

WEST CHICAGO CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

MINUTES

Regular Meeting

June 1, 2016

*Approved 8-9-16

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

Chairman Juan Chavez called the meeting to order at 4:34 p.m. Commissioner in attendance was Sarah Schafer. Ryan Hall was absent. Police Chief Michael Uplegger and Carol LeBeau were also in attendance.

(2) Approval of Minutes.

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

Regular Meeting March 22, 2016

Special Meeting May 11, 2016

Special Meeting May 19, 2016

Motion carried.

(3) Public Participation – None.

(4) Old Business – None.

(5) New Business – None.

(6) Items for Discussion and Possible Action.

- Preparation of Final Eligibility Register for Police Sergeant Including Veteran Preference Point Claimed – the Commission discussed the addition of Veteran Preference Points and sought clarification from the Civil Service Attorney regarding the state statutes reference of “fraction thereof of active military duty” the fraction thereof six months(.7/6=) was calculated and applied to the final score of the individual it applied to.
- Preparation of Final Eligibility Letters for Police Sergeant – letter was approved and will be sent to individuals on the Final Eligibility Register for Police Sergeant.
- Review of Police Officer Applicant Files

(7) Correspondence – None.

(8) Executive Session – Motion was made by Sarah and seconded by Juan to move to Executive Session at 4:55 p.m. to discuss applicant files for Police Officer.

(9) When Applicable Items to be Referred for Final Action from Executive Session – Motion was made by Sarah and seconded by Juan to return from Executive Session at 5:17 p.m. Files for applicants 1, 2, 3 and 4 were reviewed and discussed by the Commission. The Commission struck the name of applicant 1 due to derogatory information found in the background process. The Commission conditionally approved applicants 2 and 3 contingent upon successful completion of the remaining background screening. Juan requested to table applicant 4 for additional review of the file. The Commission confirmed once additional review was completed the Commission would conditionally approve applicant 4 contingent upon successful completion of the remaining background screening.

(10) Adjournment – A motion was made by Juan and seconded by Sarah to adjourn the meeting. The meeting adjourned at 5:20 p.m.

Respectfully Submitted,

Carol LeBeau
Human Resources Coordinator