

WEST CHICAGO CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION MINUTES

Regular Meeting
January 13, 2015

Approved 2-10-15

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

Chairman Juan Chavez called the meeting to order at 4:50 p.m. Commissioners in attendance were Juan Chavez, Yisnery Gomes and Sarah Schafer. Carol LeBeau, Human Resources Coordinator was also in attendance.

(2) Approval of Minutes.

Juan Chavez stated that Yisnery should review the December 17, 2014 minutes because they both attended the meeting, after review no corrections or discussion were made and a motion by Juan to approve the minutes was seconded by Yisnery. The minutes for the December 9, 2014, meeting were tabled due to the fact that prior Civil Service Commissioner Melissa Birch who was at the meeting on December 9, 2014 had resigned her position on the Commission and not eligible to vote on the minutes and Yisnery Gomes was absent leaving just Juan to approve, Juan requested that Carol look into the proper protocol for approval of those minutes.

(3) Public Participation – None.

(4) Old Business – None.

(5) New Business – None.

(6) Items for Discussion and Possible Action – The 2014 Annual Report for the Mayor was reviewed and approved. Motion to accept the Annual Report by Yisnery Gomes second by Juan Chavez, motion carried.

Police Officer Final Eligibility Register update. Carol explained to Sarah how the Eligibility Register is compiled and the process for hiring from the register. A motion to move to Executive Session to discuss personnel issues was made by Juan and seconded by Yisnery at 4:54 p.m.

(7) Correspondence – None.

(8) Executive Session – A motion was made by Juan Chavez to move to Executive Session at 4:54 p.m. and seconded by Yisnery Gomes to discuss the Eligibility Register.

(9) When Applicable Items to be Referred for Final Action from Executive Session – The Commission returned with a motion from Juan Chavez seconded Yisnery Gomes to return from Executive Session at 5:00 p.m. The names of the 10th and 17th applicants were struck from the Final Eligibility Register. Carol said she would pull about 4 or 5 applicant files to begin the background process for the next Academy in April. Juan asked what the goal was for how many to enter the Academy and Carol responded two. Yisnery asked if we were going to have an additional hire from 2014 and Carol responded we would go for two with this April Academy and possibly a third later in 2015. Juan requested an organization chart at least for the Police Officers from Carol. Yisnery asked when the Commission would receive the files and Carol reminded the Commission that some testing could not be done prior to 60 days of hire and then said the files might not be in February but possibly in March but would notify the Commission when the files would be ready for review and she would notify the Commission.

The Commission welcomed Sarah Schafer.

Yisnery nominated Juan for Chairman and Sarah for Secretary. The Commission elected Juan Chavez as Chairman and Sarah as Secretary. Juan stated that Carol performed the duties of the minutes etc. as appointed by the Commission.

(10) Adjournment – Commissioner Yisnery Gomes made a motion to adjourn and Chairman Juan Chavez seconded the motion to adjourn. The motion was approved and the meeting adjourned at 5:04 p.m.

Respectfully Submitted,

Carol LeBeau
Human Resources Coordinator