



GURNEE CIVIL SERVICE COMMISSION

MEETING MINUTES

May 21, 2024

Present - Ty Bonds, Chairperson
Diane Summers, Secretary / Commissioner
Erika Weiman, Commissioner

Absent - None

Staff - Christine Palmieri, Director of Human Resources
John Kavanagh, Fire Chief
David Douglass, Deputy Fire Chief
Brian Smith, Police Chief
Jeremy Gaughan, Deputy Police Chief

Public - None present

Meeting called to order at 7:16 pm by Chairperson Bonds

AYE: 3 Bonds, Summers, Weiman

NAY: 0

ABSENT: 0

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

Public Comment – None

Minutes - Motion to approve April 23, 2024 Regular Meeting Minutes: motion by Summers, second by Weiman; all Aye; Motion to approve May 7, 2024 Open Session Minutes: motion by Summers, second by Weiman; all Aye; Motion to approve May 7, 2024 Closed Session Minutes: motion by Summers, second by Weiman; all Aye

Bills – no bills

New Business -

1. Notices of Vacancy; Commissioners acknowledged notice of vacancy in the Police Department due to a voluntary separation and a notice of vacancy in the Public Works Department due to a voluntary separation
2. Certification / Non-Certification of Firefighter / Paramedic candidates: Commissioners did not certify the continuation of eight candidates and names will be removed from the February 2024 eligibility list; all aye
3. Certification / Non-Certification of Police Officer candidates: Commissioners did not certify the continuation of seven candidates and names will be removed from the February 2024 eligibility list; all aye
4. Timeline for Maintenance Worker I candidate interviews: staff discussed timeline for Maintenance Worker recruitment and potential interview options; due to schedule issues, Commissioners requested August interview dates

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5. Timeline for Police Sergeant promotion testing: staff discussed timeline for Sergeant promotion process and provided notice to the Commission for September interviews for possibly 10 candidates
6. Discussion with Police and Fire Department regarding hiring and promotions:

Staff and Commissioners discussed if discipline should factor into promotions and how should Commission be provided information, if any, regarding discipline. Commissioners suggested a question regarding discipline to be asked during promotion interviews. Chief Smith reviewed the administrative points process and impact of factors such as discipline, qualities as an individual and as a police officer, service oriented perspective.

Both Chiefs reviewed the available debrief processes for candidates after promotion process is completed for candidates to receive feedback on evaluations. Chief Kavanagh discussed the Officer in Charge process for candidates to gain leadership experience prior to promotion.

Staff and Commissioners also reviewed testing statistics to review where candidates are removed from the screening process. Commissioners would like to review entry level process to ensure their assessments are aligning with what the Departments are looking for in candidates.

Staff and Commissioners also reviewed the use of the polygraph examination and current Commission standards for a 'pass' on the examination. There was mixed reaction to whether the tool should be a strict pass / fail as current or if it should be utilized as a tool / resource for background review to delve into areas of concern. Commissioners also discussed if fails on certain questions would be automatic knockouts versus other questions which could be further explored in background if there was an untruthful finding – example, lying on application or extreme physical force, etc.

Staff will work on the above questions over the next few months and provide updates to the Commission on facts and findings.

The Commission and Police staff discussed a potential rehire of a Police Officer that resigned less than one month prior to go to another agency and clarified steps needed to complete rehire process.

Confirmation of Next Meeting – June 25, 2024

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

Meeting adjourned at 9:04 pm

Prepared by Christine Palmieri on behalf of



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Diane Summers

Secretary, Civil Service Commission