

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES Regular Meeting March 10, 2015

\*Approved 5-12-15

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

Chairman Juan Chavez called the meeting to order at 4:35 p.m. Commissioners in attendance were Juan Chavez, Sarah Schafer and Ryan Hall. Carol LeBeau was also in attendance.

**(2) Approval of Minutes.**

A motion was made by Sarah and seconded by Juan to approve the minutes of the February 10, 2015 meeting.

**(3) Public Participation – None.**

**(4) Old Business** – Carol stated that minutes from December 9, 2014, that had been tabled due to Commissioners absences and two Commissioners leaving the Commission can be reviewed and approved by the current Commission. It was agreed that the minutes of December 9, 2014, be brought to the next meeting for approval.

**(5) New Business –None.**

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

The Commission welcomed new Civil Commissioner Ryan Hall. Brief discussion was held on Rules of the meeting/Roberts Rules and the Open Meeting Act, appropriate notice for Special Meetings and Communication between the three members of the Commission with each other. Also discussed was the criteria for review of the applicant files, such as criminal history, complete background, psychological, polygraph, pre-employment medical and Chief's recommendation. Juan advised the Commission to keep in mind that the Commission does not have to agree with the Chief's recommendation and has the final right to approve or not approve an applicant. However, he stated the Commission would speak with the Chief if there was a disagreement regarding an applicant and try to work it out if possible. Carol left the meeting at 4:53 p.m. and the Commission was set to review the applicant files with no discussion. Discussion and possible action was determined to be held at a special meeting on March 17, 2015 at 5:00 p.m. The Commission reviewed five police officer applicant files, numbers 23, 24, 26, 28 and 30. It was determined that discussion and action regarding the applicants reviewed would be taken at the Special Meeting, pending review of the files. It was also discussed and determined that the meeting time for all meetings moving forward would be changed from 4:30 p.m. to 5:00 p.m. in Committee Room A at City Hall.

**(7) Correspondence – None.**

**(8) Executive Session –None.**

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

**(10) Adjournment** –The meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Carol LeBeau  
Human Resources Coordinator