

# WEST CHICAGO CIVIL SERVICE COMMISSION

Approved 4/8/14

CIVIL SERVICE COMMISSION  
MINUTES  
Regular Meeting  
March 11, 2014

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

Chairman Juan Chavez called the meeting to order at 4:38 pm. Commissioners in attendance were Juan Chavez and Melissa Birch. Yisnery Gomes was absent. Carol LeBeau, Human Resources Coordinator was also in attendance.

**(2) Approval of Minutes.**

Commissioner Melissa Birch made a motion, seconded by Chairman Juan Chavez to table approval of the minutes of the February 11, 2014 Civil Service Meeting. The Commission directed Carol LeBeau to contact Civil Service Attorney Jim Knippen for clarification on hold back options Executive Session Minutes detail when returning to open session.

**(3) Public Participation – None.**

**(4) Old Business – None.**

**(5) New Business – None.**

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

- The Commission reviewed the file of the fifth ranked applicant on the Final Eligibility Register and adjourned to Executive Session to discuss.
- The Commission struck the name of the third ranked applicant on the Final Eligibility Register due to that applicant obtaining other employment and requesting the Commission to remove him from further consideration.
- The Commission struck the name of the sixth ranked applicant on the Final Eligibility due to unsuccessfully completing the pre-employment testing.

**(7) Correspondence – None**

**(8) Executive Session –** The Commission adjourned to Executive Session at the request of Chairman Juan Chavez at 5:38 pm. to discuss the file of the fifth ranked applicant.

**(9) When Applicable Items to be Referred for Final Action from Executive Session –** The Commission requests a Special Civil Service Meeting to include the Chief of Police on March 17, 2014 at 5:30 pm to discuss background information on the applicant. Chairman Chavez will provide a list of questions by email to Carol LeBeau to forward to Chief Perez for his comments at the Special Meeting. Juan Chavez motioned to return from Executive Session at 5:52 pm.

**(10) Adjournment –** Commissioner Melissa Birch made a motion to adjourn and Chairman Juan Chavez seconded the motion to adjourn. The motion was approved and the meeting adjourned at 5:52 pm.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator