

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, SEPTEMBER 16, 2016, AT 7:00 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 - August 19, 2016 (APPROVE)
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. UPDATE - Sergeant Testing
 - b. UPDATE - New Officer Recruit - Joseph Lavallo
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
9. MOTION - RESOLUTION - A Resolution making a determination relative to the release of Closed Session Minutes pursuant to the Illinois Open Meetings Act
10. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON AUGUST 19, 2016 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 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joseph Heery. Also present were Village Administrator Tim Halik, Chief of Police Mark Shelton, and Executive Secretary Cindy Stuchl.

ABSENT: None

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - June 17, 2016

The Commission reviewed the June 17, 2016 minutes.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the June 17, 2016 minutes as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Administrator Halik advised the Commission that the Village is going out to bid for the police department renovation project. Bids will be due back on September 12th. Work should begin in the Fall.

Chairman Schuler thanked Mayor Trilla for his work on obtaining an artifact from the World Trade Center. Administrator Halik advised that the artifact will be incorporated into the renovation of the police department.

6. UNFINISHED BUSINESS

- a. Motion - Election of BOPC Chairman and Secretary

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to reelect William Schuler as BOPC Chairman and Stephen Landsman as Secretary of the BOPC.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. NEW BUSINESS

- a. MOTION - I/O Solutions - Promotional Exams

Chief Shelton related that the proposal from I/O Solutions will be going before the Village Board for approval at Monday's Board meeting pending the approval from the BOPC. Chief Shelton stated that I/O Solutions also conducted the last promotional testing.

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to approve I/O Solutions to conduct the Promotional Testing.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- b. MOTION - Promotional Exam Schedule and Notifications

Chairman Schuler advised that he had met with Chief Shelton to discuss the testing schedule:

- August 29, 2016 - Executive Secretary Cindy Stuchl sends Notification of promotional test to eligible officers. One copy will be mailed to their home, one copy emailed with return notification.
- September 19, 2016 - Executive Secretary Cindy Stuchl emails Reminder notice to eligible officers.
- September 30, 2016; 4:30 p.m. - Deadline for officers to submit their Statement of Application to Executive Secretary Cindy Stuchl.
- October 4, 2016; 12:00 p.m. (Noon) - Deadline for Chief Shelton to submit two sealed copies of Departmental Merit &

Efficiency Promotional Qualification Scores to Executive Secretary Cindy Stuchl.

- October 5, 2016 - Written Exam: 6:00 p.m., Burr Ridge Police Department Training Room.
- October 15, 2016 - Oral Interviews: time TBD, Burr Ridge Police Department Training Room.
- October 21, 2016 - BOPC to approve Final Scores at the Regular meeting of the Board of Police Commissioners.

Chairman Schuler will issue a written directive to Chief Shelton to submit the Departmental Merit & Efficiency Promotional Qualification Scores prior to the Written Exam date. The Chief is to provide two copies in sealed envelopes to Executive Secretary Cindy Stuchl by noon on October 4th. Executive Secretary Cindy Stuchl will submit one envelope to I/O Solutions on October 15th during the Oral Examinations. Executive Secretary Stuchl will bring the other sealed envelope labeled "BOPC" to the BOPC meeting on October 21, 2016 for review and verification by the Commissions.

Chairman Schuler stated that the Oral Interviews will be conducted at a special meeting of the BOPC. Proper notification per the Open Meetings Act will be followed. The actual interviews will be conducted during Closed Session and recorded as required by the Open Meetings act. The BOPC will notify all participants that the interviews will be recorded.

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to approve the Promotional Exam Schedule and Notification process.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- c. MOTION - Departmental Merit & Efficiency Criteria and Scoring Process

Chief Shelton reviewed the criteria and possible available points for five (5) different merit and efficiency traits: Leadership, Loyalty, Judgment, Responsibility/Dependability, and Adaptability. Chief Shelton will have all forms preprinted with the applicant's name. He will sign and date each form prior to making the copies and sealing into envelopes.

Chief Shelton reminded the Commission that the Departmental Merit & Efficiency Score, per the updated Rules & Regulations, will be weighted at 20% of each officer's total score.

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to approve the Promotional Exam Schedule and Notification process.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. CLOSED SESSION

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

9. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the meeting at the hour of 7:28 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

September 16 , 2016

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 16th day of September, 2016.

APPROVED:

BOPC Chairman

ATTEST:

BOPC Secretary

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

SCHEDULE "A"

**CLOSED SESSION MINUTES
FOR WHICH THE NEED FOR CONFIDENTIALITY STILL EXISTS**

NONE

SCHEDULE "B"

**CLOSED SESSION MINUTES
WHICH NO LONGER REQUIRE CONFIDENTIAL TREATMENT
AND ARE AVAILABLE FOR PUBLIC INSPECTION**

1984

December 17

1986

April 21

June 25

July 21

1991

September 26

October 3

December 13

1998

February 9

October 1

1999

March 15

March 27

2000

February 21

March 16

May 22

July 17

August 17

October 2

November 10

2001

February 7

July 14

August 3

September 4

2003

July 26

2004

January 19

2006

May 30

July 27

September 18

October 16

2007

February 6

May 3

May 29

June 1

November 3

2008

April 28

May 21

June 6

August 21

October 17

November 3

November 17

December 12

2009

January 30

February 24

March 23

2013

November 8

December 20

2014

August 29

2015

December 18

2016

May 20