

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES

\*Approved 1-12-16

Regular Meeting  
December 8, 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 Ryan Hall and Bob Hodge. Carol LeBeau was also in attendance.

**(2) Approval of Minutes.**

A motion was made by Ryan and seconded by Bob to approve the following minutes:

Special Meeting October 1, 2015

Regular Meeting October 13, 2015

Special Meeting October 29, 2015

Regular Meeting November 10, 2015

Motion carried.

**(3) Public Participation – None.**

**(4) Old Business – None.**

**(5) New Business – None.**

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

Carol updated the Commission on phone calls received regarding the notice of the rescheduled Police Officer written exam on January 16, 2016. Applicants informed Carol that Arlington Heights was scheduled for the same day. The Commission discussed the testing date and determined that the date of January 16, 2016 would stand.

The Commission tabled discussion on a new testing company until they had an opportunity to review all the materials. Five companies submitted information. Juan asked Carol if the City had a preference for any of the companies and Carol said the Chief of Police and her would like to go with IO Solutions. The Commission will give their decision at the January 12, 2016 meeting.

The Commission reviewed the file of applicant number 50 from the Final Eligibility Register. A motion was made by Ryan seconded by Bob to conditionally certify applicant number 50 pending successful completion of his pre-employment medical exam. Motion carried.

The Commission discussed the 2015 Annual Report to the Mayor. Juan and the Commission directed Carol to edit the report to include the Police Officer written test held on October 24, 2015 and the details surrounding the need for the Commission to reschedule the test date to January 16, 2016. The Commission will review the edit at the January 16, 2016 meeting.

The commission confirmed the oral interview schedule for the week of February 1, 2016. The training for the orals will be held on Monday, February 1, 2016 at 2:00 p.m. and the first oral will begin on February 1, 2016 at 3:00 p.m. start for all the interviews that week concluding on Friday February 5, 2016.

**(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 5:10 p.m.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator