

## **McHENRY COUNTY MERIT COMMISSION**

### MINUTES OF WEDNESDAY, MARCH 9, 2011

The meeting of the McHenry County Merit Commission was called to order at 10:35 a.m. on March 9, 2011 with the following members in attendance as indicated by a roll call: Janelle Crowley, Chairman; Gloria Van Hof and Patrick McAndrews (Brian Goode and William Mack were absent). Also in attendance: Andrew Zinke, Undersheriff; Lieutenant William Lutz, Sheriff's Department; Lieutenant John Miller, Sheriff's Department; and Susan Connor, attorney.

### MINUTES

The commission reviewed the minutes of September 8, 2010. Following discussion, Mr. McAndrews moved to accept the minutes as presented. Motion seconded by Ms. Van Hof and carried with all ayes.

### BILLS

The commission reviewed the bills presented for payment. Following review, Ms. Van Hof moved to approve payment of the bills as presented. Motion seconded by Mr. McAndrews and carried with all ayes.

### NEW BUSINESS

*Patrol Entry Exam* – Ms. Connor informed the commission that an RFP was posted earlier this week to conduct a patrol entry exam. The RFP did not include the written portion of the exam so an addendum will have to be issued. Mr. McAndrews moved to authorize Ms. Connor to issue an addendum to the existing patrol entry exam RFP. Motion seconded by Ms. Van Hof and carried with all ayes. Mr. McAndrews moved to direct Ms. Eddy and Ms. Connor to schedule the patrol entry exam on the first available date. Motion seconded by Ms. Van Hof and carried with all ayes.

*Sergeant and Lieutenant Promotional Exams* – Ms. Connor informed the commission that it is not necessary to go out for bid on the promotional exams as the previous bid is valid until November 30, 2011. The promotional testing dates will be determined by the department and vendor, the department will post the dates, and the candidates will be notified.

### OTHER BUSINESS

Undersheriff Zinke introduced Lieutenant Miller, Operations Commander and Lieutenant Lutz. Undersheriff Zinke informed the commission that some internal changes were made within the department. The two Captain positions were changed to Commander positions to enable the Sheriff some flexibility in appointing individuals to these posts.

Undersheriff Zinke informed the commission that the department will be receiving the CALEA accreditation next month.

Ms. Connor informed the commission that the Sheriff's Department is interested in allowing prospective candidates for entry level patrol to waive out of the POWER test if the candidates show proof of passing the POWER test offered at the Northeastern Illinois Public Safety Training Academy (NIPSTA). Successful candidates are provided a card by NIPSTA indicating they passed the POWER test. Candidates are charged an administrative fee of \$30.00, deferring the entire cost of the exam to the candidates. Following discussion, the commission concurred with the recommendation of the Sheriff's Department.

Chairman Crowley thanked Undersheriff Zinke, Lieutenant Lutz, and Lieutenant Miller for their service and dedication to the department.

Motion to adjourn at 10:58 a.m. by Mr. McAndrews. Motion seconded by Ms. Van Hof and carried with all ayes.