

WEST CHICAGO CIVIL SERVICE COMMISSION

REGULAR MEETING NOTICE

Tuesday August 8, 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) July 18, 2023 Special Meeting

(3) Correspondence

(4) Public Participation

(5) Old Business

- (a) Status update on Lateral Police Officer recruitment (Informational).
- (b) Civil Service Commission Rules and Regulations and out of state applicants (Informational).
- (c) Status update on entry-level Police Officer recruitment (Informational).
- (d) Finalize dates and times for entry-level Police Officer structured oral interviews (Action Requested).

(6) New Business

- (a) Legal opinion is needed for Civil Service Commission Rules and Regulations and the Examination of Applicants requirements in Article 10 and Section 65 of the Illinois Municipal Code (Action Requested).

(7) Items for Discussion and Possible Action (summarized from above):

- (a) 5D above to finalize oral interview dates and times for entry-level Police Officer.
- (b) 6A above to request a legal opinion from Commission's legal counsel.

(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

SPECIAL MEETING MINUTES

Tuesday July 18, 2023

(1) Call to order and Establishment of a Quorum

Chairperson Keith Letsche called the meeting to order at 5:05 P.M. In attendance were Chairperson Keith Letsche, Commissioner Kevin Millon and Commissioner Edmond Moore. Human Resources Manager Sash Dumanovic was present.

(2) Approval of Minutes

Motion by Commissioner Millon to approve the minutes from the May 9, 2023 Regular Civil Service Commission meeting, seconded by Commissioner Moore. No further discussion and motion carried.

(3) Correspondence

(a) None

(4) Public Participation

(a) None

(5) Old Business

- (a) A status update on Lateral Police Officer recruitment will be provided at the next Civil Service Commission.
- (b) A status update on the entry-level Police Officer recruitment was provided by Human Resources Manager Sash Dumanovic. The testing vendor (IO Solutions) notified the City that 113 applications were downloaded. Of that number, 57 potential candidates did not complete their application or did not submit the required application materials by the due date of July 13th and were deemed ineligible. Of the 113 applicants, 40 candidates will take the written exam (27 in-person exams, and 13 virtual exams). The results of the written exam will be provided by the vendor once the written testing window is complete and exams are scored and certified by the vendor.
- (c) Commissioner availability in the month of August was discussed for entry-level Police Officer structured oral interviews. Human Resources Manager Dumanovic will compile the schedule of available dates and share with the group so that a structured oral interview schedule can be established.

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(6) New Business

- (a) Civil Service Commission Rules and Regulations regarding out of state applicants agenda item will be discussed at the next Civil Service Commission Meeting.
- (b) Destruction of verbatim records of closed sessions pursuant to Section 2.06(c) of the Illinois Open Meetings Act: Human Resources Manager Dumanovic notified Commissioners that there are seven verbatim records of closed sessions related to this agenda item under Section 2.06(c). Motion by Commissioner Moore to declare the seven verbatim records for destruction. Seconded by Commissioner Millon. No additional discussion. Motion carries.

(7) Items for Discussion and Possible Action

- (a) Commissioner availability for oral interviews in August was completed (item 5C above).
- (b) Commissioners voted on destruction of verbatim records (item 6B above).

(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 5:21 PM.