

WEST CHICAGO CIVIL SERVICE COMMISSION

Approved 11-17-14

CIVIL SERVICE COMMISSION MINUTES Regular Meeting September 9, 2014

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

Chairman Juan Chavez called the meeting to order at 4:39 p.m. 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 May 13, 2014, regularly scheduled meeting.

(3) Public Participation – None.

(4) Old Business – None.

(5) New Business – None.

(6) Items for Discussion and Possible Action – Discussion regarding certification of applicants from Final Eligibility Register – Carol LeBeau stated Sara Gelsomino who has been hired and is now in the Academy was conditionally certified by the Commission and official certification should be made by the Commission. Commission confirmed certification for Officer Gelsomino.

Juan Chavez asked if the City had any vacancies and Carol LeBeau responded yes. Carol LeBeau began the discussion with the second applicant on the Final Eligibility Register who was originally passed over because of his military deployment and who is scheduled to return by September 30, 2014. Indicating he is supposed to contact her regarding his placement and the process for moving forward. Carol indicated the need to get the backgrounds completed by next month (October) as there are three slots reserved in January for the next Academy applicants must report January 4, 2015. Three files will need to be reviewed by the Commission maybe more depending on the process and the meeting times for the Commission can be determined in order to give the Commission adequate time to review the files. If Carol does not hear from the second applicant then she will call him as there is a possibility his deployment could be longer. Juan asked if there was a date for the applicant's return, and Carol responded September 30, 2014, also stating that the applicant indicated he had no control over the actual return date and could be requested to stay. If that situation arises Carol indicated the Commission would need to seek guidance from Jim Knippen Civil Service Attorney to find out where the Commission would go from there.

The next three applicants from the list numbers: nine, ten and eleven along with applicant number two would be pulled to begin the background process and possibly number twelve if there was a situation with applicant number two's inability to complete the process as usually four applicant files are pulled for background processing.

Discussion was had regarding some preliminary background information regarding the next two applicants in the regards that they had law enforcement background. Juan asked what that meant and Carol said the individuals want to work for the City and their law enforcement background might prove beneficial in the process. Juan asked when the information on the second applicant would be received and Carol was hopeful it would be by October 1, 2014 because the background process must be completed by December. Carol will update the Commission at the next Civil Service Meeting on October 14, 2014 the status of the applicants.

Carol also reminded the Commission that testing for Police Officer would begin again in 2015. Juan asked if that was at the end of the 2015 year, Carol said it would be in August/September. Juan asked if the

register was good for two or three years and Carol responded two and Juan said maybe it should be three.

(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 4:45 pm.

Respectfully Submitted,

Carol LeBeau
Human Resources Coordinator