

MINUTES
VILLAGE OF ELBURN
BOARD OF POLICE COMMISSIONERS
NOVEMBER 15, 2018

Board Members Present: John Marshall, Secretary Judith Miller, Chairman Judy VanBogaert

Board Members Absent:

Staff Members Present: Police Chief Nick Sikora; Village Attorney Brian O'Connor

Others Present:

1. Call to Order – Chairman VanBogaert called the meeting to order at 5:31 p.m.
2. Pledge of Allegiance – Commissioner Marshall led the assembly in the Pledge of Allegiance.
3. Roll Call – A roll call ensued.
4. Public Comments – None
5. Approval of Previous Meeting Minutes – A motion to approve the October 23, 2018 minutes was made by Commissioner Marshall and seconded by Commissioner Miller. The motion carried by unanimous voice vote. A motion to approve the October 23, 2018 Executive Session minutes, but will be retained as confidential, was made by VanBogaert and seconded by Marshall. The motion carried by unanimous voice vote.
6. Attorney – No report.
7. Police Department – Chief Sikora advised all Elburn Police Department Sergeant Promotion candidates have received study packets for the sergeant promotion exam. Following the written exam, the testing agency will bring in three interviewers from adjacent communities, train them and conduct verbal interviews on the same day. January 12, 2018 was suggested for the written exam date and the verbal interviews will probably occur in late January 2019. Sergeant promotion candidates are Officers Herra, Janito and Gwizdak. There was consensus from the Commissioners to administer the written exam on Saturday, January 12, 2019 at the Elburn Village Hall with verbal interviews approximately the week of January 20, 2019. Sikora will not participate in the oral interviews. Commissioners may attend oral interviews if they wish but is not required. Discussion of advantages/ disadvantages of commissioner(s) attending the oral interviews ensued. More than one commissioner attending will constitute an official meeting and will have to be duly noticed.

Sikora said the resignation of Sgt. Pavia has been received and his last day with the Elburn Police Department will be November 25, 2018. Due to medical issues and resignations, 50% of the full-time Elburn Police force will be unavailable after the 25th of November. We would like to move forward as quickly as possible with conditional job offers for the hire of two new officers. With Sgt. Pavia's resignation, we will now be promoting two officers to sergeant.

8. Executive Session – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body [5 ILCS 120/2(c)(1)] – A motion was made by Miller and seconded by Marshall at 7:19pm to enter into executive session. The motion carried by unanimous voice vote.

A motion to return to regular session was made at 7:43pm by VanBogaert and seconded by Marshall. The motion carried by unanimous voice vote.

The regular session reconvened at 7:44pm.

9. Motion/Approve to Extend Conditional Job Offer for a Full-time Officer Position – A motion was made by Miller to extend conditional job offers to candidates Sheets and Scudiero. The motion was seconded by Marshall and carried by unanimous voice vote. Sikora will proceed with the psych, medical and drug testing of candidates Sheets and Scudiero. Once all test results are received and assuming they are all favorable, Sikora will arrange a special meeting of the Police Commissioners to extend final offers. Conditional offer letters to Sheets and Scudiero were signed by Chairman VanBogaert. Candidate Milner will remain on the eligibility list.
10. Motion/Approve to Strike Candidate(s) from the Eligibility List due to Result of Background Investigations – At the candidate's request, a motion was made by Miller and seconded by Marshall to strike candidate Rickett from the eligibility list. Candidate Rickett was recently hired into a full-time position elsewhere and does not wish to continue the process with the Village of Elburn. The motion carried by unanimous voice vote.
11. Communications – None
12. Old Business – Miller and VanBogaert attended commissioner training recently and found it very worthwhile. A real takeaway was discussion regarding candidate interviews.
13. New Business – A motion to approve the 2019 Police Commission meeting schedule (see below) was made by Marshall and seconded by Miller. The motion carried by unanimous voice vote.

January 24, 2019	February 28, 2019	March 28, 2019	April 25, 2019
May 23, 2019	June 27, 2019	July 25, 2019	August 22, 2019
September 26, 2019	October 24, 2019	November 21, 2019	December 26, 2019

14. Adjournment - VanBogaert motioned to adjourn the meeting at 7:56 p.m. with Marshall seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,



Diane McQuilkin
Village Clerk