

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, FEBRUARY 17, 2017, AT 8:00 A.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. VISITORS' BUSINESS - Public comment is limited to three minutes per person
4. OMNIBUS VOTE AGENDA:
 - a. Review and Approve Minutes - Regular BOPC Meeting - January 20, 2017 (APPROVE)
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. DISCUSSION - WRITTEN EXAMINATION - Overview Patrol Officer Orientation and Written Exam
 - b. APPROVAL - Initial Patrol Officer Eligibility List
 - c. DISCUSSION - ORAL INTERVIEW - Location, Schedule, Greeter(s), Documentation, Results Compilation
8. CLOSED SESSION
 - a. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act For the Purpose of a Semi-Annual Review of Said Minutes As Mandated by 5 ILCS 120/2.06(d), For Purposes of Possible Release
 - b. Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)
9. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT
10. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON JANUARY 20, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 8:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joseph Heery.

ABSENT: None

Also present were Administrator Tim Halik, Chief of Police Mark Shelton, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - November 18, 2016

The Commission reviewed the Omnibus Vote Agenda.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the Omnibus Vote Agenda as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Administrator Halik advised that the police department renovations are going well and should be completed by mid August.

6. UNFINISHED BUSINESS

a. UPDATE - Probationary Patrol Officer

Chief Shelton advised that Patrol Officer Joseph Lavalle graduated the academy in December and is currently in his FTO program and doing very well.

7. NEW BUSINESS

a. DISCUSSION - Patrol Officer Eligibility Testing - Oral Interviews

Chairman Schuler reminded the Commission that the Orientation and Written Exam for the patrol officer testing will be held on Saturday, January 28, 2017 beginning at 8:30 a.m.

Chairman Schuler related that the Commission must finalize how many of the eligible applicants that pass the written will be given an oral interview and set a date to schedule the interviews. Commissioners determined that they would interview the top 25 applicants.

Chief Shelton advised that after I/O Solutions provides the scores for the written test, applicants have ten (10) days after notification of the test results to submit any preference points to which they are entitled. The Commissioners directed Secretary Cindy Stuchl to schedule oral interviews in a random manner and notify each qualified applicant by letter of their assigned oral interview time; and to include in the letter notice that the Oral Interviews would be conducted in a closed session of a special meeting of the Board of Police Commissioners and recorded as required by the Open Meetings Act.

Chairman Schuler had requested that I/O Solutions provide the oral interview questions and scoring criteria for review by the commissioners prior to the oral interview date. Chief Shelton advised that the I/O Solutions fee for the questions is \$3,515.00, which includes consultant fees and tech writing fees.

Chief Shelton asked if the Commission would rather establish the questions on their own. Chairman Schuler stated that if the Commission were to create the questions, the questions would not be validated. Chief Shelton related that he can survey other municipalities for questions that they have used for the oral exams. Secretary Landsman advised that he found patrol officer

oral interview questions online. The commissioners asked Board Secretary Cindy Stuchl to contact BOPC Attorney John Broihier to determine if the Commission could create their own oral exam questions and if in doing so, the questions could be challenged.

The Commission determined to continue and finalize discussion on the Oral Examination questions at the next regular BOPC Commission meeting on Friday, February 17, 2017.

The consensus of the Commission was to schedule the oral examination date for Saturday, February 25, 2017 beginning at 8:00 a.m. and scheduled at 20-minute increments. The Board of Police Commissioners will conduct the oral interviews at the Village Hall in the lower conference room.

8. CLOSED SESSION

Chairman Schuler advised that there was no need for a Closed Session at today's meeting.

Commissioner Schuler asked all present if any had any additional business or information to bring before the Board. None was offered.

9. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the meeting at the hour of 8:46 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 17 , 2017

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

A RESOLUTION MAKING A DETERMINATION RELATIVE
TO THE RELEASE OF CLOSED SESSION MINUTES
PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

WHEREAS, the Board of Police Commissioners (BOPC) of the Village of Willowbrook have met from time to time in closed session for the purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, as required by the Act, the BOPC Recording Secretary/Deputy Clerk has kept written minutes of all such closed sessions; and

WHEREAS, pursuant to the requirements of the Open Meetings Act, the Board of Police Commissioners have met in closed session to review all closed session minutes; and

WHEREAS, they have determined that a need for confidentiality still exists as to the closed session minutes from the meetings set forth on Schedule "A" attached hereto; and

WHEREAS, they have further determined that the minutes of the meetings listed on Schedule "B" attached hereto no longer require confidential treatment and should be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Board of Police Commissioners of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION ONE: The Closed Session minutes from those meetings set forth on Schedule "B" attached hereto are hereby released for public inspection.

SECTION TWO: The Recording Secretary/Deputy Clerk is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the standing procedures of the Clerk's office.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED and APPROVED this 17th day of February,
2017.

APPROVED:

BOPC Chairman

ATTEST:

BOPC Secretary

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____