



DU PAGE COUNTY

Sheriff's Merit Commission

Meeting Minutes 2

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Thursday, September 12, 2024

8:30 AM

Room 3500A

1. CALL TO ORDER

Meeting called to order at 8:30 a.m. by Chairman Reyes.

2. ROLL CALL

Upon roll call, Chairman Reyes and Commissioner Kachiroubas were present. Commissioner Gravina was absent.

Staff members in attendance: Paul Bruckner (Assistant State's Attorney), Undersheriff Moore (Sheriff's Office), Chief Garcia (Sheriff's Office), Deputy Chief Bilodeau (Sheriff's Office), Deputy Chief Swanson (Sheriff's Office), Megan Kupiszewski (Sheriff's Office), Lindsey Stern (Sheriff's Office), Nikki Zbilski (Sheriff's Office), Debbie Krygowski (Merit Commission Assistant)

3. PUBLIC COMMENT

No public comment was offered.

4. APPROVAL OF MINUTES

a. Regular Meeting Minutes from August 1, 2024, August 15, 2024

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to approve Regular Meeting Minutes from August 1, 2024, and August 15, 2024. Roll call vote: all ayes.

RESULT:	APPROVED
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b. Special Meeting Minutes from August 22, 2024

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to approve Special Meeting Minutes from August 15, 2024. Roll call vote: all ayes.

RESULT:	APPROVED
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c. Executive Session Minutes from August 1, 2024, August 15, 2024, and August 22, 2024

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to approve Executive Session Minutes from August 1, 2024; August 15, 2024; and August 22, 2024. Roll call vote: all ayes.

RESULT:	APPROVED
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5. OLD BUSINESS

a. Budget Status

Ms. Krygowski presented the current Revenues and Expenditures Report.

b. Bills Payable

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to approve the 9/12/24 Bills Payable list. Roll call vote: all ayes.

RESULT:	APPROVED
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c. Candidate Status

Ms. Krygowski reviewed the current status of candidates in the testing and application process.

6. NEW BUSINESS

a. 2024 Corrections Exam Candidate Questions

Ms. Krygowski shared a request from a deputy who was unable to register for the October 5th promotional exam on time due to a planned vacation and unforeseen illness. The Commission instructed Ms. Krygowski to find out more information about why the registration could not be completed. Ms. Krygowski was informed of the reason for the delay and shared with the Commissioners later in the meeting. The Commissioners agreed to allow this deputy to take the entrance exam.

Ms. Krygowski had also received another request for an alternate promotional testing date from a deputy unable to attend on October 5th. The Commissioners granted this request.

RESULT:	APPROVED
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b. Changes in Background Investigation Process

Chairman Reyes inquired about the status of Kalkman Investigation & Research. Ms. Krygowski related that they would be completing the current background investigations and would no longer be accepting new cases. Discussion.

Undersheriff Moore shared that the Sheriff's Office is ready to take over the background investigation process. Deputy Chief Bilodeau shared that he and Deputy Chief Swanson have already begun conducting background investigations and interviews of lateral applicants and will be streamlining the process to include more in-depth background information that private investigators cannot access. Two recently retired detectives will also be working as special investigators on a contractual basis. Some candidates background investigations will be suspended due to disqualifying factors. Discussion.

c. Medical and Psychological Testing for Future Employees

Discussion on the timing of medical and psychological testing for applicants. The Sheriff's Office will be sending candidates for psychological evaluations prior to their certification by the Commission.

d. Revamping the Deputy Hiring Process

The Sheriff's Office would like to begin conducting entrance exams and doing a one-day testing process where the entrance exam is held in-person and graded on-site. Candidates who pass the entrance exam would have their fingerprints taken that same day. Law Enforcement applicants would also take a POWER test after passing the written exam. Discussion.

Deputy Chief Bilodeau, Deputy Chief Swanson, Megan Kupiszewski, and Nikki Zbilski left the room at 9:14 a.m.

e. Legislative Update

Paul Bruckner shared that he will be preparing a resolution amending the Rules and Regulations based on a new law that states that veterans must be given an opportunity to take an entrance exam within six months of their discharge from active duty. Discussion.

f. Request for Proposals - Background Investigator

Chairman Reyes instructed Ms. Krygowski to work with Procurement to complete an RFP for background investigation services to conduct a large amount of background investigations within a short time-frame.

7. REPORT FROM SHERIFF'S OFFICE

Discussion on the staffing levels among deputies. The main concern at this time is maintaining staffing levels at the jail; Corrections has the biggest need for deputies.

Paul Bruckner, Undersheriff Moore, Chief Garcia, and Lindsey Stern left the room.

8. EXECUTIVE SESSION

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to enter into Executive Session. Roll call vote: all ayes.

a. Pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act for the appointment, compensation, performance, discipline, or dismissal of a specific employee, one-on-one interviews.

The Commission entered into Executive Session at 9:32 a.m.

The Commission returned to Open Session at 10:03 a.m.

9. MATTERS TO BE REFERRED FROM EXECUTIVE SESSION (IF ANY)

a. Action on the certification of candidates subject to one-on-one interviews on September 12, 2024.

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to certify Lateral Transfer to Corrections candidate 2223. Roll call vote: all ayes.

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to certify Lateral Transfer to Law Enforcement candidate 2224. Roll call vote: all ayes.

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to certify Law Enforcement candidate 2708. Roll call vote: all ayes.

Candidate 2802 was a no-show.

10. ADJOURNMENT

Commissioner Kachiroubas moved and Chairman Reyes seconded the motion to adjourn. Voice vote: all ayes.

Meeting was adjourned at 10:07 a.m.

