

WEST CHICAGO CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION MINUTES

*approved 6-1-16

Regular Meeting
March 22, 2016

(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 Sarah Schafer. Carol LeBeau was also in attendance.

(2) Approval of Minutes.

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

Regular Meeting January 12, 2016

Special Meeting February 25, 2016

Motion carried.

(3) Public Participation – None.

(4) Old Business – None.

(5) New Business – None.

(6) Items for Discussion and Possible Action.

- The Commission discussed applicant's request for additional time to provide additional proof of Veteran Preference Points and approved the applicant's request for 48 hours.
- The Commission prepared the Final Eligibility Register including Five (5) Veteran Preference Points claimed date of Register will be at the end of 48 hours March 25, 2016.
- The Commission prepared the Final Eligibility Register letters to applicants.

(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 Sarah to adjourn the meeting. The meeting adjourned at 4:50 p.m.

Respectfully Submitted,

Carol LeBeau
Human Resources Coordinator