

MINUTES
Meeting of the Administration & Legal Committee
January 14, 2020 - 6:15 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: W. Brady, Chairman
 M. Glotz, Village Trustee
 W. Brennan, Village Trustee

Members Absent:

Other Board Members Present: J. Vandenberg, Village President (arrived at 6:32)

Staff Present: D. Niemeyer, Village Manager
 P. Carr, Assistant Village Manager
 J. Urbanski, Assistant Public Works Director
 M. Walsh, Police Chief
 D. Framke, Marketing Director

Item #1 - The meeting of the Administration & Legal Committee was called to order at 6:19 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON, DECEMBER 10, 2019 – Motion was made by Trustee Brady, seconded by Trustee Brennan, to approve the minutes of the Administration & Legal Committee meeting held on December 10, 2019. Vote by voice call. Trustee Brady declared the motion carried.

Item #3 – DISCUSS CIVIL SERVICE RULES AND REGULATIONS – Deanna Rosenbaum, Village Attorney, presented an update to the Civil Service Commission Rules and Regulations. The existing Rules and Regulations were adopted in 1997 and minor changes have been made to certain portions of the Rule and Regulations since their adoption, however, no comprehensive review had been undertaken in over 20 years. Human Resources and the current Civil Service Commissioners undertook a review of the existing Rules and Regulations to determine if the Rules and Regulations from 1997 adequately addressed the current landscape for employee recruitment and hiring, changes in technology and the use of technology since adoption in 1997 and whether the existing Rules and Regulations provided clear guidelines for all Commissioners, members of the public and potential employees.

During the past year, the Commissioners have altered the approval process for applicants within the existing structure of the Rules and Regulations to increase the speed with which applicants can be approved for hiring, and, ultimately, the filling of vacant positions. The additional changes proposed by the Commissioners will continue to expedite the hiring process while providing department heads with greater access to interview candidates prior to hiring--ensuring the best applicants are offered employment.

Trustee Brennan asked if the changes will establish a certified officer list. Ms. Rosenbaum, replied no and explained that the changes are meant to work with the systems that are already in place.

Trustee Glotz asked Ms. Rosenbaum to go over the merit or efficiency points. There are slightly different rubrics used; police are on a one hundred (100) point scale and non-police are on a ten (10) point scale and are only used for promotions.

Trustee Glotz asked how the Village can attract experienced police officers. Matt Walsh, Police Chief noted that a number of the most recent hires came from another department.

Trustee Brennan noted that while preference would be given to potential police officer candidates, points were not specified. Ms. Rosenbaum clarified that this is already in the Illinois Municipal Code for Civil Service. Since no change was made it was not highlighted as such.

Trustee Glotz asked for clarification regarding the split list interview list. Ms. Rosenbaum explained that under the prior Civil Service rules, there was no requirement for an oral interview. Without changing the Civil Service rules, without the authorization from the commission, the Police Chief has no method to interview the candidate. The rule remains unchanged for all other non-police positions. The split list streamlines the process of interviewing eligible candidates and make the process transparent to the applicant.

Trustee Glotz asked for clarification of the language, empowering the Commissioners. Ms. Rosenbaum responded this is to allow the Commissioners, who work closely with the Human Resources liaison, to request additional testing when needed to properly screen the candidates.

Trustee Brennan asked if the interview portion would be scored. Ms. Rosenbaum stated that the oral interview portion is pass/fail.

Discussion of the Civil Service Rules will be forwarded to a future Committee of the Whole meeting.

Item #7 – RECEIVE COMMENTS FROM THE PUBLIC – No one came forward.

ADJOURNMENT

Motion was made by Trustee Brady, seconded by Trustee Brennan, to adjourn this meeting of the Administration & Legal Committee. Vote by voice call. Trustee Glotz declared the motion carried and adjourned the meeting at 6:37 p.m.

dm