DUPage County Sheriff’s Merit Commission
Regular Meeting Minutes

December 6, 2018

Members Present:
Tony Reyes, Chairman
John Smith, Vice-Chairman
Carole Vasbinder, Secretary

Others Present:
Paul Bruckner, Assistant State’s Attorney
Patti Weber, Merit Commission Assistant
Sheriff Mendrick
Chief Moore
Chief Romanelli
Chief Thorpe
Sgt. Mowrer

Meeting was called to order at 8:36 a.m. in Conference Room 3500A of the Jack T. Kneupfer Administration Building, 421 North County Farm Road, Wheaton, Illinois.

Roll Call
On roll call, members Reyes, Smith, and Vasbinder were present.

Public Comment
Chairman Reyes welcomed members of the Sheriff’s office and explained the role of the Merit Commission. The Commission and Sheriff discussed the Sheriff’s hiring needs in 2019 and confirmed the need to administer the next written exam in January.

Additions to Agenda
No additions to the agenda.

Approval of Regular Meeting Minutes from November 1, 2018
Chairman Reyes called for a motion to approve the minutes. Commissioner Smith moved. Seconded by Commissioner Vasbinder. Roll call. All ayes. Motion carried.

Approval of Executive Session Meeting Minutes November 1, 2018
Chairman Reyes called for a motion to approve the minutes. Commissioner Smith moved. Seconded by Commissioner Vasbinder. Roll call. All ayes. Motion carried.

New Business
a) Approve Job Opportunity Posting for Next Written Exam – The Commission and Sheriff reviewed the posting, the Sheriff confirmed that Corrections will be the entry point and provided the starting salary.

b) Bills Payable – Ms. Weber presented the bills payable list. Chairman Reyes called for a motion to approve the list. Commissioner Smith moved. Seconded by Commissioner Vasbinder. Roll call. All ayes. Motion carried. Chairman Reyes signed the invoices.

c) Candidate Status – Ms. Weber provided a status on how many candidates are in which phase of the certification process, and determined when they would hold interview meetings.
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d) Approve 2019 Meeting Schedule – The Commission reviewed the proposed list of meeting dates for 2019 and determined they would hold one-on-one interviews at their 1/17/19, 2/21/19, and 3/21/19 meetings; and group interviews at meetings on 1/24/19 and 3/28/19. Chairman Reyes called for a motion to amend the list to add meeting dates 1/24/19 and 3/28/19. Commissioner Smith moved, Commissioner Vasbinder seconded. Roll call, all ayes. List of meeting dates approved. Chairman Reyes called for a motion to approve the amended list of meeting dates. Commissioner Smith moved, Commissioner Vasbinder seconded. Roll call, all ayes. Amended list of meeting dates approved.

e) Approve LEB Promotional Exam Rank List – Chairman Reyes called for a motion to approve the LEB promotional exam rank list. Commissioner Smith moved, Commissioner Vasbinder seconded. The Commission reviewed and approved the LEB Promotional Exam Rank List and approved Ms. Weber providing list to the Sheriff’s office and mailing pass/fail letters to deputies who took the exam.

Adjournment
Chairman Reyes called for motion to adjourn. Commissioner Smith moved. Seconded by Chairman Reyes. Meeting was adjourned at 9:16 a.m.

Respectfully submitted,

Carole Vasbinder, Secretary