MINUTES
Special Meeting
Civil Service Commission
September 21, 2026 – 10:00 a.m.
Village Hall - Council Chambers
16250 S Oak Park Ave.
Tinley Park, IL 60477

Item #1 - At 10:01 a.m. the meeting of the Civil Service Commission was called to order. Present and responding to roll call were the following:

Members' Present:	Ranetta Adamovitz, Commissioner Steve Vaccaro, Commissioner
Members Absent:	TJ Grady, Commissioner Chairperson
Staff Present:	Sandy Garcia, Civil Service Commission Secretary Tim Meline, Assistant Human Resource Director/Civil Service Liaison
Others Present:	None

Item 1 – OPEN MEETING -At 10:02 a.m. Commissioner Vaccaro asked for a motion to open the meeting. Motion was made by Commissioner Adamovitz and second by Commissioner Vaccaro to open the meeting. Vote by roll call. Ayes: Adamovitz and Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

Item #2 - APPROVAL OF THE MINUTES OF THE CIVIL SERVICE COMMISSION MEETING HELD August 17, 2026 – Commissioner Vaccaro asked for a motion to approve the August 17, 2026, minutes with 2 minor edits - item 2 change "Grady" to "Vaccaro" and fix typo under "b." Motion was made by Commissioner Adamovitz and second by Commission Vaccaro to approve the minutes of the Civil Service Commission meeting held on August 17, 2026, with the correction of the minor edits. Vote by roll call. Ayes: Adamovitz and Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

Item #3 – REVIEW CURRENT BILLS – Commissioner Vaccaro asked members of the Commission if there are any questions about the presented bills. There were no questions. Commissioner Vaccaro asked for a motion to approve the bills as presented. Commissioner Adamovitz motioned to approve the bills and Commissioner Vaccaro second the motion to approve the bills. Vote by roll call. Ayes: Adamovitz and Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

Item #4 – OLD BUSINESS – Commissioner Vaccaro asked if there was any old business. There was none.

Item #5 – NEW BUSINESS

A. Job Posting/Initial Eligibility Register:

Tim Meline, Civil Service Liaison, requested the Commission to approve the posting of the notice for the job posting for the entry-level Patrol Officers A-2 position. Sandy Garcia, Commission Secretary, advised the notice has to be posted 14-days prior to the job posting per Civil Service Rules & Regulations. Tim

Meline also informed the Commission that the job posting will be for a 30-day period estimated to be October 7, 2026, through November 7, 2026, pending the Commission' approval today and the Village Board's approval on October 6, 2026, of the job posting and creation of the Initially Eligibility Register. Commissioner Vaccaro motioned to approve the posting of the notice for the job posting with the understanding the job posting and Initial Eligibility Register for Patrol Officer A-2 entry-level position will be created as a result of the notice posting. Commissioner Adamovitz seconded the motion. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

B. Changes to the Civil Service Rules and Regulations:

Tim Meline, Civil Service Liaison, requested the Commission to accept the amended submission of edits as presented in a memo that make additional changes to specific pages of the Civil Service Rules and Regulations dated August 2024. Sandy Garcia, Commission Secretary, said as noted in the memo the edits include adding two definitions in Chapter 1, minor typos in Chapter 3, and ensuring in Chapter 5 names of registers reflect the names used by the Commission and correction of a few typos. Commissioner Adamovitz motioned to accept the amended edits to specific pages of the Civil Service Rules & Regulations as addressed in the memo and Commissioner Vaccaro seconded the motion. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

Commissioner Vaccaro then asked the Commission to adopt the amended edits addressed in the memo once they are placed in the Civil Service Rules and Regulations. Commissioner Adamovitz motioned to adopt the amended edits once place in the Civil Service Rules and Regulation and Commissioner Vaccaro seconded the motion. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

Commission Vaccaro also requested clarification as to whether the Commission will approve the Final Promotional Registers once the Initial Promotional Registers are updated to included military preference points. Commission Secretary said the changes to the Civil Service Rules and Regulations are being conducted in phases. She said the first phase, which is being addressed in today's meeting, is to ensure the definitions, job posting and creation of the eligibility registers, names of registers for entry-level and lateral candidates, and some other relevant edits are made prior to the job posting. Commission Secretary informed the Commissioners that the promotional registers along with other changes will be addressed in the next round of changes to the Civil Service Rules and Regulations.

Commissioner Vaccaro requested a motion to accept all amendments/edits to the Civil Service Rules and Regulation dated August 2024. Commissioner Adamovitz motioned to accept all the amendments/edits as presented, and Commissioner Vaccaro seconded the motion. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

Commissioner Vaccaro requested a motion to adopt all amendments/edits to the Civil Service Rules and Regulation dated August 2024. Commissioner Adamovitz made a motion to adopt all amendments/edits as presented and Commissioner Vaccaro seconded the motion. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

C. Lateral Police Officers

Tim Meline, Civil Service Liaison, requested the Commission to Appoint candidate #50, Kevin Jaycox, from the February 2025 Lateral Transfer Hire Register to the Patrol Officer A-2 position. Commissioner Vaccaro stated that the current Civil Service Rules and Regulations educational requirements for lateral transfer hires should be reviewed. He is concerned that current rules and regulations do not require college degree for all lateral transfers and do not require both a copy of college or university diploma and an official transcript. Commission Secretary clarified currently either a copy of a college or university diploma OR a copy of certified transcripts is required of a lateral transfer candidate. This candidate provided a copy of his university diploma and meets the current educational requirements. Commission Secretary acknowledges this is an area that will be reviewed in the next phase of changes to the Civil Service Rules and Regulations.

Commissioner Vaccaro asked for a motion to Appoint candidate #50 from the February 2025 Lateral Transfer Hire Register to the position of Patrol Officer -A2 position. Commissioner Adamovitz motioned to Appoint candidate #50 on the February 2025 Lateral Transfer Hire Register and Commissioner Vaccaro seconded the motion. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

Tim Meline, Civil Service Liaison, asked the Commission to decertify candidate #51, Vanessa Garcia, from the February 2025 Lateral Transfer Hire Register. Commissioner Vaccaro asked for a motion to decertify candidate #51 from the February 2025 Lateral Transfer Hire Register. Motion was made by Commissioner Adamovitz and second by Commissioner Vaccaro to decertify candidate #51 from the February 2025 Lateral Transfer Hire Register. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commission Chairperson Grady. Commissioner Vaccaro declared the motion carried.

Tim Meline requested the Commission to approve the strike through of all candidates on the February 2025 Lateral Transfer Hire Register who have been decertified prior to the September 21, 2026, meeting and including candidate #51 who was voted to be decertified at the September 21, 2026, meeting. Commissioner Vaccaro asked for a motion to approve the strike through of all candidates decertified prior to this meeting including candidate #51 from the February 2025 Lateral Transfer Hire Register. Commissioner Adamovitz motion to strike through the said candidates and Commissioner Vaccaro seconded the motion. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried.

D. Entry Level Patrol Officers

Tim Meline requested the Commission to approve the strike through of all candidates on the Final Eligibility Register for the Entry-Level Patrol Officer A-2 position who have been decertified prior to the September 21, 2026, meeting. Commissioner Vaccaro requested the motioned to approve the strike through of all candidates decertified prior to this meeting from the Final Eligibility Register for the Entry-Level Patrol Officer A-2 position. Commissioner Vaccaro motion to accept the strike through of all candidates who have been decertified on the Final Eligibility Register for the Entry-Level Patrol Officer A-2 position. Commissioner Adamovitz seconded the motion to strike through the said candidates. Vote by roll call. Ayes: Adamovitz, Vaccaro. Nays: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the motion carried

Item #6 COMMENTS FROM THE PUBLIC

None

Item #7 – ADJOURNMENT

Commissioner Vaccaro requested to adjourn the Commission meeting. Motion was made by Commissioner Vaccaro and seconded by Commissioner Adamovitz to adjourn the meeting. Vote by roll call. Ayes: Adamovitz and Vaccaro. Nayes: None. Absent: Commissioner Chairperson Grady. Commissioner Vaccaro declared the meeting adjourned at 10:20 a.m.