

# WEST CHICAGO CIVIL SERVICE COMMISSION

## SPECIAL MEETING NOTICE

Tuesday July 18, 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**

- (a) May 9, 2023 Regular Meeting

**(3) Correspondence**

**(4) Public Participation**

**(5) Old Business**

- (a) Status update on Lateral Police Officer recruitment (Informational)
- (b) Status update on entry-level Police Officer recruitment (Informational)
- (c) Set dates for oral interviews for entry-level Police Officer recruitment (Action Requested)

**(6) New Business**

- (a) Civil Service Commission Rules and Regulations and out of state applicants (Informational)
- (b) Destruction of verbatim records of closed sessions pursuant to Section 2.06(c) of the Illinois Open Meetings Act (Action Requested)

**(7) Items for Discussion and Possible Action:**

- (a) 5C above for entry level oral interview dates
- (b) 6B above for destruction of verbatim records of closed sessions

**(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. Further, pursuant to Section 2 (c)(21) of the Open Meetings Act for review of minutes of lawfully closed under that Act and further, pursuant to Section 2.06(c) of the Illinois Open Meetings Act for destruction of the verbatim records of closed sessions.

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

**(10) Adjournment**

# WEST CHICAGO CIVIL SERVICE COMMISSION

## REGULAR MEETING MINUTES

Tuesday May 9, 2023

### (1) Call to order and Establishment of a Quorum

Chairperson Keith Letsche called the meeting to order at 5:03 P.M. In attendance were Chairperson Keith Letsche, Commissioner Kevin Millon and Commissioner Edmond Moore. Police Chief Colin Fleury, Commander Adam Reavley and Human Resources Manager Sash Dumanovic were present. Virtual guests included Klein Thorpe & Jenkins attorneys Dennis G. Walsh and Thomas M. Melody.

### (2) Approval of Minutes

Motion by Commissioner Moore to approve the minutes from the March 14, 2023 Regular Civil Service Commission meeting, seconded by Commissioner Millon. No further discussion and motion carried.

### (3) Correspondence

- (a) Commissioners received and accepted the retirement letter from City of West Chicago Civil Service Commission attorney James H. Knippen, II who was thanked for his many years of service to the Commission.
- (b) Commissioners received the submission from Klein Thorpe & Jenkins for legal services to the Civil Service Commission on an as needed basis.

### (4) Public Participation

- (a) Commissioners welcomed Klein Thorpe & Jenkins attorneys Dennis G. Walsh and Thomas M. Melody. Mr. Walsh and Mr. Melody provided an overview of the firm, their professional experience and areas of focus representing municipal clients. It was confirmed there were no other submissions to the request for submissions posting that was placed on the City employment opportunities webpage for two weeks prior to the meeting. Chairperson Letsche gave an overview of the Commission. Commissioners asked questions regarding fees, availability, legal opinions, and other areas as the dialogue continued. Commissioners asked if there were any conflicts of interest in representing the Commission. Mr. Thomas indicated that no conflicts of interest exist at the present time and would notify Commissioners if any conflict of interest occurred in the future. Commissioners thanked each of them for attending today's Commission meeting.

# WEST CHICAGO CIVIL SERVICE COMMISSION

## **(5) Old Business**

- (a) Chief Fleury gave an update on the Lateral Police Officer recruitment.
- (b) Chief Fleury and Human Resources Manager Sash Dumanovic gave an update on the status and tentative timeline for the entry-level Police Officer recruitment process.
- (c) Chief Fleury reminded Commissioners that the Sergeant promotional list will be expiring later this year. A new Sergeant promotional list will need to be created.

## **(6) New Business**

- (a) Commissioners accepted the retirement letter from Commission attorney James H. Knippen, II.

## **(7) Items for Discussion and Possible Action**

- (a) Commissioners indicated their interest to accept the submission from Klein Thorpe & Jenkins to represent the Commission on an as needed basis. A motion was made by Commissioner Millon to retain the services of attorneys Dennis G. Walsh and Thomas M. Melody of Klein Thorpe & Jenkins to represent the City of West Chicago Civil Service Commission on an as needed basis. Seconded by Commissioner Moore. No further discussion and motion carried.

## **(8) Executive Session**

- (a) No need for Executive Session

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

- (a) None

## **(10) Adjournment**

- (a) Motion by Commissioner Moore to adjourn the meeting. Seconded by Commissioner Millon. No further discussion and motion carried. Meeting concluded at 5:33 PM.