

CITY OF OAKBROOK TERRACE

(630) 941-8300
FAX (630) 941-8808

Police Commission

17W261 BUTTERFIELD ROAD OAKBROOK TERRACE, ILLINOIS 60181

obtpolicecommission@oakbrookterrace.net

Minutes Regular Meeting November 13, 2025

Chairman Shanahan called the meeting to order at 7:00 p.m. Members present: Chairman Shanahan, Commissioner Brown, Commissioner Tomaselli; and interim secretary Debbie Shanahan. Also present: Deputy Chief Clark and Mayor Esposito.

Public Comment - None

Additions or Deletions to Agenda

Chairman Shanahan requested that the meeting dates for 2026 be added for discussion under new business. All in favor.

Minutes

Motion to approve the minutes of the regular meeting of October 9, 2025 was made by Commissioner Brown, seconded by Commissioner Tomaselli. All in favor.

Correspondence

Emails:

- * Sent to C.O.P.S. Testing 10/11/25 – Advising commission has not received invoices for four psychological exams completed in July/August.
- * C.O.P.S. Testing 10/13/25 – confirming that their emails sent from their billing department are still being rejected by the city email server. Four (4) July & August invoices attached from Michelle.
- * Deputy Chief Clark 10/13/25 – updated roster
- * Deputy Chief Clark 10/14/25 – updated request for hiring four (4) police officers due to an Officer removed from roster 9/17/25
- * C.O.P.S. Testing 10/14/25 – Lateral applications are ready for pick up.
- * Sent to three (3) lateral applicants 10/14/25 – follow-up to phone conversation, confirming time and location of oral interviews to be held October 23, 2025.
- * Sent to Commissioners, Chief, Deputy Chief, Mayor 10/14/25 – advising all three (3) lateral applicants have been contacted via phone & email and have committed to oral interviews on 10/23/25
- * Jodie Esposito 10/14/25 – obituary of Mrs. Elizabeth (Betty) Sarallo, wife of former Mayor Richard Sarallo. Forwarded to commissioners
- * Deputy Chief Clark 10/14/25 – carbon copied Chief and Mayor, six (6) confidential preliminary background reports on entry level applicants completed by Detective Sergeant Bryant.
- * Sent to City Administrator Walker, copied Mayor and commissioners 10/15/25 – spreadsheet of expenses to date of the police commission
- * Detective Sergeant Bryant 10/17/25 – carbon copied Chief & Deputy Chief, four (4) confidential preliminary background reports on entry level applicants.

- * Sent to four entry level applicants 10/18/25 – requesting they schedule polygraph examination appointments. Three of the four have responded and scheduled their exams.
- * Sent to Trotsky Polygraph 10/18/25 – names of four entry level applicants to be scheduled
- * Sent to commissioners 10/18/25 – draft minutes of September 11, 2025 meeting.
- * Sent to Jodie Esposito 10/20/25 – special notice/agenda for October 23, 2025 special meeting, posted to website
- * Entry level applicant 10/21/25 – requesting information on where they are in the hiring process
- * Illinois Fire & Police Commissioners Association 10/23/2025 – reminder of upcoming seminars, and invoice for annual dues
- * Tim Griffin 10/23/25 – scoring results of lateral entry oral interviews
- * Sent to three (3) lateral applicants 10/24/25 – Initial Eligibility Register, requesting they submit any request for preference points to be postmarked by November 3, 2025.
- * Sent to Detective Sergeant Bryant 10/24/25 – copied commissioners, three (3) lateral applicants confidential information for his use in completing preliminary background reports.
- * Sent to CLS Background Investigations 10/24/25 – three (3) lateral applicants' confidential information to complete background investigations
- * Sent to IFPCA 10/24/25 – request to cancel Commissioner Tomaselli registration for training seminars per his request
- * Chief Calvello, copied Mayor, Deputy Chief, City Administrator 10/25/25 – reply to confidential lateral applicant information emailed to Detective Sergeant Bryant on 10/24/25. Gave explanation of chain of command within the police department. Email forwarded to commissioners
- * IFPCA 10/27/25 – received confirmation of Tomaselli training seminar cancelled
- * Tanya Walker 10/28/25 – amended budget increased from \$25,965.00 to \$34,976.91, and request for budget numbers for next year due November 28, 2025.
- * CLS Background 10/28/25 – one lateral applicant has not returned phone calls or emails.
- * CLS Background 10/28/25 – completed background lateral Weinstock
- * CLS Background 10/30/25 - completed background on lateral Ingram
- * Chief Calvello to City Administrator & Mayor 10/31/25 – copied police commission with link to Darien police department lateral hire information, asked city administrator if similar can be placed on City website.
- * Trotsky Polygraph 11/1/25 – completed polygraph entry level applicants Golec & Gary
- * Trotsky Polygraph 11/4/25 - completed polygraph entry level applicants Sparks & Hallin
- * Chief Calvello 11/4/25 – requesting update on testing status, detailed update sent 11/4/25
- * Lateral Weinstock 11/4/25 – offer to share current polygraph results and medical exam results
- * C.O.P.S. Testing 11/4/25 – request to give police commission contact information to new client as a reference, response sent, yes.
- * CLS Background 11/5/25 – completed background on lateral applicant Gutierrez
- * Standard & Associates 11/5/25 – information on their entry level and promotional testing services
- * Detective Sergeant Bryant 11/10/25 – preliminary backgrounds 3 lateral applicants
- * To Chief Calvello & Deputy Chief Clark 11/11/25 – request updates for new rolling lateral hire ad, response received 11/11/25.
- * To City Administrator Walker 11/11/25 – request for laptop for secretary, currently secretary does not have a city supplied device.
- * To C.O.P.S. Testing 11/11/25 – request for proof of new rolling lateral ad to be placed in Blue Line
- * To three (3) lateral applicants 11/11/25 – requesting they schedule a polygraph examination
- * To Chief, Deputy Chief, Mayor, City Administrator, Commissioners 11/12/25 – update on lateral list
- * COPS Testing 11/13/25 – working on new ad for Blue Line for rolling lateral list

Mail:

- * Advocate Health statements dated 9/21/25 and 10/19/25 secretary reported that both statements were

received after the last meeting on October 9th.

* Past Due notice from CLS Background Investigations on 11/11/25 – contacted City Administrator Walker, no bills approved at October 9th meeting have been paid. JoEllen reported that all would be paid on a separate check run on Wednesday, November 12th.

Bills Presented

C.O.P.S. Testing 7/21/2025 – Invoice #1632, Psychological exam Tommy Garza
\$500.00 (Code 5775 testing)

C.O.P.S. Testing 7/22/2025 – Invoice #1639, Psychological exam Eduardo Salgado
\$500.00 (Code 5775 testing)

C.O.P.S. Testing 7/30/25 – Invoice #1664, Psychological exam Sean Noonan
\$500.00 (Code 5775 testing)

C.O.P.S. Testing 8/6/2025 – Invoice #1688, Psychological exam Robert Flores
\$500.00 (Code 5775 testing)

Secretary reported that these first 4 invoices were mailed to the commission, the city email system continues to reject emails from their billing department, that's why these are so dated. Secretary reported she asked City Administrator Walker to tell the IT company to allow any emails with the @copsandfiretesting.com address come through. Mayor Esposito stated that the City had a meeting with Waident, the IT company this morning so the issue should be resolved.

Ottosen DiNolfo 9/30/2025 – Invoice #17216, Review of disciplinary chapter in rules & regulations by state association attorney
\$75.00 (Code 5600 legal/professional)

Integrated Imaging 10/4/2025 – Chest x-ray Robert Flores (billed Flores directly, forwarded)
\$38.00 (Code 5775 testing)

C.O.P.S. Testing 10/14/2025 – Invoice #1930
Advertising Blue Line \$298.00 For the lateral list
Online Applications \$735.00 (10 lateral applications)
PayPal credit of <\$91.36> for applications
\$941.64 (Code 5775 testing)

Rock Valley Publishing LLC 10/16/2025 – Invoice #478176, Public Notice in Lombardian for updated Rules & Regulations
\$24.00 (Code 5620 publishing)

Timothy Griffin 10/23/25 – Oral interviews three (3) lateral applicants
\$300.00 (Code 5775 testing)

Illinois Fire & Police Commissioners Association 10/23/2025 – Invoice #0413
Annual dues January 1, 2026 to December 31, 2026
\$400.00 (Code 5610 membership)

Advocate Health 9/21/2025 & 10/19/25 statements -
September's statement received after the October meeting
Billed \$857.00 = Noonan \$118, Flores \$694, and the \$45 due from 7/21/25 statement,
Secretary reported there is a \$338 credit for duplicate billing for services in March and April.
Payment of this statement will zero out balance due with Advocate Health
\$857.00 less \$338 credit = **\$519** due (Code 5775 testing)

CLS Background Investigations 11/2/25 – Invoice #14402
Lateral applicants Weinstock \$312.75, Ingram \$352.75 & Gutierrez \$322.75
\$988.25 (Code 5775 testing)

Total: \$5,285.89

Commissioner Brown motioned to approve all bills as presented in the amount of \$5,285.89, seconded by Commissioner Tomaselli. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Old Business

New Entry Level Applicant Testing

Chairman Shanahan reported the commission received all ten (10) preliminary background investigations from Detective Sergeant Bryant by October 18th. The commission has received completed polygraph examination results on the four (4) applicants who were sent for polygraph. Chairman Shanahan asked the board if they have reviewed the background reports and polygraph reports. Commissioners Brown and Tomaselli stated they had reviewed the reports. Chairman Shanahan asked board if there any questions, concerns or discussion? No questions or concerns. Chairman Shanahan suggested next step would be to send a conditional offer of employment to applicant #1 since he is a certified officer and come back to the other entry level applicants after the Board discusses the lateral applicants. Chairman Shanahan asked if the Board had read the letter applicant #1 had sent that the secretary had emailed to commissioners previously. Chairman Shanahan brought a copy if board would like to read it again. Commissioners all read the letter tonight, including two positive references. Chairman Shanahan reported he spoke to the applicant this afternoon and he said he is 100% committed to Oakbrook Terrace, wants to retire here and is very excited. There are four (4) vacancies to fill. Chairman Shanahan asked Deputy Chief Clark if the preference for hiring was for certified officers. Deputy Chief Clark responded yes, laterals are preferred. Chairman Shanahan stated that if any applicant needs to attend the academy there is not much time to complete further testing. Deputy Chief Clark stated that the P.O.W.E.R. Test is December 9, 2025, and the Academy begins January 6, 2026. Chairman Shanahan asked if board was okay with proceeding with applicant #1. Commissioner Brown stated he was okay with applicant #1, Commissioner Tomaselli replied definitely.

Commissioner Brown motioned, seconded by Commissioner Tomaselli, to send a conditional offer of employment to Patrick Gary, Jr., subject to passing the two medical examinations. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Commissioner Brown motioned, seconded by Commissioner Tomaselli to approve sending applicant Patrick Gary, Jr. onto psychological examination and medical examination. Ayes: Brown, Shanahan, Tomaselli. Motion carried

Lateral Applicant Testing

Chairman Shanahan reported oral interviews were conducted on 10/23/25 for three (3) applicants. All three applicants passed the oral interviews. Information was forwarded to CLS Background Investigations and Detective Sergeant Bryant on 10/24/25 to complete confidential background investigations on the three lateral applicants. Initial list was posted on October 24, 2025. No requests for preference points have been received. There is a Final Eligibility Register available tonight for approval and signatures. Commissioner Brown requested discussion on the lateral applicants' background results.

Commissioner Brown motioned, seconded by Commissioner Tomaselli to approve the Final Eligibility Register. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

The commission has received all complete background reports as of Monday, November 10th for the three (3) applicants. Chairman Shanahan asked the board if they have reviewed those reports. Board acknowledged they had reviewed reports. In order to move forward as quickly as possible Chairman Shanahan reported he has asked all three (3) applicants to schedule a polygraph examination, if the Board concurs with sending all three to polygraph, they can proceed, but if for some reason an applicant is

disqualified the Board can cancel.

Executive Session

Commissioner Brown motioned, seconded by Commissioner Tomaselli at 7:19 p.m. to move to executive session to discuss background investigation reports on the lateral applicants. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Reconvene Regular Meeting

Commissioner Shanahan reconvened the regular meeting at 7:31 p.m. Roll call: Commissioner Brown, Commissioner Tomaselli, Chairman Shanahan present, also present interim secretary Debbie Shanahan.

Commissioner Brown motioned, seconded by Commissioner Tomaselli to remove lateral applicant Austin Weinstock from the Final Lateral Eligibility List for cause. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Commissioner Brown motioned, seconded by Commissioner Tomaselli after successful completion of polygraph examination to send a conditional offer of employment to Latoya Ingram, subject to passing the psychological and medical examinations. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Commissioner Brown motioned, seconded by Commissioner Tomaselli after successful completion of polygraph examination to send a conditional offer of employment to Alfonso Guterrez, Jr., subject to passing the psychological and medical examinations. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Three (3) conditional offers of employment were approved at this meeting, leaving one more opening. Options are to go back to the entry level list and proceed with applicant #2, or another applicant on the list, or wait for rolling lateral applications. In order to skip #2, they would have to be removed from the list for cause. Chairman Shanahan asked for discussion. Commissioner Brown asked how does it sit with the City having one opening? Are they in a hurry to proceed should the board continue with entry level applicants? Deputy Chief Clark responded yes, proceed with entry level list to fill fourth vacancy.

New Entry Level Applicant Testing

Discussion held on entry level applicant #2, certified officer. Passed the polygraph, current employer of five (5) years gave a good recommendation, current employer is not a police department. Chairman Shanahan asked Deputy Chief Clark if being certified five years ago is accepted or will they be required to return to the Academy. Deputy Chief Clark stated the Illinois Law Enforcement Training & Standards Board is on a case-by-case basis, a waiver cannot be applied for ahead of time. They would have to be hired first and then apply for a waiver. Generally, the Standards Board looks at how long they were an officer and how long ago they were an officer in order to make a determination whether they need to attend the Academy. Discussion held that both #1 and #2 entry applicants most likely will have to go through the Academy. Chairman Shanahan asked the board if they have sufficient information on applicant #2 to make a decision on whether to remove or proceed. Commissioner Brown asked if applicant #2 has to be removed before going to applicant #3. Chairman Shanahan replied yes, they must be removed before you can move onto the next applicant. Chairman Shanahan advised to take their time to review the information. Mayor Esposito stated that entry level applicant #1 will also most likely have to attend the Academy, since he has not been an officer since 2021. Chairman Shanahan asked Deputy Chief Clark if he can get two spots in the Academy or would he prefer the board wait for another lateral transfer applicant? Deputy Chief Clark responded that he could get two spots.

Commissioner Tomaselli motioned, seconded by Chairman Shanahan to approve sending a conditional offer of employment to Alicja Golec, subject to passing the psychological and medical examinations. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Commissioner Brown motioned, seconded by Commissioner Tomaselli to approve sending Patrick Gary, Jr. and Alicja Golec onto psychological and medical examinations. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Lateral Applicant Testing

Chairman Shanahan reported that he received verbal approval at the City Council October 14th meeting to continue the \$7,000 incentive going forward for lateral applicants. He reached out to Chief Calvello & Deputy Chief Clark asking for any updates needed on the ad to be placed on the Blue Line, Deputy Chief Clark responded with updated salaries and link to newly approved Collective Bargaining Agreement. The updated information was forwarded to COPS Testing, a proof was received this afternoon for the Blue Line Ad. Cost will be approximately \$200 a month for the Blue Line Ad; and a \$945 fee to COPS Testing for one round of accepting applications through December 31, 2026, up to 35 applications. Cost will be an additional \$25/application over 35 applications. COPS Testing will bill every three months. They are ready to go live with this ad.

Commissioner Brown motioned, seconded by Commissioner Tomaselli to approve hiring COPS Testing to place the rolling lateral hiring ad in the Blue Line and accept applications. Ayes: Brown, Shanahan, Tomaselli. Motion carried.

Rules & Regulations

The amended Rules & Regulations were on display for the required ten (10) days, notice was posted in the newspaper, and they are now ready to be printed. Estimated cost for printing 100 booklets \$600.00. Deputy Chief Clark stated that the new booklet could be shared electronically with the officers rather than giving each officer a printed booklet. Policies and procedures are currently shared electronically.

Fall Seminars

Chairman Shanahan & secretary Debbie both attended the state association fall seminars, both attended the General Session and sat in on three seminars. Secretary Debbie reported learning that every board member is required to complete the Illinois Open Meetings Act Training by the Illinois Attorney General within thirty (30) days of being appointed to the board. Debbie completed the training last week. Learned that the commission is its own government body, it is an administrative agency it has all three branches, legislative, judicial and executive. Seminars stressed that it is the commission's job to maintain employee files and the absolute need for the files to be confidential and secure for all records including applications, test results, background investigations, polygraph results, training certificates, disciplinary action, and even a current photo should be held in the files. A substantial shortcoming which can result in the suspension without pay for a police department employee if they disclose confidential information. So it is extremely important that no file or records are shared with anyone other than the police commission. Secretary should have their own device to communicate with the commissioners.

Chairman Shanahan reported on the Senate Bill 1953 (known as the Sonya Massey Bill) going into effect 1/1/26 mandates law enforcement agencies to complete a full review of an applicant's prior employment and disciplinary history before a final offer can be made. Under the law all applicants must sign a release for all prior law enforcement or other jobs that will provide complete personnel records. Must receive those records within 14 days of request. The agencies producing the records must certify that they have provided all responsive documents and disclose any known information that could negatively affect the applicant's fitness for duty. Redactions of records is not allowed except for personal identifiers such as

social security numbers and financial account numbers. Settlement or nondisclosure agreements cannot be used to withhold relevant information. The commission must review all material before extending a final offer of employment. The whole process of background investigations will be more complex, more time-consuming and more expensive after January 1, 2026.

There was lengthy discussion at the seminars on discipline chapter in rules and regulations of police commissions, the attorney stated that he gets a lot of questions on this. It is very common practice now that collective bargaining agreements for union officers stipulate an arbitrator, rather than the police commission hear discipline cases. But if a citizen or a non-union employee makes a grievance directly to the police commission, all commissions in the state must have a procedure for these hearings if necessary.

New Business

Budget

Chairman Shanahan spoke to the City Council at their 10/14/25 meeting with an update on the testing process and with the concern of being over budget. The council gave their approval to continue spending to continue hiring. After that meeting City Administrator Walker emailed the commission an amended budget for this fiscal year, raising it from \$25,965 to \$32,565. In reviewing the budget and comparing it to bills submitted to city council, Debbie found that there was an additional \$4,017.63 expense for four (4) Galaxy Tablets that had not been included in the numbers Chairman Shanahan presented on the 14th because although the purchase was approved, the commission did not receive a copy of the invoice. With the approval of the bills tonight, \$44,280.43 has been spent. City Administrator Walker has asked for a projection of spending for the remaining fiscal year (ends April 30, 2026) and next year's budget request by November 28, 2025. Debbie prepared a spreadsheet of the current year's expenses and copy of the amended budget for your review.

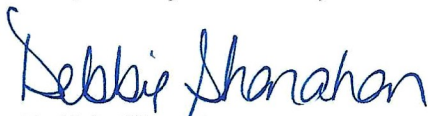
2026 Meeting Dates

Meeting dates for 2026 need to be approved at next meeting, Chairman Shanahan asked commissioners to please review the proposed dates on the sheet passed out tonight. The board can vote on accepting the meeting dates for 2026 at the next meeting. Both Chairman Shanahan and Commissioner Brown are unavailable on the 2nd Thursday in January (the 8th), the proposed date for January is the 15th, the third Thursday.

Closed Executive Session - Held earlier in the meeting.

Commissioner Brown motioned, seconded by Commissioner Tomaselli to adjourn at 8:19 p.m. All in favor.

Respectfully submitted,



Debbie Shanahan
Interim Secretary