

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES

\*Approved August 11, 2015

Regular Meeting  
June 9, 2015

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

Chairman Juan Chavez called the meeting to order at 5:00 p.m. Commissioners in attendance were Juan Chavez, Sarah Schafer and Ryan Hall. Carol LeBeau was also in attendance.

**(2) Approval of Minutes.**

A motion was made by Ryan and seconded by Sarah to approve the minutes of the May 12, 2015 regular meeting.

**(3) Public Participation** – Mr. Ron Lange from South Elgin attended the meeting stating he was in attendance because he had an interest in one of the applicants on the Police Officer Eligibility Register.

**(4) Old Business –None.**

**(5) New Business –None.**

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

The Commission discussed dates for the written exam and confirmed the date for the written would be October 24, 2015 with the tutoring session on October 23, 2015. Carol stated the position announcement for Police Officer would be done in September. The Commission discussed the dates for the oral interviews and it was confirmed that the oral interviews would be scheduled for the week of November 2, 2015 which would also include Saturday, November 7, 2015. Carol informed the Commission that applicant number 32 withdrew from further consideration and the Commission struck his name from the Final Eligibility Register. The Commission determined the need for Executive Session.

**(7) Correspondence – None.**

**(8) Executive Session** – The Commission determined to move to Executive Session with a motion from Sarah and seconded by Ryan to adjourn to Executive Session at 5:15p.m. to discuss and review applicant numbers 33, 34, 35 and 36. The Commission returned from Executive Session at 5:40 p.m. with a motion from Ryan and a second from Sarah.

**(9) When Applicable Items to be Referred for Final Action from Executive Session**

The Commission returned from Executive Session at 5:40 p.m. with a recommendation to conditionally certify applicant numbers 33 and 35, pending their successful completion of the psychological and medical examination. The Commission struck applicant numbers 32, 34 and 36 from the Final Eligibility Register due to derogatory information found in the background process. Sarah informed the Commission that she was requesting a leave of absence from her duties as a Commissioner for personal reasons. She anticipated the leave to start in September with her last meeting being the August meeting and she would return in January. Carol said the City would look for a temporary replacement for Sarah.

**(10) Adjournment** – A motion was made by Ryan and seconded by Sarah to adjourn the meeting. The meeting adjourned at 5:45 p.m.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator