

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES

Regular Meeting

August 10, 2021

\*Approved 10-12-21

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

Elect pro-tem chair in the absence of no named chair and vacancy of third commissioner. Randy Wilson made a motion to elect Keith Letsche pro-tem chair, Keith second, motion carried. Keith Letsche called the meeting to order at 5:02 p.m. In attendance Randy Wilson and Keith Letsche. A quorum was established. Also in attendance: Carol LeBeau.

**(2) Approval of Minutes.**

Motion made by Randy and seconded by Keith to approve the minutes from the regular meeting on May 11, 2021, and the special meeting minutes from July 14, July 15, and July 16, 2021. Motion carried.

**(3) Public Participation. – None**

**(4) Old Business. –**

Carol provided a brief overview of the process for sergeant promotional more discussion to come at regularly scheduled meeting in October.

**(5) New Business. - None**

**(6) Items for Discussion and Possible Action on. –**

The Commission discussed the Initial Eligibility Register and waived the rule in the CSC Rules Chapter III Section 7 regarding the claim and submission of supporting documentation for preference points. A motion made by Keith and seconded by Randy to suspend the rule due to finding an error in the rules deemed incompatible with State Statutes regarding the timeline for claim and submission of supporting documents. Motion carried. Keith made a motion seconded by Randy to accept the claim and submission of supporting documentation for preference points 14 calendar days from the posting of the Initial Eligibility Register. Motion carried. The Register found a tie score for Applicant's number 15 and 16 and in accordance with Chapter III Section 7 of the Rules the Commission determined by lot the placement of the tied Applicant's names on the Initial Eligibility Register. The Commission prepared and approved the Police Officer Initial Eligibility Register contingent upon consultation with the CSC attorney and his approval regarding their determination by motion from Randy and second by Keith. Motion carried.

The Commission approved the Initial Eligibility Letter for the Applicant's on the Register and the ineligible letters to applicants who did not successfully complete the testing.

**(7) Correspondence. - None**

**(8) Executive Session. –None**

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

**(10) Adjournment.**

Motion made by Randy and second by Keith to adjourn. Motion carried and meeting adjourned at 6:03 p.m.

Respectfully submitted,

Carol LeBeau  
Human Resources Coordinator