

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES Regular Meeting July 11, 2017

\*Approved 10/10/17

**(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: Kelly Mireault. A quorum was established. Carol LeBeau and Anthony Gagliardi were also in attendance.

**(2) Approval of Minutes.**

The minutes from the Commission's last meeting on 5/9/17 need to be amended and brought back to the Commission at the next meeting. Motion made by Juan seconded by Kelly. Motion carried.

**(3) Public Participation – Anthony Gagliardi was present due to his interest in joining the Commission.**

**(4) Old Business –** Carol told the Commission that the Police Department has two vacancies to fill and plans to have two applicants reviewed for possible admittance to the Police Academy in January of 2018. Carol stated that in September at least six applicant files would be pulled beginning with the next eligible applicant and contacted regarding their interest in pursuing the position beginning with the background process. Files to be reviewed by the Commission would be sometime in November.

**(5) New Business –** Sarah Schafer submitted a letter resigning her seat from the Commission effective July 11, 2017.

**(6) Items for Discussion and Possible Action –**The Commission welcomed Kelly Mireault. The Commission discussed changing the time of the meeting from 4:30 p.m. to 5:00 p.m. beginning with the September meeting the Commission approved the time change 5:00 p.m. to begin in September. A brief discussion was provided with an overview of the functions and duties of the Commission specifically Police Officer testing. Carol informed the Commission that there would be a need for a test in the near future with the current Final Eligibility Register due to expire on March 25, 2016. Probable timelines were discussed.

The following Items were deferred/tabled to the next Civil Service Commission meeting due to the absence of a full Commission.

Election of a Secretary.

Review of the Civil Service Rules and Regulations.

Review and Discussion of Civil Service File record retention.

**(7) Correspondence – None.**

**(8) Executive Session – None.**

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

**(10) Adjournment –** A motion was made by Juan and seconded by Kelly to adjourn the meeting. The motion carried and the meeting adjourned at 5:00 p.m.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator