

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES

Regular Meeting  
October 13, 2015

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

Chairman Juan Chavez called the meeting to order at 4:30 p.m. Commissioners in attendance were Juan Chavez, Robert Hodge and Ryan Hall. Carol LeBeau, Human Resources Coordinator was also in attendance.

**(2) Approval of Minutes.**

A motion was made by Ryan and seconded by Juan to approve the Meeting Minutes of the September 8, 2015 regular meeting. Motion carried.

**(3) Public Participation – None.**

**(4) Old Business – None.**

**(5) New Business – None.**

**(6) Items for Discussion and Possible Action –** The Commission discussed the Police Officer Eligibility Register and reviewed the procedures for the written test on October 24, 2015. Carol updated the Commission on the procedures for the tutoring session and the written examination. The Commissioners confirmed they would not be in attendance for the tutoring session and requested Carol as the Chief Examiner attend the tutoring session. Times and dates for oral interviews were established as the week of November 2<sup>nd</sup> through the 6<sup>th</sup> with times beginning at 3:00 p.m. and the last interview at 8:20 p.m. Carol will confirm with the testing company (IPSP) that training will be held on November 2<sup>nd</sup>.

**(7) Correspondence – None.**

**(8) Executive Session – None.**

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

**(10) Adjournment –** A motion was made by Ryan and seconded by Bob to adjourn the meeting. The meeting adjourned at 4:55 p.m.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator