

Kendall County Sheriff's Office Merit Commission
Public Safety Center, Conference Room
1102 Cornell Lane, Yorkville IL
April 12, 2019
Meeting Minutes

Call to Order – Janice Hightower

Pledge of Allegiance

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

Others Present: Mike Peters, Tracy Page, Jason Langston, Joe Gillespie, Bobby Richardson

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

Approval of Minutes- Member Janice 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-

Chief Deputy Mike Peters pointed out the Corrections Eligibility List and the timeline from how long it takes from the time of advertisement to testing, as well as the time it takes to go through the hiring process to the academy date. Chief Deputy Peters explained the need to begin advertising for the entry-level corrections position, as well as schedule a written test date about seven weeks out upon approval. Tracy Page explained where open positions are advertised, that being: social media, local Kendall County Record and Chronicle, online police websites (Blue Line, PoliceOne), and the testing agency advertising. Tracy Page further explained that there are approximately sixty to one hundred applicants each time there is an open position, depending on the year and other outside factors. Chief Deputy Peters advised there would be one open position; however, there are two current open applications in the background process. Tracy Page mentioned that new hires are sworn-in approximately two days before the beginning of the academy in order to get new hire paperwork completed, to get them fitted for uniforms, and to complete some in-house training. Chief Deputy Peters explained that corrections deputies can work in the jail prior to going to the academy and have to complete the academy within the first six months of being hired. Rob Delong made a motion to start corrections testing, second by Don Marrone. All in favor, motion passes to begin corrections testing.

No need for executive session.

Old business-

Tracy Page stated internal emails were sent to accept Intent to Test for both Operations Sergeant and Corrections Sergeant. Those who have stated they are intending to test are currently in the sixty day study period. Eleven deputies are testing for Patrol Sergeant and thirteen are testing for Corrections Sergeant. Written testing dates were set for May 15th for Patrol Sergeant and July 17th for Corrections Sergeant. Chief Deputy Peters mentioned he would provide members with a copy of the CBA and the Merit Commission Rules, which explains the promotional testing procedure. Tracy Page explained the interview process for new hires, which consists of three command staff members and all questions asked are the same for each applicant.

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

Next Meeting Date- July 12, 2019

Everbridge notification system was mentioned as a way to notify members and Tracy Page advised she would create the group in order to notify members that information was sent to their emails.

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

Respectfully submit by
Megan Hanna