

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION

\*Approved 3-10-15

MINUTES  
Regular Meeting  
February 10, 2015

**(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 Sarah Schafer. Yisnery Gomes was absent. Carol LeBeau, Human Resources Coordinator was also in attendance.

**(2) Approval of Minutes.**

A motion was made by Sarah and seconded by Juan to approve the minutes of the January 13, 2015 meeting, with the exception of changing the date of the minutes from January 12 to January 13 as the meeting was held on January 13, 2015.

**(3) Public Participation – None.**

**(4) Old Business – None.**

**(5) New Business –None.**

**(6) Items for Discussion and Possible Action**

Carol updated the Commission that the City will be using a different Academy beginning in April, the Illinois State Police Academy in Springfield. At this time the City has pulled five applicant files to begin the background process hoping to have three individuals for the Academy in April. Carol will notify the Commission once the backgrounds are complete so the Commission has the option of coming in to view the files before the March meeting.

The Commission discussed the hiring process with regards to initial contingent offer of employment/interest in the police officer position to begin the background process and the procedure for passing applicants that do not respond to voicemail messages. This procedure is not in the Civil Service Rules and Regulation so discussion was opened with regards to amending the Rules to possibly include this process in the Rules. Process currently is after two voicemail messages are left with no return call, the third message details a date and time the applicant must return the call or it will be assumed the applicant is not interested in the position and the Commission will move to strike the name of the applicant from the Register. The Commission then sends a follow-up certified letter to the applicant notifying them of the Commission's decision. The Commission discussed the time constraints with regards to beginning the background process. The Commission decided a letter to the applicant was not necessary once the phone messages have been left. Carol said that the City is considering the use of a taped line for the purpose of contacting applicants. Juan thought that would be a good option rather than sending a letter. Moving forward the Commission determined to strike applicants 22 and 29 from the Register, as three voicemail messages were left for both applicants with no return call. At this time the Rules will not be amended but the Rules will be reviewed by the Commission and discussed at a later time.

**(7) Correspondence – None.**

**(8) Executive Session –None.**

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

**(10) Adjournment** – Juan Chavez made a motion to adjourn seconded by Sarah Schafer. The motion was approved and the meeting adjourned at 5:00 p.m.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator