



CITY OF LOVES PARK

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Gregory R. Jury, Mayor • Robert J. Burden, City Clerk • John C. Danielson, City Treasurer

LOVES PARK CIVIL SERVICE COMMISSION MINUTES

Date: September 5, 2017
Present: Jesse Daughtry, Commissioner
Darryl Lindberg, Commissioner
Scott Andrews, Commissioner
Also present: Maryjo Pirages Reynolds, Attorney
Shannon Messinger, Public Works Department

On September 5, 2017, the Loves Park Civil Service Commission convened at City Hall, 100 Heart Boulevard, Loves Park, IL 61111.

1. **CALL TO ORDER:** Commissioner Daughtry called the meeting to order at 11:00 a.m.
2. **PUBLIC COMMENT:** None.
3. **MINUTES:** Commissioner Lindberg motioned to approve the minutes of August 14, 2017, seconded by Commissioner Scott, and approved 3-0.
4. **OLD BUSINESS:**

Election of Commissioner Roles: The Commission discussed Commissioner roles, and Commissioner Lindberg made a motion that he shall serve as Chairman, Commissioner Daughtry shall serve as Chief Examiner, and Commissioner Scott shall serve as Secretary. The motion was seconded by Commissioner Daughtry and approved 3-0.

Approval of Exemption for Seasonal Police Clerical Position: Based on the Commission's approval of a seasonal, exempt police clerical position at the August 14, 2017, meeting, Attorney Pirages Reynolds presented an approval letter for the Commissioners to review and sign. The Commissioners reviewed and signed this letter and also reviewed a Civil Service Acknowledgement prepared by the Commission's attorneys to be signed by the hired seasonal, exempt worker.

Police Department Clerical Position Notice and Testing Process: Attorney Pirages Reynolds discussed an August 10, 2017 letter received by the Director of Public Workers & Development from the Illinois Department of Human Rights and a follow up inquiry from Bob Burden regarding the applications. Consequently, the Commission revisited the issue of conviction inquiries on applications. Attorney Pirages Reynolds reiterated that the Commission is exempt

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for the Illinois Job Opportunities for Qualified Applicants Act because it is a public employer, but nevertheless, in an effort to maintain a spirit of cooperation and compliance with the Department of Human Rights, recommended either follow up with the Department of Human Rights on this issue or the removal of the inquiry. The Commission decided to remove the inquiry, and Commissioner Lindberg will work with Minute Man Press to prepare new applications. These new applications will be delivered to the City Clerk by September 8, 2017. The Commission reviewed and finalized the Police Clerical Position Notice, and Commissioner Lindberg made a motion to approve the Notice, set the application deadline for October 9, 2017, set a meeting to review the received applications for October 11, 2017, and set oral interviews for October 18 and 19, 2017 at 6:00 p.m. The motion was seconded by Commissioner Daughtry and approved 3-0.

Public Works Department Position Notice and Testing Process: The revised job description, proposed oral interview questions, and Notice were circulated and addressed by Shannon Messinger. The Commission reviewed and finalized the Public Works Notice, and Commissioner Daughtry made a motion to approve the Notice, set the application deadline for October 16, 2017, set a meeting to review the received applications for October 23, 2017, and set oral interviews for November 1 and 2, 2017, at 6:00 p.m. The motion was seconded by Commissioner Lindberg and approved 3-0.

Approval of Employee's Request for a Leave of Absence: Commissioner Lindberg made a motion to approve the request for a temporary leave of absence from Charlene Freezeland, a Police Department employee. The motion was seconded by Commissioner Daughtry and approved 3-0.

4. **NEW BUSINESS:**

Commissioner Elliott's Service: An invitation was extended to attend the City Council meeting on September 5, 2017, at which Sue Elliott will be recognized for her 30 plus years of service and dedication to the City.

Revised Rules and Regulations: The previously approved revised Rules and Regulations were signed by Commissioners Daughtry and Lindberg. (They were previously signed by Commissioner Elliott.)

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5. **ADJOURNMENT:** The meeting previously scheduled for October 2, 2017, has been cancelled and rescheduled for October 11, 2017, at 11:00 a.m. The meeting was adjourned at 11:43 a.m. Motion to adjourn was made by Commissioner Daughtry, seconded by Commissioner Andrews, and the motion passed 3-0.

Respectfully submitted,



Maryjo F. Pirages Reynolds, Attorney for Commission

cc:	Commissioners Daughtry, Lindberg, Scott	Mayor Gregory Jury
	City Clerk Bob Burden	All Council Members
	City Treasurer John Danielson	Police Chief Chuck Lynde
	Public Works Director Dan Jacobson	Nicolosi & Associates, as City Attorney
	Attorney Roberta L. Holzwarth	