



# ***KENDALL COUNTY MERIT COMMISSION***

Kendall County Public Safety Center  
1102 Cornell Lane, Yorkville IL 60560

**Friday July 11, 2025 @ 3:30pm**



## **MEETING AGENDA**

1. Call to Order
2. Roll Call: Shawn Flaherty, Rob DeLong, Jamal Williams, Cara Brummel, and Robyn Vickers
3. Approval of Agenda
4. Approval of Minutes from October 11, 2024, meeting
5. Public Comments
6. Executive Session
7. Old Business
8. New Business
  1. Approval to begin promotional testing for both the Patrol and Correctional Divisions
  2. Approval of using Morris & McDaniel, Inc for both the Patrol and Correctional Sgt.  
Promotional testing
9. Adjournment



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## **MEETING MINUTES October 11, 2024**

Call to Order- Shawn Flaherty called the meeting to order at 3:31pm on Friday October 11, 2024.

Roll Call- Shawn Flaherty-Here, Rob Delong-Here, Robyn Vickers-Present, Cara Brummel-Present, Jamal Williams - Absent. With 4 members present a quorum is formed.

Others in Attendance- Tracy Page, Jeanne Russo, Jason Langston

Approval of Agenda- No objections, all in favor

Approval of April 12, 2024, Minutes – Motion by Shawn Flaherty, seconded by Cara Brummel. All in favor

Public Comment- None

Executive Session- None

Old Business - None

New Business-

Amend the Sheriff Merit Commission Rules. Commander Jason Langston spoke on the changes. Page 5 to allow for needs-based hiring. Page 6 recent statute change regarding veteran testing. Page 7 allows patrol deputies to lateral into corrections to mirror the language of corrections lateralizing into patrol. Page 9 allows you to start testing before the list expires. Start the testing process ahead of time before the current list expires. Commission will not certify list until the current list expires. Motion to approve changes to Merit Commission Rules and Regulations by Robyn Vickers, second by Rob Delong all in favor motion passes.

Set 2025 Meeting Dates – 2<sup>nd</sup> Friday of the first month of each quarter at 3:30pm (01/10/25, 04/11/25, 07/11/25 and 10/10/25. Motion to approve meeting dates by Rob Delong, second by Shawn Flaherty, all in favor motion passes.

Adjournment- Motion to adjourn at 3:45pm by Shawn Flaherty, second by Cara Brummel. All in favor, motion passes.

Respectfully submitted by,  
Tracy Page



Morris & McDaniel, Inc.

117 S. Saint Asaph Street  
Alexandria, VA 22314  
Telephone: (703) 836-3600  
Facsimile: (703) 836-4280  
[www.mmtests.org](http://www.mmtests.org)

**Pricing Proposal for Professional Services  
Sergeant Promotional Process  
Law Enforcement and Corrections  
for the Kendall County Sheriff's Office**

Morris & McDaniel is pleased to offer our services to assist the Kendall County Sheriff's Office in developing and administering a job-related promotional process to evaluate candidates seeking promotion to the ranks of Law Enforcement Sergeant and Corrections Sergeant. We will bring to the project our forty-eight years' experience in identifying the best candidates in a process that is job-related, is fundamentally fair to all candidates.

In completing the process, we will perform the following functions:

1. **Job Analysis:** We will review existing job descriptions and task lists for the position to ensure our familiarity with the nature of the job and use that information to ensure that our evaluation tools identify candidates possessing the skills and abilities that are essential to effective performance in the position.
2. **Orientation:** We will provide an orientation/study guide for candidates in PDF format.
3. **Written Multiple-Choice Examination:** We will develop a 100-item, multiple-choice written test that is job-related to the rank being tested.
  - a. We will present the Sheriff's Office Command Staff with external book selections that are job-related to choose from for 50% of the exam. In addition, we will custom develop 50% of the exam based on internal policies and procedures chosen by the Command Staff.
  - b. We will print and deliver to the jurisdiction the appropriate number of test booklets and answer sheets and an administrator's manual for administration of the written test. Upon return of the answer sheets, we will electronically score, apply the appropriate cut score and report results. (Should the Sheriff's Office prefer, we will act as Test Administrator on site conditioned upon the City's payment/reimbursement of travel-related expenses for one M&M person.)
  - c. **Paper/Pencil: Jurisdiction Administers**
    - **Testing Materials:** Jurisdiction is provided the testing materials necessary for testing, including: Test booklets, answer sheets, and administrator's manual. **Shipping cost is included in overall cost.**
    - **Answer Sheet Scanning:** Completed answer sheets are electronically scanned and verified in our Scoring Center by our Scoring Consultants.
    - **Score reporting:** A final list of written test scores will be sent to the jurisdiction.
    - **The jurisdiction will need to provide a location, timer, pencils, test administrator and proctors.**
4. **Appeals:** We will assist in responding to test challenges/appeals submitted by candidates and, depending on the outcome of any challenges, recompute appropriate final scores.



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5. **Oral Assessment Center:** We will select from our inventory of assessment exercises in consultation with Sheriff's Office leaders an appropriate set of oral exercises (pricing includes four separate assessment scenarios including a tactical exercise and a series of situational scenarios evaluating a candidate's ability to handle situations they might be expected to have to deal with in their daily duties in the target rank). If additional scenarios are desired, there is an additional cost.
  - a. **Option 1:** Administer oral assessment center on-site: We will come on site to administer the oral assessment process to all candidates (video-recorded or live) (**M&M Staff travel costs pertaining the oral assessment center are included in overall cost of project presented in this agreement**) and will train assessors recruited by M&M (qualifications will be approved by Sheriff's Office Command Staff) and oversee the scoring of the candidates' responses in the exercises. We will provide all necessary equipment for administration.
    - i. As an alternative for the Sheriff's Office to consider as a possible cost-saving to the County, we will agree to scoring the candidate's oral assessment video responses using our virtual scoring process where a panel of our experienced assessors are assembled in a video-conference facilitated by a member of our staff to view the videos and collaborate regarding scoring using the same scoring procedures as when the assessor panel is assembled at a single location. There will be no additional charge to our proposed flat fee for using this process so that the savings to the Sheriff's Office are the cost of the training/scoring venue and associated travel and logistical support for assessors recruited from the area to attend in-person training and scoring sessions. **If a live assessment process is chosen, we would ask that the Sheriff's Office cover the costs of assessor travel and meals.**
  - b. **Option 2:** Administer video-based oral assessment center remotely: We will conduct remote administration of the assessment center.
    - i. Morris & McDaniel will use remote proctors to administer the assessment center exercises via a secure Teams meeting.
    - ii. Candidates will be audio and video recorded in their responses to the exercise questions via the remote connection.
    - iii. The jurisdiction will need to provide a location, laptops with webcam/microphone, and internet connection.
    - iv. **Costs associated with these procedures are built into the overall Option 2 price.**
6. We will combine candidate scores on the written and oral processes, appropriately weighted in consultation with Sheriff's Office officials, to produce a final rank-ordered list for delivery to the Sheriff's Office.

We would request that the Sheriff's Office assume the following matters:

1. Provide all appropriate venues for written test administration, written test appeals, and assessment center administration.



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2. Defray all expenses related to the presence of the assessors including travel/mileage, meals while on site, coffee, drinks and appropriate snacks during scoring, and lodging if required (if on-site scoring is preferred)

**Option 1 pricing:**

We will agree to perform the foregoing services for a fixed amount of:

**EIGHTEEN THOUSAND DOLLARS (\$18,000.00) PER RANK**

**\*plus assessor travel/meal costs if a live assessment option is chosen**

Said amount to be paid in three equal installments with the first one third due upon contract agreement; one third upon administration of the written examinations; and the final one third upon delivery of the final rank-ordered list of candidates.

**Option 2 pricing:**

Instead of coming on site to record the candidates in the video-recorded assessment process, we could use remote proctors to present the exercise videos and record the candidates in a remote format, using Microsoft Teams. However, if this option is chosen, we would ask that the Sheriff's Office / County provide at least 2 facilitators on site to assist with the remote testing process. The Sheriff's Office will also be expected to provide the necessary laptops and quality internet connection. **If chosen, this option would reduce the total cost to \$16,000 per rank.**

This Proposal is formally extended this 20<sup>th</sup> day of May, 2025.

Morris & McDaniel, Inc.

*David M. Morris*

By David M. Morris, President

**REPRESENTATIVE CLIENT JURISDICTION LIST – MORRIS & McDANIEL, INC.**

**STAMFORD POLICE DEPARTMENT, STAMFORD, CONNECTICUT**

**Services provided from 2015 – Present:**

**Police Captain**

**Police Lieutenant**

**Police Sergeant**

**Entry-Level Police Officer**

**NEW YORK, DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (NYPD),**

**Police Captain**

**Police Lieutenant**

**Police Sergeant**

**HOUSTON POLICE DEPARTMENT, HOUSTON, TEXAS**

**Police Commander**

**Police Lieutenant**

**Police Sergeant**

**NEWPORT NEWS POLICE DEPARTMENT, NEWPORT NEWS, VIRGINIA**

**Captain**

**Lieutenant**

**Sergeant**

**Master Police Officer**

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT, PRINCE WILLIAM COUNTY, VIRGINIA**

**Lieutenant**

**First Sergeant**

**Sergeant –**

**SHELBY COUNTY SHERIFF'S OFFICE, SHELBY COUNTY TENNESSEE**

**Police Captain**

**Police Lieutenant**

**Police Sergeant**

**DALLAS POLICE DEPARTMENT, DALLAS, TEXAS**

**Senior Corporal**

**Sergeant**

**Lieutenant**

**SAN LEANDRO POLICE DEPARTMENT, SAN LEANDRO, CALIFORNIA**

**Police Sergeant**

**LOWELL POLICE DEPARTMENT, LOWELL, MASSACHUSETTS**

**Police Captain**

**Police Lieutenant**

**Police Sergeant**

**WATERBURY POLICE DEPARTMENT, WATERBURY, CONNECTICUT**

**Police Sergeant**

**Police Lieutenant**

**Police Captain**

**RICHMOND POLICE DEPARTMENT, RICHMOND, VIRGINIA**

**Police Captain**

**Police Lieutenant**

**Police Sergeant**

**DALLAS COUNTY SHERIFF'S OFFICE, DALLAS, TEXAS**

**Law Enforcement Sergeant.**

**Law Enforcement Lieutenant**

**Law Enforcement Captain**

**Detention Service Supervisor**

**Detention Service Manager**

**Detention Service Commander**

**(Written multiple choice testing only for all ranks)**

**NORWALK POLICE DEPARTMENT, NORWALK, CONNECTICUT**

**Police Lieutenant**

**Police Sergeant**

**Police Detective**