

WEST CHICAGO CIVIL SERVICE COMMISSION

REGULAR MEETING NOTICE

Tuesday March 14, 2023 at 5:00 P.M. | West Chicago City Hall | City Council Chambers

(1) Call to order and Establishment of a Quorum

(2) Approval of Minutes

(3) Correspondence

(4) Public Participation

(5) Old Business

(a) Entry level police officer testing for new registry and vendor proposal (Action Requested)

(6) New Business

(a) 2022 Civil Service Commission Annual Report

(7) Items for Discussion and Possible Action:

(a) Lateral Police Officer Recruitment update (Informational)

(8) Executive Session

(a) Pursuant to Section 2(c)(1) of the Open Meetings Act for matters relating to the employment, appointment, compensation, discipline, performance, or disciplining of specific employees.

(9) When Applicable, Items to be Referred for Final Action from Executive Session

(10) Adjournment

WEST CHICAGO CIVIL SERVICE COMMISSION

REGULAR MEETING MINUTES

Tuesday February 14, 2023

(1) Call to order and Establishment of a Quorum

Chairperson Keith Letsche called the meeting to order at 5:04 P.M. In attendance were Chairperson Keith Letsche, Commissioner Edmond Moore, Commissioner Kevin Millon, Police Chief Colin Fleury and Human Resources Manager Sash Dumanovic.

(2) Approval of Minutes

Motion by Commissioner Moore to approve the minutes from the January 10, 2023 Regular Civil Service Commission meeting, seconded by Commissioner Millon. No further discussion and motion carried.

(3) Correspondence

None

(4) Public Participation

None

(5) Old Business

Evaluation and discussion of vendor proposals to facilitate the creation of a new entry level police officer registry is ongoing. Police Chief Fleury emphasized the importance the advantages of having the ability to customize and align the test questions with the West Chicago Police Department. Police Chief Fleury and Human Resources Manager Dumanovic will meet between tonight's meeting and the next regular Commission meeting to demo the test questions from each provider, evaluate pros and cons, and make a recommendation to Commissioners once complete.

(6) New Business

None

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Annual Report

January 1, 2022 – December 31, 2022

Chairman Keith Letsche, Commissioner Edmond Moore and Commissioner Kevin Millon served on the Civil Service Commission in 2022. Commissioner Keith Letsche was appointed by the Mayor to serve as Chairman starting with the April 12, 2022 Regular Meeting. Commissioner Edmond Moore was first welcomed to the Commission at the February 16, 2022 Special Meeting. Regular and special meetings were held in accordance with the Rules and Regulations of the Commission and the Illinois Open Meetings Act.

2022 was a robust year for police recruitment and promotions due to retirements and previously vacant positions that were now being filled over the course of the year. This year included four retirements, three promotions to Sergeant, three promotions to command staff, the hiring of four lateral officers, and the hiring of three entry-level police officers.

The movement through the Final Eligibility Register (dated 08-30-2021) for entry-level Police Officer was rapid. In less than 10 months, the Commission and City went through the remaining 36 candidates on the list and exhausted the list in its entirety. Of the 36 entry-level police officer candidates that were considered in 2022; three were hired, three accepted other offers at other municipalities, six were non-responsive, 12 declined to continue in the recruitment process and 12 did not successfully pass the pre-employment process that is outlined in the Commission Rules and Regulations.

The Civil Service Commission Rules and Regulations were amended in 2022 to establish a new and separate Lateral Police Officer recruitment and pre-employment process. The Rules established a separate registry of Lateral Police Officer candidates that does not expire. Applications for Lateral Police Officer opened in April of 2022 and yielded 24 lateral applicants in 2022 with 10-20 additional general inquiries that did not yield additional applications. Of the 24 applicants, six candidates were hired, and one candidate remained on the Lateral Police Officer Registry.

At the end of 2022, five candidates remain on the Police Sergeant Final Eligibility Register that will expire on 12-27-2023.

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Near the end of 2022, the Commission began to discuss the process for conducting a recruitment to establish a new entry-level police officer in 2023.

The Commission continues to enjoy a successful working relationship with the City of West Chicago and looks forward to continued success in 2022.

The Commission submits this Annual Report to the Mayor of its activities for the year 2022 as required by the Civil Service in Cities Act.

Respectfully Submitted

West Chicago Civil Service Commission



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(7) Items for Discussion and Possible Action

(a) Lateral Police Officer Recruitment update

Police Chief Fleury informed Commissioners that two new Later Police Officers were hired joined the City of West Chicago Police Department on January 23, 2023. Please welcome Gerardo Solis who previously worked for the Village of Broadview and Town of Cicero, and please welcome Joseph Guerra who previously worked for the Village of Berkley and Village of Lakemoor.

(8) Executive Session

- (a) Pursuant to Section 2(c)(1) of the Open Meetings Act for matters relating to the employment, appointment, compensation, discipline, performance, or disciplining of specific employees.

(9) When Applicable Items to be Referred for Final Action from Executive Session

- (a) Commission concluded Executive Session and returned to Regular Session at 5:15 PM. Motion made by Commissioner Millon to approve the Executive Session Meeting Minutes from the January 10, 2023 Civil Service Commission meeting. Seconded by Commissioner Moore. No further discussion and motion carried.

(10) Adjournment

- (a) Motion by Commissioner Millon to adjourn the meeting. Seconded by Commissioner Moore. No further discussion and motion carried. Meeting concluded at 5:18 PM.