

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, JULY 17, 2020, AT 8:00 A.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, 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 - June 19, 2020 (APPROVE)
 - b. Review and Approve Minutes - Closed Session Meeting - July 11, 2020 (APPROVE)
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
 - a. DISCUSSION AND APPROVAL - 2020 Final Eligibility Register
7. NEW BUSINESS
8. CLOSED SESSION
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON JUNE 19, 2020 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Heery at the hour of
8:03 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery, Chief Robert
Schaller, Deputy Chief Lauren Kasper, Deputy Clerk Christine
Mardegan and Amy Eitapense.

ABSENT: None.

Present via Conference Call due to the COVID-19 Pandemic were,
Secretary Thomas Sailer, and Commissioner Mark Astrella.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - May
15, 2020 (APPROVE)

The Commission reviewed the Omnibus Vote Agenda.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

None presented.

6. UNFINISHED BUSINESS

None Presented.

7. NEW BUSINESS

a. Approval - Initial Officer Eligibility List

Chief Schaller stated, the written patrol officer testing will be available on-line, and I/O Solutions will be proctoring the exam.

MOTION: Made by Commissioner Astrella, seconded by Secretary Sailer, to approve the Initial Officer Eligibility list.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

b. Discussion - Oral Interview - Location, Schedule, Greeter (s), Documentation, Results, Compilation for IO Solutions Oral Interview Training

Chief Schaller explained due to COVID-19, the Oral Interviews will be held in the Police Department Training room. Chief Asked if there are any concerns with this? The Committee is in consensus with the Chief. The committee set a tentative date for the week of July 6, 2020.

Chief Schaller asked Amy Eitapence from I/O Solutions to give her presentation.

Amy presented the process of the oral interviews. There will be five (5) questions that will be sent to the Chief prior to the interviews which are scenario - based questions. They are real life situations. This will allow the Chief and Commissioners to review and "learn" the questions and rating criteria prior to the interviews. During each interview observe non-verbal cues, listen to performance, and pay attention to critical thinking. Interviewers are encouraged to take notes, which are personal and only used to help you rate each candidate. Once the candidate leaves the room, you will look at the notes and rate them. Translate rating criteria into a scale using 7-point scale ranging from 4-10. The scale coincides with written exam scales which allows scores to have similar distributional properties. Your goal is to achieve a high correlation between the scale and the quality of rating criteria. Take notes from start to finish so you can use to defend ratings and to share

critical information with other assessors. Raters should review scores for each question as a group.

Chief Schaller shared, the Village of Willowbrook has approved 21 sworn officers on staff with one possible retirement this September. The Village has worked with Administrative Consulting Specialists to apply for a Community Oriented Policing Services grant. We have been advised that the Village of Willowbrook will be awarded a grant for three (3) new officers above the current budget level. The grant would be for \$375,000 in total over the course of the grant term. The grant is not a 75% split on a yearly basis as the Village originally thought when we applied for the grant. The goal is to have all testing completed by the end of July to ensure enrollment in the Academy by September.

8. ADJOURNMENT

MOTION: Made by Secretary Sailer, seconded by Commissioner Astrella, to adjourn the meeting at the hour of 8:29 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED,

July 17th 2020

Chairman

Minutes transcribed by Executive Secretary Christine Mardegan.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON July 11, 2020 AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING
ROOM, VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE
COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Heery at the hour of
7:55 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery, Secretary
Thomas Sailer, and Commissioner Mark Astrella.

ABSENT: None

Also present was Chief Robert Schaller and Executive Secretary
Christine Mardegan.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. CLOSED SESSION

- a. Appointment, Employment, Compensation, Performance of a
Specific Employee Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO CLOSED SESSION

MOTION: Made by Secretary Sailer and seconded by Commissioner
Astrella to recess into Closed Session at the hour of 7:59 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Special Meeting at the hour of
4:10 p.m.

5. ADJOURNMENT

MOTION: Made by Secretary Sailer, seconded by Commissioner
Astrella, to adjourn the meeting at the hour of 4:10 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

July 17 , 2020

Chairman

Minutes transcribed by Executive Secretary Christine Mardegan.