



GURNEE CIVIL SERVICE COMMISSION

MEETING MINUTES

November 19, 2019

Present - Ty Bonds, Chairperson
Gretchen Neddenriep, Commissioner
Diane Summers, Commissioner

Absent - None

Staff - Christine Palmieri, Director of Human Resources

Public - None present

Meeting called to order at 7:00 p.m. by Chairperson Bonds

AYE: 3 Bonds, Neddenriep, Summers

NAY: 0

ABSENT: 0

Pledge of Allegiance – Chairperson Bonds led the Pledge of Allegiance.

Public Comment – None

Minutes - Motion to approve:

September 24, 2019 Regular Meeting Minutes: motion by Summers, second by Neddenriep; all Aye

October 22, 2019 Special Meeting Open Session Minutes: motion by Summers, second by Neddenriep; all Aye

October 22, 2019 Special Meeting Closed Session Minutes: motion by Summers, second by Neddenriep; all Aye

October 23, 2019 Special Meeting Open Session Minutes: motion by Summers, second by Neddenriep; all Aye

October 23, 2019 Special Meeting Closed Session Minutes: motion by Summers, second by Neddenriep; all Aye

October 24, 2019 Special Meeting Open Session Minutes: motion by Summers, second by Neddenriep; all Aye

October 24, 2019 Special Meeting Closed Session Minutes: motion by Summers, second by Neddenriep; all Aye

Bills - Motion to approve September 2019 bill from Franczek Radelet; motion by Summers, second by Neddenriep; all Aye

Executive Session – No items

New Business -

1. Notice of Vacancy – Commissioners acknowledged receipt of notice of an upcoming retirement in the Public Works Department

MEETING MINUTES

2. Certification / Non-Certification of Public Works candidate: Commissioners certified one candidate for continuation in the hiring process; all aye
3. Certification / Non-Certification of Firefighter / Paramedic candidate: Commissioners certified one candidate for continuation in the hiring process; all aye
4. Request for Appointment: Commissioners acknowledged and approved promotion of the next eligible candidate on the Fire Lieutenant list
5. Discussion on updates to Civil Service Rules and Regulations: Commissioners reviewed the proposed changes to the rules and approved formal updating; changes will be posted for 10 days then will be in effect after that; all aye; also discussed written examination vendor change for Fire Department entry level testing
6. Review and approve draft 2020 Civil Service Meeting Schedule: Commissioners approved proposed draft dates; discussion on possible change of start time to 6:30 p.m.; Commissioners affirmed remaining at 7:00 p.m. start time; all aye
7. Review and approve draft 2020 Civil Service Commission Annual report; Commissioners reviewed information provided year-to-date; as final expenditure figures and employment figures are received, the draft will be updated with final version provided to Commissioners for review prior to sending to the Village Board; all aye

Palmieri provided the Commissioners a brief update on the Fire Promotion process anticipated to begin in January 2020 with the release of the reading list; official process begins in March 2020 with letters of intent; provided Commissioners anticipated interview schedule between May 11 and June 5, 2020 and need for all three Commissioners to be present during the interview; more information to follow after the process begins.

Palmieri also discussed the Maintenance Worker hiring process and timeline for Commission interviews of candidates once the staff interview process is completed; anticipate early January 2020 for Commission interviews.

Confirmation of Next Meeting – December 17, 2019; Commissioners approved cancelling the December 17, 2019 meeting; next regular meeting will be January 28, 2020; discussed with Commission the possibility of early January meeting (January 7th) for Maintenance Worker interviews and possible Lateral Police Officer/s.

Adjournment - motion by Summers to adjourn, second by Neddenriep; all aye.

Meeting adjourned at 7:33 pm

Prepared by Christine Palmieri on behalf of



Gretchen Neddenriep
Secretary, Civil Service Commission