Attorney for Employer-Respondent on November 25, 2015
9. Employee-Petitioner's Closing Argument, filed by Employee-Petitioner on November 27, 2015
10. Request for Findings of Fact from Hearing Officer Dudek, dated December 7, 2015
11. Findings of Fact rendered by Hearing Officer Dudek, dated December 15, 2015
12. Notice of Certification of Hearing Record to the parties of record and the Certification of Hearing Record, dated January 4, 2016

Now being fully advised of the matters contained in the Hearing Record, as supplemented, and based solely on the matters contained in the Hearing Record, as supplemented, the University Civil Service Merit Board makes the following jurisdictional and factual findings and issues the following Decision and Order:

1. That this discharge proceeding has been commenced and conducted in compliance with section 250.110(f) of the Code and all applicable State and Federal Laws and that the University Civil Service Merit Board has jurisdiction of the parties and subject matter thereof.
2. That the Hearing Record, as supplemented, supports and sustains one or more of the following charges of the employer, **UNIVERSITY OF ILLINOIS at Chicago**, against the employee, **DEBORAH WILLIS**, and establishes just cause for discharge, as follows:
 - a. Failure to renew required Certified Application Counselor (CAC) license;
 - b. Non-compliance with the University of Illinois Hospital and Health Sciences System annual TB surveillance screening requirement;
 - c. Continued insubordination; and
 - d. Continued failure to meet departmental expectations.

DECISION AND ORDER

WHEREFORE, IT IS HEREBY ORDERED:

1. The Findings of Fact of the Hearing Officer, attached hereto, are approved and certified to the employer, **UNIVERSITY OF ILLINOIS at Chicago**, to the extent not inconsistent with the findings made herein.

2. The employee, **DEBORAH WILLIS** is hereby separated from the service of her employer, **UNIVERSITY OF ILLINOIS at Chicago**, and that the effective date of her discharge shall be as of January 27, 2016.

DATED AND ENTERED this 27th day of January, 2016.

UNIVERSITY CIVIL SERVICE MERIT BOARD

By: /s/ James Montgomery
James D. Montgomery, Chair

ATTEST:

/s/ Teresa M. Rademacher
Teresa M. Rademacher
Secretary for the Merit Board

Consideration of the Discharge Proceeding Number SURS-15-1 filed against Rhonda Napper by the State Universities Retirement System

Mr. Brownfield gave a brief summary of the Written Charges for Discharge and the case. Mr. Garcia made a motion to allow Ms. Green, Attorney for the Employer-Respondent, to represent oral arguments. Mr. Mitchell seconded Mr. Garcia’s motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried. Ms. Green represented oral arguments upholding the findings of the Hearing Officer.

Rev. Hatch made a motion to discharge Ms. Napper. Mr. Mitchell seconded Rev. Hatch’s motion.

A roll call vote was taken and the motion carried with the following vote:

- Rev. HatchAye
- Dr. ManeringAye
- Mr. Marshall.....Aye
- Mr. Mitchell.....Aye
- Mr. Montgomery.....Aye
- Ms. SmartAbsent
- Mr. Caulkins.....Aye
- Mr. ColeAbsent
- Mr. DonahueAbsent



Mr. Garcia.....Aye
Ms. Hasara.....Aye

The following decision and order was therefore adopted.

STATE OF ILLINOIS



STATE UNIVERSITIES CIVIL SERVICE SYSTEM

RHONDA NAPPER,)	BEFORE THE UNIVERSITY CIVIL
)	SERVICE MERIT BOARD
Employee-Petitioner,)	
)	DISCHARGE PROCEEDING
v.)	
)	No. SURS-15-1
STATE UNIVERSITIES RETIREMENT SYSTEM,)	
)	
Employer-Respondent)	

***DECISION AND ORDER OF THE
UNIVERSITY CIVIL SERVICE MERIT BOARD***

PROCEDURAL HISTORY

Discharge proceedings have been commenced by the **STATE UNIVERSITIES RETIREMENT SYSTEM**, employer, against **RHONDA NAPPER**, employee, by service of Written Charges for Discharge by certified mail on October 12, 2015, and the Employee-Petitioner, **RHONDA NAPPER**, has filed a timely written request for Hearing. A Hearing has been duly convened, held, and concluded on November 20, 2015 in conformity with the procedures set forth in section

250.110(f) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.110(f)). The complete Hearing Record has been certified and placed on file in this cause.

FINDINGS

The University Civil Service Merit Board has examined and reviewed the Hearing Record, as supplemented, which includes the following:

1. Written Charges for Discharge, dated October 12, 2015
2. Suspension Notice Pending Discharge, dated October 12, 2015
3. Employee-Petitioner's Request for Hearing, filed on October 27, 2015
4. Acknowledgement of Hearing Request, dated October 29, 2015
5. Notice of Hearing to Hearing Officer Reynolds, dated November 5, 2015
6. Notice of Convening of Hearing to the parties of record, dated November 5, 2015
7. Transcript of Evidence for November 20, 2015 and Exhibits
8. Employer-Respondent's Closing Argument, filed by Attorney for Employer-Respondent on November 25, 2015
9. Request for Findings of Fact from Hearing Officer Reynolds, dated December 14, 2015
10. Findings of Fact rendered by Hearing Officer Reynolds, dated December 30, 2015
11. Notice of Certification of Hearing Record to the parties of record and the Certification of Hearing Record, dated January 5, 2016
12. Employer-Respondent State Universities Retirement system's Motion for Personal Appearance before the Merit Board, filed by the Employer-Respondent on January 8, 2016
13. Receipt and Notice of Filing of Employer-Respondent's Motion for Personal Appearance Before the Merit Board, dated January 11, 2016

Now being fully advised of the matters contained in the Hearing Record, as supplemented, and based solely on the matters contained in the Hearing Record, as supplemented, the University Civil Service Merit Board makes the following jurisdictional and factual findings and issues the following Decision and Order:

1. That this discharge proceeding has been commenced and conducted in compliance with section 250.110(f) of the Code and all applicable State and Federal Laws and that the University Civil Service Merit Board has jurisdiction of the parties and subject matter thereof.

2. That the Hearing Record, as supplemented, supports and sustains one or more of the following charges of the employer, **STATE UNIVERSITIES RETIREMENT SYSTEM**, against the employee, **RHONDA NAPPER**, and establishes just cause for discharge, as follows:
- a. Continued failure to meet Counseling Team Standards;
 - b. Failure to meet performance plan objectives which were implemented to improve performance;
 - c. Failure to achieve and maintain an accuracy rate of 90%;
 - d. Failure to complete 12 written estimates; and
 - e. Failure to maintain calculation of estimates for appointments two weeks into the future.

DECISION AND ORDER

WHEREFORE, IT IS HEREBY ORDERED:

1. The Findings of Fact of the Hearing Officer, attached hereto, are approved and certified to the employer, **STATE UNIVERSITIES RETIREMENT SYSTEM**, to the extent not inconsistent with the findings made herein.
2. The employee, **RHONDA NAPPER** is hereby separated from the service of her employer, **STATE UNIVERSITIES RETIREMENT SYSTEM**, and that the effective date of her discharge shall be as of January 27, 2016.

DATED AND ENTERED this 27th day of January, 2016.

UNIVERSITY CIVIL SERVICE MERIT BOARD

By: */s/ James Montgomery*
James D. Montgomery, Chair

ATTEST:

/s/ Teresa M. Rademacher
Teresa M. Rademacher
Secretary for the Merit Board



Report of the Human Resource Directors Advisory Committee – Maureen Parks

The Merit Board heard a report from Maureen Parks, representative of the Human Resource Directors Advisory Committee (HRDAC). Ms. Parks stated that the committee had last met on January 15, 2016 with Executive Director Brownfield and staff and that the committee had been updated on several items that were also a part of the agenda for this meeting. There was a good discussion regarding civil service rules regarding out of state recruiting and top three scores. Also discussed was updating the classification plan, which included custom classes and changes in the audit program. Ms. Parks reported on the joint meeting with the State Universities Employees Advisory Committee and the Human Resource Directors Advisory Committee which was held in January 2016. Ms. Parks thanked Illinois State University for hosting the meeting.

Report of the State Universities Employees Advisory Committee – Andy Small

The Merit Board heard a report from Andy Small, Chair of the State Universities Employees Advisory Committee (EAC). Mr. Small stated that the committee last met on January 14 and 15, 2016 at Illinois State University. Election of officers were held at the January Meeting and Mr. Small stated that he had been re-elected as Chair. Mr. Brownfield gave a special thanks to both Ms. Parks and Mr. Small for their leadership and advising rolls.

Update on proposed rulemaking to section 250.60 of the Code (Code 80 Ill. Adm. Code §250.60) (Top Three Scores)

Mr. Brownfield stated that the statute was changed effective January 1, 2016 that changes the registers to allow the top three scores instead of the top three names on the employer register. The adopted rulemaking is effective January 26, 2016.

Update on proposed rulemaking to sections 250.30 and 250.50 of the Code (80 Ill. Adm. Code §250.30 and §250.50)

Mr. Brownfield stated that the proposed rulemaking is currently in the First Notice Period and was published in the Illinois Register on January 8, 2016.

Biennial Audit Program – Review of Recent Activities

Ms. Neitzel reported that the Final Audit Reports have been completed and sent out with no findings being reported for the Illinois Board of Higher Education, Illinois Community College Board, and the Division of Specialized Care for Children. She also gave a brief presentation on the audit process and where the agency is heading with the Audit Program. She further stated that at the November 18th Merit Board Meeting that she had stated the audits would be suspended for approximately four to six months in order to complete those audits that are already in process as well as develop a new compliance program. Those employers impacted by this delay include: Southern Illinois University Carbondale; Southern Illinois University Edwardsville; Western Illinois University; University of Illinois College of Medicine Peoria, and the University of Illinois at Chicago.

Ms. Neitzel stated that the agency continues to work on the complete overhaul of the Audit Program and hopes that it will be completed by the end of FY 2016. Additional updates, schedules, and procedures will be made available in the future months. She further stated that the EAC group had no objections to suspension of the Audit Program or the restructuring of the audit process.

Report of the Executive Director – Jeff Brownfield

Prior to Mr. Brownfield giving his Director's report, he stated that the agency has had to increase the security in our office due to the situations in our neighborhood. Mr. Brownfield stated that he has asked the Human Resource Directors to "flip the script", instead of our agency pushing out information to our Human Resource Directors, EAC Committee, and to our unions, that the agency is asking for feedback first and then writing the policy based on the information received.

Mr. Brownfield provided a Director's report to the Merit Board which included the following:

- *Open Meetings Act requirement for the Administrative Advisory Committee and the Human Resource Directors Advisory Committee* – Mr. Brownfield stated that a letter had been sent to the Attorney General's Office for an opinion to find out if the Administrative Advisory Committee and the Human Resource Directors Advisory Committee are subject to the Open Meetings Act and that the agency had received a response that the matter was being referred to Sarah Pratt, Public Access Counselor in the Office of the Attorney General, Ms. Pratt will be in contact with the University System so we will continue to update the Merit Board members as the agency finds out any additional information.
- *FY 2016 and FY 2017 Budget Updates* – Mr. Brownfield stated that we have had several discussions with our Human Resource Directors regarding the significant number of layoff

issues and how bumping works, etc. Mr. Brownfield has also met with local Representative Ammons and Senator Bennett, as well as Senator Rose and that he is hoping to have more information at the May meeting and as we get closer to the new fiscal year. A question was asked regarding the additional work from the universities because they are dealing with cutbacks and what kind of risks do universities run without the support of the University System Office. Mr. Brownfield said fairly significant because we are receiving calls daily regarding layoffs, bumping, seniority, etc. Mr. Brownfield stated that he feels it's going to increase due to budget constraints that everyone is facing. Mr. Garcia made a motion for the Merit Board to issue a statement directed to the legislature and the Governor regarding the absence of the budget and the potential risk for the various universities. Rev. Hatch seconded Mr. Garcia's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried. Mr. Brownfield will prepare a letter

- Classification/Examination Update – Ms. Neitzel gave a brief summary regarding the many revised classifications and examination being constructed; deleted classifications and examinations; current classifications and examinations that are in progress and the examinations being revised.
- Customer Satisfaction Management Plan – Ms. Weber, an employee of the University System, gave an overview of the Customer Satisfaction Management Plan Survey.
- Salary Data System Update – Mr. Brownfield gave a brief explanation of the Salary Data System.
- Goals, Objectives and Executive Director Performance Review – Mr. Brownfield stated that he had sent the Agency's Goals and Objectives and more discussions will be held at the May 2016 meeting
- Staff Changes – Mr. Brownfield introduced Omeka Brown, who was hired on December 1, 2015 as a Human Resource Assistant position utilizing the Intern Program.
- Other Issues – Mr. Brownfield commented that he had done some research regarding out-of-state recruitment and had found that there was not one common residence requirement to be a resident of the State of Illinois. Another area he covered was the criteria on our classifications and he had assigned that task to Ms. Brown. Ms. Brown will be coming up with standard definitions for our Classification Plan. Mr. Brownfield also spoke about the agency's Errors & Omissions Insurance Policy, as well as benefits with significant change being discussed to the Fair Labor Standards Act regarding exempt employees vs. nonexempt employees.

Report of Legal Counsel – Jeff Brownfield, Executive Director

Mr. Brownfield updated the Merit Board on outstanding legal matters. During FY 2016, there have been 33 Written Charges for Discharge served on employees at the various universities and agencies. Nine employees have requested a Hearing thus far in FY 16 and three cases had been decided at this meeting

Other Items as Presented

The next meeting of the Merit Board will be held on May 18, 2016. Rev. Hatch made a motion to adjourn the meeting. Mr. Garcia seconded Rev. Hatch's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

The meeting adjourned at 11:20 a.m.

NOTE: after the meeting, it was agreed to change the meeting date to Wednesday, May 11, 2016 instead of May 18, 2016.

Respectfully submitted,

/s/ Teresa Rademacher

Teresa Rademacher
Secretary for the Merit Board

APPROVED:

/s/ Karen Hasara

Karen Hasara, Vice Chair
University Civil Service Merit Board

May 11, 2016

Date