

Kendall County Sheriff's Office Merit Commission
Public Safety Center, Conference Room
1102 Cornell Lane, Yorkville IL
January 28, 2019
Meeting Minutes

Call to Order- Jack Westphall called the meeting to order at 2:30pm

Committee Members Present: Jack Westphall- here, Shawn Flaherty-present, Rob Delong-present, Don Marrone- here, and Janice Hightower- here. With five of five members present, a quorum is made to conduct business.

Others Present: Bobby Richardson, Joe Gillespie, Sabrina Jennings, Mike Peters, Tracy Page and Dwight Baird

Pledge of Allegiance

Approval of the Agenda- Member Marrone made a motion to approve the agenda, second by Member Flaherty. With all in favor, the motion carried.

Approval of Minutes- Member Flaherty made a motion to approve the February 2, 2018 meeting minutes second by Member Delong. With all in favor, the motion carried.

Items of Business-

Because of the new Merit Commission Members, everyone introduced and gave a little history of themselves Don Marrone, Janice Bruce Hightower, Rob Delong, Shawn Flaherty and Jack Westphall. Command staff in attendance also introduced themselves.

Tracy Page explained that because of the Merit Commission rules positions are limited to a certain amount of years, nominations and voting took place for the positions of Chair, Vice-Chair, and Secretary. A motion was made by Member Westphall to nominate Shawn Flaherty as Commission Chair, second by Janice Hightower. All in favor, motion passes to have Shawn Flaherty as the new Merit Commission Chair. Shawn Flaherty made a motion to have Jack Westphall serve as the Vice-Chair, second by Don Marrone. All in favor, motion passes to have Jack Westphall as the Merit Commission Vice-Chair. Shawn Flaherty made a motion to have Janice Hightower serve as the Secretary, second by Jack Westphall. All in favor, motion passes to have Janice Hightower as the Merit Commission Secretary.

Sheriff Baird explained the need to begin promotional testing for both patrol and corrections divisions. Sheriff Baird and Chief Deputy Peters gave the expiration dates of both lists. Patrol list expired on January 20, 2019 and the Corrections list will expire on August 30, 2019. Chief Deputy Peters gave an explanation on how the eligibility list process works and explained how they are good for two years once certified by the Merit Commission. Shawn Flaherty also explained the process of the written exam and the selection process off the list. Jack Westphall made a motion to start promotional testing for both the Patrol and Correction divisions, second by Rob Delong. All in favor, motion passes to begin promotional testing for both divisions.

Chief Deputy Mike Peters explained why the Sheriff's Office would like to utilize COPS and FIRE testing services for the Corrections Sgt. promotional test. COPS and FIRE will also create a written exam specific to the corrections division and do the assessment of all corrections applicants that pass the written exam. Sheriff Baird did make mention that he put on his financial economic interest statement that he

currently works for Stanard and RMA testing services. Member Flaherty made mention how having a customized test geared towards our agency and division is worth the money. Tracy Page explained how the Sheriff's Office choose these two companies for testing, including gathering the information and being reviewed by all command staff members. Motion was made by Member Westphall to accept COPS and FIRE as the testing agency for the Corrections Sgt. Test not to exceed \$9,000, second by Member Delong. Roll Call taken for approval to use COPS and FIRE as the testing agency for corrections not to exceed \$9,000, Shawn Flaherty –aye, Rob Delong- aye, Jack Westphall – aye, Janice Hightower – aye, Don Marrone – yes.

Chief Deputy Mike Peters explained why the Sheriff's Office would like to utilize Stanard and Associates for the Patrol Sgt. assessment. Tracy Page explained that because of budget reasons a separate cheaper written exam may be administered but Stanard would be used for the assessment. Sheriff Dwight Baird explained the assessment process and the critical thinking that is needed. Motion was made by Member Marrone to accept Standard and Associations as the company to use for Patrol Sgt. Promotional testing not to exceed \$9,500, second by Member Westphall. Roll call taken for approval of using Stanard as the testing agency for patrol not to exceed \$9,500, Don Marrone – yes, Shawn Flaherty – yes, Rob Delong – yes, Jack Westphall – yes, and Janice Hightower – yes.

No need for executive session

No old business

The 2019 meeting dates were set. Motion was made by Member Delong to accept April 12, 2019, July 12, 2019, and October 11, 2019 at 3pm for meeting dates. Member Hightower second. All in favor, motion passes to make 2019 meeting dates at 3pm on 04/12, 07/12 and 10/11

Under new business, Member Flaherty mentioned that the open meetings act training must be completed and the economic interest statement must also be completed and turned in.

No public comment, it was noted that the doors were open.

Next Meeting Date- April 12, 2019 at 3pm

Adjournment- Member Westphall made a motion, second by Member Marrone to adjourn the Merit Commission meeting. With all in agreement, the meeting adjourned at 3:15pm

Respectfully submitted,
Tracy Page
Recording Secretary