

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES

\*Approved September 8, 2015

Regular Meeting  
August 11, 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 and Ryan Hall. Sarah Schafer was absent. Carol LeBeau was also in attendance.

**(2) Approval of Minutes.**

A motion was made by Ryan and seconded by Juan to approve the minutes of the June 9, 2015 regular meeting.

**(3) Public Participation – None.**

**(4) Old Business –None.**

**(5) New Business** –Juan requested the time of the meeting be changed back to 4:30 p.m., Ryan approved the change in time.

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

There were no files for the Commission to review.

The Commission discussed the Final Eligibility Register and the current status of the applicants. Conditionally approved applicant number 33 successfully completed the psychological and medical examination and was hired July 1, 2015. Conditionally approved applicant number 35 did not successfully complete the psychological and medical examination and was struck from the Final Eligibility Register. Carol informed the Commission that applicant's numbers 37, 38, 39, 43, 44, 45, 46, and 48 declined further consideration for the position. The Commission asked why and Carol said that the Register was nearing the end of its effective date of December 14, 2015 and most often the end of that time period applicants who have testing been with many other departments have found employment elsewhere and Carol found this not to be uncommon.

Carol informed the Commission that applicants 40, 41, 42, 49 and 50 are in the background process and their files should be available for review within the next few weeks and will notify the Commission once they are ready for review. Carol said the City is looking for two applicants for the September 27, 2015 Academy.

The Commission confirmed the dates for the police officer written examination and the oral interview dates. The date for the tutoring session is October 23, 2015 and the written examination is October 24, 2015. Oral interviews are scheduled for the week of November 2, 2015 through Saturday November 7, 2015. Carol informed the Commission that a change in location for the written would now be Lemay Middle School as the West Chicago High School had a scheduling change for the dates of the testing. Oral interviews will still take place at the West Chicago Police Station with times to be determined. The Commission discussed the weight of the written and oral and determined the written to remain at 40 percent and oral to remain at 60 percent. The Commission also determined to accept only the first 300 applications and for the cut-off for the orals to be at the top 80 applicants knowing that number could exceed 80 in the case of tied scores.

**(7) Correspondence – None.**

**(8) Executive Session –None.**

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

**(10) Adjournment** – A motion was made by Juan and seconded by Ryan to adjourn the meeting. The meeting adjourned at 5:35 p.m.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator