

**CHAMPAIGN COUNTY SHERIFF'S MERIT COMMISSION**  
**Tuesday, October 16, 2018 - Sheriff's Conference Room**  
**204 E. Main Street, Urbana**

**MEMBERS PRESENT:** Sami Anderson, Oliver J. Clark, Michael Kirby  
**OTHERS PRESENT:** Captain Nathaniel Cook

**CALL TO ORDER**

Vice-Chair Sami Anderson called the meeting to order at 4:00 p.m. Declaring a quorum present, the Chair proceeded with the meeting.

**APPROVAL OF MINUTES**

Commissioner Anderson made a motion to approve the minutes from the April 12, 2018 meeting; seconded by Commissioner Kirby. Motion passed.

**PUBLIC PARTICIPATION**

Captain Cook checked the lobby of the Sheriff's Office - there was no public participation.

**ACTION ITEMS/DISCUSSION**

Captain Cook went over the results of the NTN testing to date. He advised the commission that CCSO has been successful with the NTN testing. Captain Cook went on to discuss approval from the Commission to approve up to six test fee waivers per calendar year based upon the applicant's inability to pay. The Sheriff could use Champaign County Merit Commission monies to reimburse NTN for the test fee. Commissioner Anderson made a motion to approve Champaign County Sheriff Merit Commission Resolution 2018-2 (to allow testing fee waivers) Chair Kirby seconded; motion passed. Due to this being an issue where funds will be used by the Merit Commission a roll call vote was taken: Kirby – yes; Clark – yes; Anderson – yes.

Captain Cook spoke regarding some changes to the Merit Commission Rules, Regulations and Procedures. Sheriff Walsh would like for the "experienced officer hiring program be removed from the rules due to the new NTN testing the Sheriff's Office is now using. Commissioner Anderson made a motion to remove all the experienced Law Enforcement, Correctional Officer and Court Security Officer paragraphs regarding experienced officer hiring programs from the rules, seconded by Commissioner Clark, motion passed.

Captain Cook spoke about the sergeant vacancy in the Court Security Division due to the upcoming retirement of Sgt. John Carleton. Secretary Schleinz did a roll call of the individuals who submitted their names to be considered for certification with entire list being certified (see attachment). Commissioner Anderson made a motion to certify the entire list; seconded by Commissioner Clark; motion passed.

**OTHER BUSINESS**

There was no new business.

**ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Anderson; seconded by Commissioner Clark. The meeting adjourned at 4:10 p.m.

Respectfully submitted,  
*Teresa Schleinz*  
Teresa Schleinz/Merit Commission

**Champaign County Sheriff Merit Commission Resolution 2018-2  
To Allow Testing Fee Waivers Based Upon Limited Income**

Date: October 16, 2018

Whereas the Champaign County Sheriff Merit Commission desires to attract a diverse group of well qualified candidates; and

Whereas the Champaign County Sheriff Merit Commission relies upon testing given by the National Testing Network (NTN) as initial screening for both Corrections applicants and Law Enforcement applicants and there is a fee imposed to take the test; and

Whereas the Champaign County Merit Commission recognizes that while the fee is minimal, there could be circumstances where a qualified candidate may be dissuaded from testing because of the fee.

It is hereby resolved, and after a vote of the Merit Commission, and effective this date:

1. That the Sheriff may approve up to six (6) test fee waivers per calendar year based upon an applicant's inability to pay and request for a fee waiver.
2. The Sheriff may require the applicant to furnish written documentation concerning the applicant's income and the hardship to be incurred in paying the testing fee. This may be by way of an affidavit or other documentation satisfactory to the Sheriff.
3. The Sheriff may use Champaign County Sheriff Merit Commission monies to reimburse NTN for the test fee.
4. The Sheriff shall use the Federal Poverty Guidelines as is in then current use by the Champaign County Courts. A copy of the current is attached hereto.

In witness whereof, we affix our signatures this 16<sup>th</sup> day of October 2018.



Michael Kirby, Chairman

Attest:

  
Oliver J. Clark, Secretary

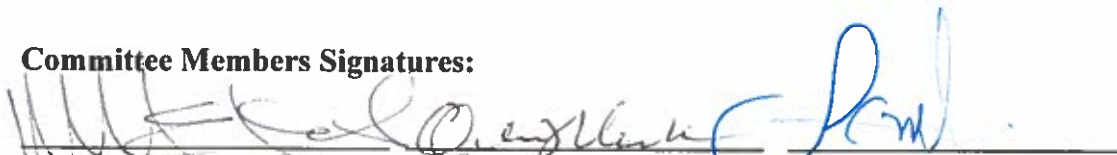
**CHAMPAIGN COUNTY  
SHERIFF MERIT COMMISSION**

**Champaign County Sheriff's Office 204 East Main Street Urbana, IL 61801 (217) 384-1205**

The following is the list of applicants for the position of Sergeant/Court Security Division.  
This list will be current through October 16, 2020.

NAME	POSITION	CERTIFIED (Yes or No)
Rolla Dolph	Sergeant	yes
Richard Feeney	Sergeant	yes
Bryce Good	Sergeant	yes
Chris Hammel	Sergeant	yes
Joanne Lewis	Sergeant	yes
Michelle Mennenga	Sergeant	yes
Zachary White	Sergeant	yes

**Committee Members Signatures:**

  
Mike Kirby                      Oliver J. Clark                      Sami Anderson

**\*\* Signed by MC October 16,2018 \*\***