

**VILLAGE OF LAKE BLUFF
BOARD OF FIRE & POLICE COMMISSIONERS
MEETING**

**APPROVED MINUTES
FEBRUARY 10, 2016**

1. Call to Order

A meeting of the Board of Fire and Police Commissioners (BFPC) of the Village of Lake Bluff was called to order on February 10, 2016 at 5:00 p.m. in the Public Safety Building Conference Room (45 E. Center Avenue).

The following were present:

Present: Craig Pierson, Chair
Ed Wynn, Secretary
John Canty

Absent: None

Also Present: David Belmonte, Police Chief
Michael Hosking, Deputy Police Chief
Franco Bottalico, Administrative Intern
Amy Eitapence, IO Solutions Manager, Recruitment Services

2. Consideration of the Minutes of the Previous Meeting

Chair Pierson moved to approve the September 15, 2015 Board of Fire and Police Commissioners Meeting Minutes with a correction to reflect the submission of minutes by Commissioner Wynn. Commissioner Wynn seconded the motion. The motion passed on a unanimous voice vote.

3. Non-Agenda Items and Visitors (Public Comment Time)

Chair Pierson noted there are no requests to address the BFPC.

The BFPC welcomed Amy Eitapence, IO Solutions Recruitment Services Manager., and Franco Bottalico, Administrative Intern, to the meeting.

4. A Presentation from IO Solutions Concerning Services for Police Officer Hiring Process

Chair Pierson explained the Police Department's civilian staffing level has changed as a result of the Village's consolidation of dispatch services with Village of Glenview. As a result, Chief Belmonte at the previous meeting, recommended the BFPC consider a vendor to administer the next Police Officer hiring process.

Recruitment Services Manager Amy Eitapence explained IO Solutions' role and pricing options in the recruitment process for the position of Police Officer.

Commissioner Canty inquired of the type of marketing IO Solutions offers. Ms. Eitapence stated IO Solutions proposes to draft the advertisement and post it where the BFPC desires.

Chief Belmonte added the Village in the past has advertised using *theblueline.com*, the Village website and through local colleges. IO Solutions offers the ability to utilize a larger database attracting a greater diverse group of candidates. This would also eliminate the paper based application process.

Ms. Eitapence added that on the date of the written examination IO Solutions will administer the sign-in process, proctor the test and score the exams. Ms. Eitapence stated they can attend the orientation process. She advised that IO Solutions requires a point of contact with the Village, and after the written exam, IO Solutions will provide the BFPC with a profile of those candidates who passed the written exam.

In response to Commissioner Canty concerning discrepancies in applications, Chair Pierson advised discrepancies would be discovered via the background investigation. Chief Belmonte noted Detective Reynolds would conduct the background investigations.

Chair Pierson expressed his satisfaction with the quality of police officers hired by the Village using its own process and that he does not want to change the Village's role in the selection process. The BFPC agreed with Chair Pierson's comment.

Commissioner Wynn inquired of IO Solutions' experience in addressing disputes with the eligibility process.

Ms. Eitapence advised IO Solutions is responsible for any process disputes and would handle any inquires.

A discussion ensued on the application fee the candidates must pay, as well as the testing dates and a tentative timeline.

The BFPC discussed the possibility of using IO Solutions' services. Once the BFPC came to an agreement, Ms. Eitapence rejoined the meeting.

Chair Pierson moved to authorize Police Chief Belmonte to execute a contract with IO Solutions to administer the police officer employment process including administration of the \$25.00 application fee and proctoring the written exam. Commissioner Wynn seconded the motion. The motion passed on a unanimous voice vote.

Ms. Eitapence proposed the timeline for the application process and noted the advertisement will go live on *theblueline.com* on April 1, 2016 and the deadline for applications will be May 13, 2016.

In response to a request from Chair Pierson, it was the unanimous consensus of the BFPC to approve the dates for the hiring process previously reviewed by Ms. Eitapence.

5. Adjournment

There being no further business to come before the Board, Chair Pierson moved to adjourn. Commissioner Canty seconded the motion. The motion passed on a unanimous voice vote. The meeting adjourned at 5:45 p.m.

Respectfully,

Ed Wynn
Board of Fire and Police Commissioners, Secretary

