

WEST CHICAGO CIVIL SERVICE COMMISSION

Approved 5/13/14

CIVIL SERVICE COMMISSION MINUTES Regular Meeting April 8, 2014

(1) Call to Order and Establishment of a Quorum.

Chairman Juan Chavez called the meeting to order at 4:50pm. Commissioners in attendance were Juan Chavez and Melissa Birch. Yisnery Gomes was absent. Carol LeBeau, Human Resources Coordinator was also in attendance.

(2) Approval of Minutes.

Commissioner Melissa Birch made a motion, seconded by Chairman Juan Chavez to approve the Minutes of March 11, 2014, regularly scheduled meeting and March 17, 2014, special meeting.

(3) Public Participation – None.

(4) Old Business – None.

(5) New Business – None.

(6) Items for Discussion and Possible Action – Record retention discussion regarding setting a time to complete review of files for retention or disposal. August 9, 2014, at 9:00 am was set for 9:00am to 12:00 pm. Chairman Chavez will communicate by email

(7) Correspondence – None.

(8) Executive Session – None.

(9) When Applicable Items to be Referred for Final Action from Executive Session – None.

(10) Adjournment – Commissioner Melissa Birch made a motion to adjourn and Chairman Juan Chavez seconded the motion to adjourn. The motion was approved and the meeting adjourned at 4:55 pm.

Respectfully Submitted,

Carol LeBeau
Human Resources Coordinator