

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD  
4500 South 6<sup>th</sup> Street Road, Room 173, Springfield, IL 62703-6617**

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
Decatur City Hall, 1 Gary K. Anderson Plaza, Decatur, Illinois  
June 22, 2017**

**I. ROLL CALL – ESTABLISHMENT OF QUORUM**

The June 22, 2017 meeting of the Executive Committee was held in Decatur, Illinois, and was called to order by Chairman Hartshorn at 10:30 a.m. Roll was called by Ellen Petty and a quorum of Committee members was established.

Members in attendance:

Pat Hartshorn  
Tim Gleason  
Jan Noble  
Valerie Salmons (Joined by phone from 10:36 a.m. – 10:55 a.m.)  
John Schlaf  
Richard Watson

Members absent:

None

Staff in attendance:

Brent Fischer, Executive Director  
Eric Pingolt, Deputy Director  
Pat Connolly, Deputy Director  
John Keigher, Chief Counsel  
John Krein, Fiscal Officer  
Kelly Griffith, General Counsel  
Ellen Petty, Personal Assistant to Executive Director

Others in attendance:

None

**II. APPROVAL OF MINUTES**

April 18, 2017

**Motion was made by Watson, seconded by Noble, and carried by all members present to approve the minutes of the April 18, 2017 meeting.**

**III. TUITION INCREASE REQUESTS & 2018 COURSE CALENDAR**

Fischer reported that the academies had requested that we set the new tuition amount for the 560 hour BLE. Therefore, we had requested all of the academies send in a request for a specific tuition increase amount with justification for the request. ISP and Chicago Police Academy said they would wait until the December meeting to submit their requests for an increase. Of those who requested an increase, the amounts of the

increase requested varied greatly, from 20% to 115%, for a 16.67%-40% increase in training hours, and anywhere from a half a page in length to 8 pages in length in the way of supporting documents.

John Keigher handed out a chart outlining several variables: current tuition amounts, requested increase amounts, prior BLE length (400 vs. 480), residential vs. commuter, as well as the amount of any and all increases awarded in years past. Some academies argued that their base tuition is already too low, as the 1%-3% increase they get each year has not kept up with actual expenses and they are unable to collect enough to cover their expenses without subsidies from their supporting organizations. One academy also received very significant increases last year.

Fischer advised that after Board staff's careful consideration and running the numbers, he would recommend a 20% initial increase in tuition with the understanding that an audit would be conducted of each of the academies to determine actual costs. After the audit results have been submitted and reviewed, tuition increases can be adjusted accordingly at the December meeting.

Motion was made by Salmons to increase tuition by 20%. Discussion continued and Salmons withdrew her motion until all details and justification had been discussed.

There was discussion regarding the various requests as well as the differences and similarities between how all of the different academies operate. Another matter discussed was the Board's ability to pay for the increase. It has been determined that a 20% increase would equal about \$1,000,000.00 additional expenditure from the surcharge fund, which can be accommodated.

Keigher explained that since the tuition increases are normally set in December, and we are on a tight time crunch with 560 hour academy classes starting in only a few weeks, the Executive Committee is able to take action now, to be ratified by the full Board at the next full Board meeting in September. This will allow the academies to start charging the higher tuition amount now for the 560 hour BLE classes.

Keigher explained that in order to approve reasonable tuition increases, we really need more information made available to us. While some academies submitted very detailed budget information, others did not submit detailed justification of costs at all. It has been 10-15 years since any type of audit of academy budgets and operations has been completed, and in an attempt to get a better idea of the actual costs of commodities involved and the funds necessary to operate the new 560 hour curriculum courses, a new audit or guided financial review appears to be in order.

**Motion was made by Watson, seconded by Gleason, and carried by all members present, with a roll call vote, to approve a 20% increase in tuition for classes starting in 2017, following up with an audit to be completed on each academy.**

(Valerie Salmons left the meeting at this point.)

Fischer discussed the 2018 Course Calendar with the remaining committee members, in relation to the current situation with lengthy waiting lists and the implementation of the 560-hour BLE. Some academies that had been running 4 academy classes a year with the 400 or 480 hour curriculum will now only be able to run 3 classes each year. Some may only do 2 classes per year due to other training conducted at those facilities.

The status of PTI was discussed and consensus of the members was to consider the conditions recommended by Director Fischer and see how it plays out, giving him discretion on how to proceed, depending upon the response he gets. It was decided that no formal action needed to be taken.

#### **IV. MATTERS FROM JUNE 8, 2017 MEETING**

John Keigher explained that since there was not a quorum at the June 8<sup>th</sup> full Board meeting, a few approvals recommended at that meeting need to be approved by the Executive Board and then will need to be ratified at the full September Board meeting.

##### **A. FY17 Supplemental Funds for MTUs**

John Krein went over his financial report from the June meeting, outlining the recommendation on supplemental funds to be awarded to the MTUs for infrastructure during FY17.

**Motion was made by Watson, seconded by Gleason, and carried by all members present to approve the FY17 Supplemental Funds of up to \$15,000 each for MTUs, as recommended for approval at the June Board meeting.**

##### **B. FY18 First Six Months Budget**

Krein went on to go over the figures for the first 6 months' FY18 budget as outlined at the June 8<sup>th</sup> Board meeting.

**Motion was made by Noble, seconded by Watson, and carried by all members present to approve the first 6 months' budget for FY18 as recommended for approval at the June Board meeting.**

##### **C. Curriculum Courses**

Keigher gave information on the ISP ECSO I course, the March-May 2017 In-Service courses, the March-May Lead Homicide Investigator courses, and the three CIT courses discussed at the Curriculum meeting and the full Board meeting earlier in June.

**Motion was made by Watson, seconded by Gleason, and carried by all members present to approve all of the Curriculum Courses recommended for approval at the June Board meeting.**

**V. UNFINISHED BUSINESS**

There was no unfinished business.

**VI. NEW BUSINESS**

There was no new business.

**VII. ADJOURNMENT**

**Motion was made by Gleason, seconded by Watson, and carried by all present to adjourn the meeting at 11:29 a.m.**

