

# WEST CHICAGO CIVIL SERVICE COMMISSION

## REGULAR MEETING MINUTES

Tuesday August 8, 2023 at 5:00 P.M. | West Chicago City Hall | City Council Chambers

**(1) Call to order, Establishment of a Quorum and Appointment of a Chairman Pro Temp**

In attendance were Commissioners Kevin Millon and Edmond Moore. Chairman Keith Letsche is absent. A quorum is established. Commissioner Moore nominated Commissioner Millon to be appointed as Chairman Pro-Temp. Chairman Pro-Temp Moore accepts and calls the meeting is called to order at 5:06 P.M. Also in attendance are Human Resources Manager Sash Dumanovic and Police Chief Colin Fleury.

**(2) Approval of Minutes**

Motion by Commissioner Moore to approve the minutes from the July 18, 2023 Special Civil Service Commission meeting, seconded by Chairman Pro-Temp Millon. No further discussion and motion carried.

**(3) Correspondence**

None

**(4) Public Participation**

None

**(5) Old Business**

**a) Status update on Lateral Police Officer recruitment (Informational).**

- i. Police Chief Fleury provided an update to Commissioners on the status of Lateral Officer recruitment. The City is accepting lateral applications at the moment due to a Police Officer retirement in 2024. One candidate is advancing through the pre-employment steps and may join the Department and City by September 1<sup>st</sup> if all steps are successfully completed.

**b) Civil Service Commission Rules and Regulations and out of state applicants (Informational).**

- i. Human Resources Manager Dumanovic and Police Chief Fleury indicated that some of our Lateral Police Officer applicants and potential Lateral applicants are located out of state, and were Illinois residents at one time, or wish to move to Illinois to continue their law enforcement career. A legal opinion may be needed to determine what potential changes need to be made to the Commission Rules and Regulations to allow for out of state Lateral applicants who are presently disqualified from consideration under current rules. Commissioners indicated consensus to move forward with requesting a legal opinion.

**c) Status update on entry-level Police Officer recruitment (Informational).**

- i. The written test phase has been completed for entry-level Police Officers and the next step is to move to the structured oral interview phase.

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**d) Finalize dates and times for entry-level Police Officer structured oral interviews (Action Requested).**

- i. Human Resources Manager Dumanovic reported that the testing vendor identified 31 candidates who are eligible to advance to structured oral interviews. Human Resources Manager Dumanovic gathered Commissioner availability for the rest of August and the month of September. August 24<sup>th</sup>, August 28<sup>th</sup> and September 7<sup>th</sup> with a 3:00 PM arrival time were established as the best dates to conduct structured oral interviews.

**(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).
  - i. Commissioners indicated consensus to move forward with requesting a legal opinion regarding the requirements for Commissioner participation in structured oral interviews and whether any amendment to the Commission Rules and Regulations is recommended.
  - ii. Commissioners indicated consensus to move forward with requesting a legal opinion regarding the requirements of Under Public Act 103-0357 and whether any amendments to the Commission Rules and Regulations is recommended.
- (b) Police Chief Fleury reminded Commissioners that a new **Police Sergeant's list will need to be established**. The promotional testing process and its timeline will be forthcoming.

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

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

**(8) Executive Session**

None

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

None

**(10) Adjournment**

Motion by Commissioner Moore to adjourn the meeting. Seconded by Chairman Pro-Temp Millon. No further discussion and motion carried. Meeting ended at 5:47 PM.