

WEST CHICAGO CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION MINUTES

Special Meeting
February 25, 2016

*Approved 3-22-16

(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 and Robert Hodge. Ryan Hall was absent. Carol LeBeau, Human Resources Coordinator was also in attendance.

(2) Items for Discussion and Possible Action –

- The Commission reviewed and prepared the Initial Eligibility Register for all applicants who successfully completed the written and oral interview examinations. Bob Hodge made a motion to approve the Initial Eligibility Register, Juan Chavez seconded the motion. Motion carried.
- The Commission reviewed and prepared the letter to 48 applicants listed on the Initial Eligibility Register with notice for claiming veteran preference points.
- The Commission reviewed and prepared the letter to applicants who did not successfully complete the oral interview examination.

(3) Executive Session –None.

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

(5) Adjournment – Motion by Bob seconded by Juan to adjourn at 4:45 p.m.

Respectfully Submitted,

Carol LeBeau
Human Resources Coordinator