



CITY OF LOVES PARK

100 HEART BOULEVARD
LOVES PARK, ILLINOIS 61111
815-654-5030 • Fax: 815-633-2359

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

LOVES PARK CIVIL SERVICE COMMISSION MINUTES

Date: April 30, 2018
Present: Jesse Daughtry, Commissioner
Darryl Lindberg, Commissioner
Scott Andrews, Commissioner
Also present: Chuck Lynde, Police Chief
Michael McCammond, Police Deputy Chief
Craig McDonald, Water Department Manager
Maryjo Pirages Reynolds, Attorney

On April 30, 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 11:04 a.m.
2. **PUBLIC COMMENT:** None.
3. **OLD BUSINESS:**

Police Department – Lateral Hire Program:

The Police Chief informed the Commissioners that the Police Union had approved the proposed Lateral Hire Program Amendment to the Commission's Rules and Regulations, as previously amended by the Commission. The Commissioners reviewed the final draft of the Amendment and Commissioner Daughtry motioned to approve the Amendment, seconded by Commissioner Andrews, and approved 3-0. The Chief noted that the Amendment does not address the lateral testing process and will reach out to other police departments in the State that do lateral hiring to inquire about their processes. The Chief will present his findings to the Commission so that it can further consider the lateral entry testing process. Attorney Pirages Reynolds will publish information regarding the proposed Amendment and place it on the agenda for the June 11, 2018, meeting at 6:00 p.m.

4. **MINUTES:** Commissioner Daughtry motioned to approve the minutes of the April 9, 2018, Police Department written exam and the April 14, 2018 meeting, seconded by Commissioner Andrews, and approved 3-0.

"The City with a Heart"

Loves Park Civil Service Commission
Minutes of April 30, 2018
Page 2

5. **NEW BUSINESS:**

Police Department – Initial Officer Hiring Process:

Deputy Chief Mike McCammond informed the Commission that of the thirty (30) applicants who tested, approximately seven (7) applicants failed the physical exam and six (6) applicants failed the written exam. Twenty (20) applicants passed both exams. The Commissioners decided to interview all twenty (20) applicants on May 8 and May 9, 2018, at 6:00 p.m. Attorney Pirages Reynolds will work with the Deputy Chief to finalize the list of questions and the Deputy Chief will contact the applicants to arrange the interview time slots.

The Chief, Deputy Chief, and Commissioners noted the low number of applicants who completed the written and POWER tests, 30 applicants out of 65 original applicants, and attributed the drop to the fact that the Rockford Police Department tested the same day. The Commissioners want to set the testing and publication dates out further in advance for the next testing process and reserve the right to reschedule should it be necessary to do so.

The current Final Police Officer Eligibility List is set to expire May 16, 2018. The Commissioners will consider an extension of this list for a month or so at their next meeting. Attorney Pirages Reynolds will place this extension on the Agenda for the May 8, 2018, meeting at 5:30 p.m.

Water Department – Maintenance Testing Process:

Manager Craig McDonald informed the Commissioners that Mayor Jury approved the hiring of three (3) maintenance workers, thereby eliminating the need to hire part-time, seasonal workers to install meter systems. Craig McDonald suggested that both oral interviews and a written exam be used for the hiring process. He will put together a draft job description, publication notice, and written exam questions for the Commissioners to review at the May 8, 2018, meeting at 5:30 p.m. Attorney Pirages Reynolds will work with Craig McDonald regarding approval of the questions and publication. The position will also be advertised on social media. The written exam will be conducted on Saturday, June 9, at 8:00 a.m. in the City Hall Cafeteria. The Commission will conduct oral interviews on June 11 and June 12, 2018, at 6:00 p.m.

Approval of Classification Plan:

The Commissioners reviewed the updated Classification Plan and Commissioner Lindberg motioned to approve the Classification Plan, seconded by Commissioner Andrews, and approved 3-0. The Commissioners discussed possible additions to the Classification Plan and will revisit the Plan at a future meeting after the Police Department and Water Department interviews are finished.

Loves Park Civil Service Commission
Minutes of April 30, 2018
Page 3

6. **ADJOURNMENT:** The next regularly scheduled meeting will be held on May 8, 2018, at 5:30 p.m. The meeting was adjourned at 11:42 a.m. Motion to adjourn was made by Commissioner Lindberg, seconded by Commissioner Andrews, and the motion passed 3-0.

Respectfully submitted,



Maryjo F. Pirages Reynolds, Attorney for Commission

cc: Commissioners Daughtry, Lindberg, Andrews 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