



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: February 20, 2018
Present: Jesse Daughtry, Commissioner
Darryl Lindberg, Commissioner
Scott Andrews, Commissioner
Also present: Roberta Holzwarth, Attorney
Police Chief Lynde
Deputy Chief McCammond
Craig McDonald, Department Manager, Water Department

On February 20, 2018, the Loves Park Civil Service Commission convened at City Hall, 100 Heart Boulevard, Loves Park, IL 61111.

1. **CALL TO ORDER:** Commissioner Lindberg called the meeting to order at 11:00 a.m.
2. **PUBLIC COMMENT:** None.
3. **OLD BUSINESS:** None.
4. **NEW BUSINESS:**

Approval of Minutes: Commissioner Daughtry motioned to approve the minutes of the January 8, 2018 meeting, seconded by Commissioner Scott, and approved 3-0.

Water Department: The Commission discussed the status of a probationary employee and approved the Water Department's planned actions. Commissioner Lindberg motioned to approve the Department's planned actions, seconded by Commissioner Andrews, and approved 3-0.

Police Department: The Commission discussed the Police Department's request that several applicants be removed from the current Police Officer Eligibility list. The Department asked that numbers 12b, 20, 22 and 23 be removed from the list because they have taken other jobs, expressed their desire to be taken off the list or failed to respond to inquiries from the Department; the Department asked that number 24 be removed from the list due to concerns arising from the Department's background check. Commissioner Lindberg motioned to approve the removal of these individuals from the current Police Officer Eligibility list for the reasons expressed by the Department, seconded by Commissioner Andrews, and approved 3-0. The Commission's attorney will prepare letters to be sent to each individual to apprise them of the Commission's action.

"The City with a Heart"

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The Commission next discussed with Police Department representatives the upcoming testing process for Police Officer initial hiring, and took the following actions:

Stanard Agreement for Services: The written agreement for services was presented to the Commission. Attorney Holzwarth advised that the Agreement has been reviewed and several changes requested, and that Stanard had agreed to all but one change regarding inclusion of an EEO-type statement. Attorney Holzwarth advised that she was comfortable with not having this in the Agreement, because Stanard has a lengthy history of reputable testing services, and because the Agreement already provides for litigation support such as support needed for validation of the testing. Commissioner Daughtry motioned to approve the written Agreement with changes as suggested by Commission counsel and approved by Stanard, and to authorize the execution of the final Agreement by the Chief of Police. Motion was seconded by Commissioner Scott and approved 3-0.

Advertisements for the Position & Testing: Commissioner Daughtry motioned to approve advertising the position in a local newspaper as is required by the Civil Service Act and Commission Rules. Motion seconded by Commissioner Scott and approved 3-0.

Commissioner Daughtry motioned to approve additional advertising on the "Blueline" website, for a period of 30 days, at a cost of \$199. Motion seconded by Commissioner Scott and approved 3-0.

Testing Process: The Commission discussed the type and timing of testing to be performed, including a written test, physical ability test and oral interviews.

- The deadline for applications will be Monday, **April 2, 2018**, at 5:00 p.m.
- Depending on the number of applicants, the Commission reserves the right to prescreen applications and elect to pass a reduced number of applicants on for further testing.

Other New Business: The Commission also discussed the possibility of implementing a lateral hire program. No action was taken, and the item was tabled for further discussion.

Fire Department. The Commission was advised that a non-Civil Service position was created in the Fire Department for an additional department head. The position has been filled.

5. **NEXT MEETINGS.** The next regularly scheduled meetings will be held on March 12, 2018, at 11:00 a.m. and on April 2, 2018, at 11:00 a.m.

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6. **ADJOURNMENT:** The meeting was adjourned at 11:19 a.m. Motion to adjourn was made by Commissioner Daughtry, seconded by Commissioner Andrews, and the motion passed 3-0.

Respectfully submitted,



Roberta Holzwarth, Attorney for Commission

cc: Commissioners Daughtry, Lindberg, Scott
City Clerk Bob Burden
City Treasurer John Danielson
Public Works Director Dan Jacobson
Attorney Maryjo F. Pirages Reynolds

Mayor Gregory Jury
All Council Members
Police Chief Chuck Lynde
Nicolosi & Associates, as City Attorney