

**VILLAGE OF HUNTLEY
POLICE COMMISSION MEETING
June 7, 2010
GENERAL MEETING MINUTES**

CALL TO ORDER:

On Monday, June 7, 2010 a meeting of the Village of Huntley Police Commission was convened at 2:00 p.m. at the Municipal Complex, Conference Room C107, 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

ATTENDANCE:

PRESENT: Chairman Jim Waters
Commissioner Don Arseneau
Secretary Tom Schaefer
Police Chief John Perkins
Jennifer Chernak, Dir. of Finance and Human Resources
Jan Stevens, Human Resources Coordinator
Kathy Butts, Recording Secretary

A MOTION was made to approve the Executive Session Minutes of February 12, 2010.

MOVED: Chairman Waters
SECONDED: Secretary Schaefer
AYES: All
NAYES: None
ABSTAIN: 1
MOTION CARRIED: 2:0:0

A MOTION was made to approve the General Session Minutes of April 5, 2010.

MOVED: Secretary Schaefer
SECONDED: Chairman Water
AYES: All
NAYES: None
ABSTAIN: 0
MOTION CARRIED: 3:0:0

A MOTION was made to approve the Executive Session Minutes of April 5, 2010.

MOVED: Chairman Waters
SECONDED: Commissioner Arseneau

AYES: All
NAYES: None
ABSTAIN: 0
MOTION CARRIED: 3:0:0

OLD BUSINESS:

Tom Schaefer and Jennifer Chernak discussed the budget for the Police Commission. Tom asked for a copy of the budgets for 2008 and 2009. He also requested a breakdown of the current \$20,000 budget for 2010. Jennifer said those will be obtained from the Village Manager.

NEW BUSINESS

A discussion of police recruitment testing procedures took place. It was noted by Chief Perkins that any new hires during 2011 will be filled from a new list of applicants compiled this fall. Testing procedures will commence in early fall of 2010.

Jim Waters reported on testing procedures of Woodstock and Lake in the Hills. It was noted that a large number of applicants have applied to those communities.

Jim Waters and Tom Schaefer brought up the topic of the cost of administering these tests to new applicants and possibility of limiting the number of applicants to the first 200. There was also discussion about changing the minimum passing score from 70 - 80. Tom Schaefer presented information regarding the number by which this would have reduced the candidate pool for the test in 2008.

Jan Stevens passed out information regarding Northeastern Illinois Public Safety Training Academy (NIPSTA). NIPSTA conducts POWER test for candidates for a fee of \$25. Jan will look into further information on this agency.

Jennifer Chernak stated that the application for the applicants can be downloaded from the Village of Huntley website. This application could be completed and turned in when the applicants take their test.

Members of the Police Department will be attending several college campuses this fall for the purpose of recruitment of applicants for the Village of Huntley Police Department. He will be passing out information regarding the upcoming tests. Recruiting is a CALEA requirement.

Jim Waters asked about the timing of advertising for the procedure. It was noted that a new recruitment list needs to be complete by February 23, 2011.

Jim Waters called Attorney Broihier during this meeting to ask about extending the current list and to get his opinion on the interview process. Broihier stated the current list could not be extended and the oral interview process could be shortened to include only the top 20 candidate initially. Mr. Broihier did not recommend raising the passing score for the written exam as it may have adverse affects on minority candidates. The call was completed at 3:15 pm.

A discussion followed that written testing may start in December with an applicant charge of \$25.00 per applicant; that applications might be limited to the first 200 applicants and that oral interviews could be given to the top 20 candidates rather than all the candidates as done in the past. Jan Stevens provided information from Stanard & Associates for purchasing written exams to be administered and potentially scored in-house. The timeline discussed was to have candidates take the POWER Test at NIPSTA in the month of November. The written exam would be given 12/1 - 12/17, 2010 at Village Hall. Chief Perkins will present an orientation and Human Resources will proctor the exam.

Chief Perkins stated that the interview process could be started when any openings in the police force occur. The candidates would be interviewed in groups of 20 beginning at the top of the list.

More information will be gathered for the next Police Commission meeting scheduled for July 7, 2010 at 2:00 pm.

ADJOURNMENT

At 3:55 p.m. a MOTION was made to adjourn the Police Commission meeting.

MOVED:	Chairman Waters
SECONDED:	Secretary Schaefer
AYES:	All
NAYS:	None
ABSTAIN:	None
MOTION CARRIED:	3:0:0

Respectfully submitted,

Kathy Butts