

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES

\*Approved 11-10-15

Special Meeting  
October 29, 2015

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

Chairman Juan Chavez called the meeting to order at 4:35 p.m. Commissioners in attendance were Juan Chavez, Ryan Hall and Robert Hodge. Carol LeBeau, Human Resources Coordinator was also in attendance. Joe Rybialek, Ted Rybialek and Brianna Latiker were also in attendance.

(2) **Items for Discussion and Possible Action** – Discussion - regarding the Civil Service Commission Test for Police Officer that occurred on October 24, 2015 and the irregularities. Juan Chavez began the discussion by stating the Commission was concerned with the irregularities that occurred and the Commission contacted their attorney for his opinion on options. Juan continued to say he didn't feel the Commission's testing company represented the City well due to the irregularities the testing company created by the company forgetting to bring the scan sheets needed to record the test answers. Juan also felt there was significant down time, little organization, and frequent interruptions during the first forty-five minutes of the test in an attempt to provide scan sheets. He went on to say once scan sheets were distributed they were not all the same nor were they distributed to the whole group at the same time. Because of this the Commission decided to call a special meeting to discuss if the testing process was fair to all police officer applicants.

Juan invited the individuals who came to the meeting to speak saying he did not want to put them on the spot but welcomed their opinion, one of the individuals recognized the irregularities but felt he did well in spite of it while the other individual felt the interruptions and lack of proper documents might have affected the way she responded to the test.

Based on the discussion and the Commission's desire for the testing process to be fair to all police officer applicants in order to achieve this goal the Commission concludes it has no reasonable alternative but to nullify the test. Juan asked for a motion to nullify the test on October 24, 2015.

Ryan Hall made a motion seconded by Bob Hodge to nullify the test based on the testing irregularities all were unanimously in favor and the motion carried.

Juan asked for a motion to notify the testing company to not compile and to destroy the test results. Bob Hodge made a motion seconded by Ryan Hall to direct the Chief Examiner to notify the testing company to not compile and to destroy the test results.

Juan asked for a motion to direct the Chief Examiner to notify the applicants of the determination regarding the testing irregularities. Ryan Hall made a motion to direct the Chief Examiner to notify the applicants of the Civil Service Commission's determination regarding the testing irregularities. The Commission approved a letter that would be sent to all 158 applicants who took the test on October 24, 2015, explaining the Commission's position and the steps it would take moving forward.

The Commission discussed tentative dates for the reschedule of the test the dates are as follows:

December 5, 2015

December 12, 2015

January 16, 2016

January 23, 2016

\*The Commission stated preference for December dates.

Oral interviews would be scheduled once a testing date was confirmed.

Juan asked for a motion to direct the Chief Examiner to contact the testing company and to secure a facility to hold the test. Bob Hodge made a motion seconded by Ryan Hall to direct the Chief Examiner to contact the testing company and to secure a facility to hold the test on one of the aforementioned dates.

Juan also asked that when the notice was forwarded to the applicants that they also be informed they would be notified of the new testing date no later than Friday, November 13, 2015.

A motion was made by Ryan Hall and seconded by Bob Hodge to direct the Chief Examiner to schedule a new testing only for Police Officer applicants who took the October 24, 2015 test.

**(3) Executive Session –None.**

**(4) Adjournment –** Motion by Bob Hodge seconded by Ryan Hall to adjourn at 5:25 p.m.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator