Merit Commission Agenda
Kendall County Sheriff’s Office
(Special Meeting)
Location: Public Safety Center
1102 Cornell Lane, Yorkville, Illinois 60560
2nd Floor Conference Room
April 12, 2013
3:30 p.m.

1. Call to order.

2. Roll call/determination of quorum.

3. Approval of the agenda.

4. Approval of the March 8, 2013 minutes.

5. Public Comment.

6. Old Business.
   a. Entry and promotional testing update.
   b.Merit Commission rules.


8. Next meeting date.

Minutes of the Kendall County Sheriff’s Office Merit Commission
Special Meeting
Held Friday, April 12, 2013
3:30 p.m.

The meeting was called to order at 3:30 p.m. and a roll call was taken of the members. Present were Bryan Abramowitz, Keith Barnhart, and Richard Gaffney. Also present were Richard Randall, Scott Koster, and Lisa Bowen. All three members being present created the necessary quorum for voting purposes.

Barnhart asked for a motion to approve the agenda. Abramowitz made a motion to approve the agenda, seconded by Gaffney. All members voted aye. Motion carried.

Barnhart asked for a motion to approve the March 8, 2013 minutes. Motion made by Abramowitz, seconded by Gaffney. All members voted aye. Motion carried.

Barnhart asked for Public Comment. None present.

Barnhart asked for Old Business. Barnhart called for entry and promotional testing update. Koster stated the date for the physical agility testing for entry level patrol and corrections deputies has been set for Saturday, May 4, 2013, at 9:00 a.m. Koster stated of course it is not required that the Merit Commission be there but stated the members are welcome to attend. Koster stated that the promotional testing will be on May 22, 2013. He stated that due to staffing shortages, the patrol promotional exam will be held at two different times that day. He stated that will be a test at 10:00 a.m. in the EOC at the Public Safety Center and a second test will be given at 6:00 p.m. in the Jury Assembly Room at the Courthouse. He stated the 6:00 p.m. testing will also include the promotional corrections testing. Abramowitz asked if there is a reason why the corrections testing is only being offered at one time. Koster stated there was not a need for a second testing time for corrections. Gaffney asked if there were tentative dates set for the oral exams. Koster stated those have not been set yet but will be brought to the Merit Commission members as the Merit Commission will play an important role in the oral exams. Gaffney asked what the cut off is for passing the written exam. Koster explained that the most current recommendation from the Merit Commission was a 75% cut off; however, the written test for supervisory corrections is a more difficult test than the one for patrol, so the cut off for passing needs to be different for the two tests. Koster stated one recommendation for the committee to consider would be instead of having a cut off for passing, have the commission authorize the ranking based on score as well as the additional points for military and education and then the scores given by the commission for oral boards as a whole instead of a passing cut off and then the sheriff’s promotional options are as the rules require from the top four. A discussion ensued regarding the testing company and how to determine the cut off for passing the written examinations.

Barnhart called for Merit Commission Rules. Koster asked Abramowitz to explain the Merit Commission Vision that he has come up with to work on updating the rules and regulations. There was discussion about the strategic purpose and guiding principles the committee will use
to review the rules. Abramowitz stated they need to reach a consensus today regarding the minimum threshold for the sergeant testing. Barnhart made a motion to adopt the recommended pass/fail component given by the testing company, seconded by Gaffney. All members present voted aye. Motion carried.

Barnhart asked that the commission review pages 1-6 of the present rules and bring any modifications, deletions, or notations to the next meeting so that review can begin.

Barnhart asked for New Business. None.

Barnhart stated we will work out the next meeting date for sometime in May via email.

Abramowitz made a motion to adjourn the meeting, seconded by Gaffney. All members present voted aye. Motion carried. The meeting was adjourned at 4:26 p.m.

Respectfully Submitted,

Lisa Bowen
Recording Secretary
Minutes of the Kendall County Sheriff’s Office Merit Commission Meeting
Held Friday, March 8, 2013
3:30 p.m.

Present were Bryan Abramowitz, Keith Barnhart, and Richard Gaffney. Also present were Richard Randall, Scott Koster, and Lisa Bowen.

The meeting was called to order at 4:00 p.m. and a roll call was taken of the members. Present were Keith Barnhart and Bryan Abramowitz. Richard Gaffney had not yet arrived. Two members present create the necessary quorum for voting purposes.

Koster asked for a motion to approve the agenda with the exception of moving Election of Officers to after New Business. Barnhart made the motion, seconded by Abramowitz. All members present voted aye, motion carried.

Randall stated he would first like to address the commission and let them know he appreciates their time and looks forward to getting the merit commission back on track and there is a lot of business to take care of.

Koster started with the New Business. He asked everyone to review the attached eligibility lists for Patrol and Corrections deputies. Koster stated as noted on the sheet, although this lists expired in January of this year, there are a significant number of viable candidates still on the lists and he is asking that the merit commission extend both eligibility lists until June 1, 2013. Koster stated that prior to that date, testing will commence to create the new eligibility lists for after that date. Barnhart made a motion to extend both the Patrol and Corrections eligibility lists through June 1, 2013, seconded by Abramowitz. All members present voted aye, motion carried.

Koster stated we are also looking for authorization to do promotional testing for Patrol Sergeant and Corrections Sergeant. Richard Gaffney entered the meeting at 4:10 p.m. and was brought up to speed on the items discussed so far in the meeting. Koster explained the promotional testing information is attached along with a list of employees eligible for promotion. He explained that both promotional lists have expired and there is an opening for Corrections sergeant due to a retirement. Koster asked for authorization to set a date to conduct promotional testing. Barnhart made a motion for authorization to set a date to conduct promotional testing for Patrol Sergeant and Corrections Sergeant within the next 90 days, seconded by Gaffney. All members present voted aye, motion carried.

Koster stated the Merit Commission rules require a Chairman, Vice-Chairman, and a Secretary for a two-year term and he is asking them to decide who holds what position and vote on them. Barnhart made a motion to appoint Keith Barnhart as Chairman, Bryan Abramowitz as Vice-Chairman, and Rich Gaffney as Secretary for a two-year term, seconded by Gaffney. All members present voted aye, motion carried.

Koster stated there is a 6, 4 and 2-year term and it needs to be decided who would have each term. With Abramowitz being the newest member, he was given the 6-year term and it was
decided between Barnhart and Gaffney that Barnhart would serve the 4-year term and Gaffney the 2-year term. Barnhart made a motion to approve the terms of office as Abramowitz 6-years, Barnhart 4 years, and Gaffney 2 years, seconded by Abramowitz. All members present voted aye, motion carried.

Koster stated that the last thing on the agenda for today is to discuss the Rules and Regulations. He stated the current Rules and Regulations in the committee packet are the rules that the commission currently operates under. He stated these rules are very outdated and need to be thoroughly revised. Koster gave examples and discussed some of the items in the rules that need to be addressed as some are superseded by bargaining unit agreements. Discussion. It was decided that Abramowitz and Koster would meet to set up a framework for the revisions of the rules and regulations and a special meeting would be set in April for everyone to meet again and give some input and make some decisions.

Koster stated included in the committee packet is information on the Open Meetings Act and each of the members are required by the State to go online and take the Open Meetings Act training and print out the certificate when completed.

Abramowitz asked if we should set up a more regimented schedule for meetings. Koster stated we want to get on a quarterly meeting schedule. These meetings can always be cancelled as needed but at least they will be in place. Discussion. It was decided to have the quarterly meetings on the 2nd Friday of every 3rd month.

Abramowitz made a motion to adjourn the meeting, seconded by Gaffney. All members present voted aye. Motion carried. The meeting was adjourned at 4:57 p.m.

Respectfully Submitted,

Lisa Bowen
Recording Secretary
Merit Commission Vision

To clearly guide the Merit Commission and the operations of the Kendall County Sheriff's Office

Guiding Principles:
- Clarity
- Consistency
- Ethical
- Relevant
- Directional

DRAFT - NOT FINAL