

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

**MINUTES OF THE  
QUARTERLY BOARD MEETING  
Decatur Conference Center, 4191 US Highway 36 West, Decatur, IL  
September 21, 2017**

**I. PUBLIC MEETING ANNOUNCEMENT**

The September 21, 2017 quarterly meeting of the Illinois Law Enforcement Training and Standards Board was held in Decatur, Illinois, and was called to order by Chairman Hartshorn at 9:00 a.m. The public meeting announcement was read aloud by Ellen Petty.

**II. PLEDGE OF ALLEGIANCE**

Chairman Hartshorn led the group in the Pledge of Allegiance.

**III. MOMENT OF SILENCE FOR FALLEN OFFICERS**

Chairman Hartshorn called for a moment of silence to remember our fallen officers.

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

Ellen Petty called roll, and a quorum of Board members was established.

Members in attendance:

Pat Hartshorn  
Tim Gleason  
Timothy Becker  
Jan Noble  
Timothy Nugent  
J.W. Price  
Valerie Salmons  
John Schlaf  
Richard Watson  
Paul Williams  
Dorothy Brown  
Marie Rangel for Thomas Dart  
Keith Calloway for Eddie Johnson  
Cameron Eugenis for Lisa Madigan  
Michael Schlosser  
Leo Schmitz

Members absent:

Brian Fengel

Staff in attendance:

Brent Fischer

John Keigher

John Krein

Ellen Petty

Eric Pingolt

Pat Connolly

Kelly Griffith

Pat Hahn

Cora Beem

Dan Sluga

Denise Matthew

Laura Baker

Scott Schaefer

Kevin Baxter

Lennora Burnom

Jon Elder

Keith Wallace

Lya Ramos

Jan Allen

Anthony Raffety

**V. INTRODUCTIONS OF GUESTS AND VISITORS**

Chairman Hartshorn called for the introduction of guests and visitors.

Guests:

Vicki Munson, MTU 4

Jeffrey Chapman, Chicago Police Department

Tramell D. Henderson, Chicago Police Department

Bill Strayer, Sangamon County Sheriff

Meg Hedrick, PTI

Chaley Hausle, PTI

Jason Stamps, Center for Public Safety and Justice

Chuck Doan, MTU 15

Kim Cramer, MTU 15

Penny Abbott, MTU 9

Jill Ward, MTU 9

Tod Dowdy, MTU 9

Robert Siron, MTU 8

Mike Oyer, MTU 7

Susan Nichols, ILETSB Executive Institute

John Bennett, MTU 13

Terri Newbill, MTU 13

Deb Alms, MTU 2

Bob Crouch, MTU 10  
Kenton Manning, IROCC  
Scott Williams, MTU 14  
Van Muschler, SWIC Police Academy  
David Hayes, MTU 14  
Doug Fargher, MTU 1  
Len Mendoza, MTU 4  
Richard Fonck, MTU 16  
Tom Reasoner, MTU 3  
Ray Cordell, SLEA  
Chris Campbell, IL State Police  
James O'Grady, IL State Police  
Michael Missey, St. Charles County Sheriff's Academy  
Jodie Dewey, Concordia University  
Mark Edwards, MTU 12  
Kevin Koontz, MTU 12  
John Carter, Monticello Police Department  
Tammara Wagoner, Monticello Police Department  
Allyson Clark Henson, Chicago Police Department

## **VI. APPROVAL OF MINUTES**

- A. Curriculum and School Standards Advisory Committee Meeting  
March 15, 2017 & June 7, 2017
- B. Joint Meeting of the Executive Committee & Finance & Legislative Committee  
March 15, 2017 & June 7, 2017
- C. Quarterly Board Meeting  
March 16, 2017 & June 8, 2017

**Motion was made by Watson, seconded by Gleason, and carried by all members present to approve all of the minutes from March and June in A, B, and C, as presented.**

## **VII. REPORT OF STANDING AND ADVISORY COMMITTEES**

- A. Curriculum and School Standards Advisory Committee
  - 1. June 7, 2017

Committee Chairman Paul Williams reported that CIT Updates, Lead Homicide Investigator Continuing Education Training & In-Service Training for March through May, and the ISP ECSO class curriculum were all discussed and recommended for approval, and are included in the Board book. Board approval is requested.

**Motion was made by Gleason, seconded by Becker, and carried by all members present to approve the June report of the Curriculum and School Standards Advisory Committee.**

## 2. September 20, 2017

Williams reported that the committee met the previous afternoon with a very brief agenda, and recommended approval of Lead Homicide Investigator Continuing Education Training & In-Service Training for June through August. These classes are also listed in the Board book.

**Motion was made by Watson, seconded by Schlaf, and carried by all members present to approve the September report of the Curriculum and School Standards Advisory Committee.**

### B. Joint Finance and Legislative and Executive Committee June 7, 2017 - September 20, 2017

Tim Gleason reported that the Committee met yesterday and went over fiscal items presented by John Krein and approved a couple of items recommended by the Executive Committee on full FY18 funding for the MTUs and Direct Contracts. Those items will be discussed in detail, later in this meeting.

**Motion was made by Watson, seconded by Salmons, and carried by all members present to approve the June and September reports of the Joint Finance, Legislative and Executive Committee.**

## VIII. EXECUTIVE MATTERS

### A. Financial Items

1. Fiscal Information  
(Through August 31, 2017)
  - a. Ratification of Previous June Actions
  - b. TACCSF Receipts
  - c. TACCSF Balance
  - d. Projected Academy Enrollments

John Krein gave a verbal report, explaining the charts included in the Board books. Chart #1 shows two items. The first is monthly revenue for the Traffic and Criminal Conviction Surcharge Fund for Fiscal Year 2014 through August 31st of FY18. The second item is the monthly average for each fiscal year. Actual revenues were \$13.7 million for FY 2001, \$14.0 million for FY 2002, \$14.2 million for FY 2003, \$14.4 million for FY 2004, \$15.3 million for FY 2005, \$17.1 million for FY 2006, \$19.6 million for FY 2007, \$21.2 million for FY 2008, \$20.6 million for FY 2009, \$20.0 million for FY 2010, \$19.3 million for FY 2011, \$18.6 million for FY 2012, \$17.5 million for FY 2013, \$16.9 million for FY 2014 (does not include \$2 million transfer in of funds); \$16.8 million for FY 2015 (does not include \$2 million transfer in of funds); \$17.2 million for FY 2016; and \$17.7 million for FY 2017 (does not include \$2 million transfer in of funds).

Chart #2 shows two items. The first is the daily cash flow position of the Traffic and Criminal Conviction Surcharge Fund for FY13 through August 31st of FY18. The second item is the August 31st balance for each fiscal year spread across the entire fiscal year; this indicates the balance after all payments from the prior fiscal year have been made, and the change across several years. Please note that for FY17, the date will be September 30, 2017 due to the FY18 budget legislation.

The third chart contains projected academy based training enrollments and reimbursements for Fiscal Year 2017. These figures are based on actual course enrollments and projected claim costs. (As previously noted, ineligible trainees have been eliminated from these figures.) Please note the FY17/18 budget legislation extended the lapse period to September 30, 2017, and revised figures will be provided to the Board at the December Quarterly Meeting.

**Motion was made by Salmons, seconded by Gleason, and carried by all members present to approve the Fiscal Report.**

2. FY18

- a. Ratification of 1st Qtr Payments Authorized by Executive Committee
- b. Full Year Funding for MTUs

As outlined in the handouts provided, at the June Board meeting, Board staff proposed a one-time supplement of \$15,000 for infrastructure items for each of the MTUs, totaling \$210,000 of FY17 funds. Also proposed at this meeting was partial FY18 funding for the MTUs, Executive Institute, CIT, Chicago P.D. in-service training, Illinois Computer Crime Institute, and professional associations, totaling \$4,022,500. Both the Joint Committee and the full Board recommended approval, but due to a lack of quorum, final action could not be taken. On June 22<sup>nd</sup>, the Executive Committee, on behalf of the Board, approved this supplemental funding. Today, Board staff asks the Board to take final action and ratify the actions previously approved by the Executive Committee.

Also, Board staff is requesting approval for full year funding for the MTUs, in the amount of \$5,600,000. Additional funding decisions may be considered later in the fiscal year.

c. Full Year FY18 Funding for Direct Contracts

Board staff is requesting approval for full year FY18 funding for the Direct Training Contracts, in the amount of \$1,169,900 for Executive Institute, \$825,000 for CIT Training, \$400,000 for Chicago P.D. In-Service, \$245,000 for the Computer Crime Institute, and \$100,000 for the Professional Associations, for a total of \$2,739,900.

**Motion was made by Noble, seconded by Watson, and carried by all members present to ratify approval of FY18 1<sup>st</sup> Quarter Payments, approve full year funding for MTUs, and approve full year funding for direct contracts.**

#### d. Statutory Fund Sweeps

Krein went on to explain that the General Assembly swept \$1.5M out of the Camera Grant Fund for FY18, and \$ 638,000 out of the Surcharge Fund. The Camera Grant sweep was done in August, but the Surcharge Fund sweep has not yet taken place. We are currently in talks with the Governor's office to convince them to wait until the 2<sup>nd</sup> quarter payments go out to the MTUs and basic training reimbursements are processed. Fund sweeps were rare until the Blagojevich administration, but have since become an annual activity.

#### e. Illinois Officer of the Comptroller – Borrowing

Legislation enacting the FY18 budget contained a new feature – Borrowing. They have given the Comptroller's office, at their discretion, the ability to “borrow” for cash flow purposes from one fund, to pay expenditures from another fund. They then have up to two years to repay the “loan” to the original fund. The legislation specifies that if they take too much out of a fund, they must temporarily reverse the borrowing so that bills can be paid. Since this is new, we are awaiting guidance from the Governor's office on how to handle it.

#### f. Governor's Office of Management and Budget (GOMB) – Proposed Expenditure Reductions

The Governor has made a statement that the budget is not balanced and has asked all agencies, including the Board for information on what would happen if reductions were made in various line items. Board staff has provided this information, but has not yet been advised of any final decisions on reductions.

### 3. Audit Update (July 1, 2014 – June 30, 2016)

The Board has received the draft audit from the Office of the Auditor General and the final audits will be released to the public at 10:00 a.m. this morning. Until such time as the final audits are released, we have been advised not to discuss details in our open meeting.

Director Fischer advised the Board members that they have been given a handout listing the findings in our draft audit report and anyone wishing a copy of the full audit report should advise the office and a copy would be forwarded to them as soon as they are made available. There were seven findings, four of which were repeat findings. Fischer reported that he met with the auditors in January of 2016, immediately after becoming Director, while the audit was still being conducted, to discuss prior findings and potential findings for this audit, and after that meeting, several problems were immediately corrected. After our draft report was received, we requested a closing conference with the auditors to address the findings and our responses. All findings have now been addressed and plans put in place so that they will not be repeated in our next audit. We will review these plans periodically to ensure we remain on track.

### 4. Tuition Increase Requests

#### a. Illinois State Police – ESCO Course

## b. Basic Law Enforcement Academies – 560 hr. Adjustments

John Keigher reported the ISP ESCO course was presented before the Board at the June meeting, at which we did not have a quorum. It is merely a request to charge a small tuition for this specialized course. At that time, the increase was recommended for approval, but official action could not be taken.

BLE Academy tuition increases are normally addressed at the December meeting, but this year, with the additional costs incurred by the academies due to the implementation of the 560 BLE in June, it needed to be addressed, at least temporarily, prior to that meeting. The Executive Committee met on June 22, 2017 and voted to increase all current academy tuition rates by 20%, for the remainder of this calendar year, to accommodate the increased cost, with the understanding that tuition amounts and costs would be reviewed and the academies would come forth in December with a full year proposal for 2018.

**Motion was made by Watson, seconded by Becker, and carried by all members present to approve the tuition increases.**

### B. Staff & Personnel Updates

Director Fischer stated that there was nothing new to report.

### C. Law Enforcement/Corrections/Court Security Waiver Disposition Quarterly Reports (June & September)

The waivers were included in the Board book. There was no discussion on this matter.

**Motion was made by Nugent, seconded by Gleason, and carried by all members present to approve the June & September Waiver Disposition Quarterly Reports.**

### D. Legislative and Litigation Update

Regarding legislation, John Keigher reported that the General Assembly was in session much more than usual since our June meeting and most notably, passed PA 100-21 (SB 6) which approved a full FY 18 budget for the Board and provides that no other entity will be allowed to take monies from the Traffic and Criminal Conviction Surcharge Fund.

Several bills that we have been monitoring since the spring were finally approved by the Governor and became public acts. These are:

PA 100-247 (HB 375) which adds mental health awareness and response training to the growing list of in-service mandates and requires these to be incorporated into the BLE.

PA 100-319 (SB 1843) reinstates the Commission on Police Professionalism to review issues of licensing, police authority, and training. We intend to meet with the sponsors

on this one and get a clear idea of their expectations and our role as administrator of this body.

PA 100-121 (HB 1895) requires the Board to incorporate information on officer stress and PTSD experienced by police into the BLE, and

PA 100-151 (SB 3106), brings Supreme Court Marshals fully under the Board's certification process.

Finally, we are still awaiting action by the Governor on SB 2185, which requires the Board to create a model policy on how to detain intoxicated individuals and ensure that they do not operate vehicles while still under the influence of drugs or alcohol.

As far as litigation, we still have *Henrichs v. The Board*. This case involves Cook County Correctional Officers seeking approval for IROCC. The case was reassigned from Judge Zagel earlier this year and has experienced some administrative delays as it was reassigned. There is a hearing set for next week that should establish the timeframe for hearings on our motion to dismiss.

Lastly, there is now *Dobby v. The Board*. This is a FOIA-related case brought by an inmate seeking records for an individual we do not have in our database. Again, the Attorney General's office has filed a motion to dismiss and the hearing is expected next month.

## **IX. PROGRAM PROGRESS REPORTS AND CONCEPTS**

### **A. Illinois Law Enforcement Executive Institute**

1. Executive Institute – June & September Reports
2. Federal Homeland Security Grant/Illinois Terrorism Task Force – June & September Reports

Susie Nichols gave a verbal report over the status of all of the projects currently in progress at the Executive Institute.

### **B. A Statewide System of In-Service Training (ASSIST) Program**

1. Status Report FY17
2. Status Report FY18

Pat Hahn reported that the FY17 training figures were vastly improved over FY16's training figures, due in large part to the \$672,000 increase in training funds approved for the MTU budgets in FY17, the first time such an increase was approved in well over a decade. The increase in training provided with those additional funds exceeded all expectations. There were nearly 99,000 additional manhours of training and 16,000 additional officers trained over the previous fiscal year. Hahn asked that the Mobile Team Units be recognized for their accomplishments. He named off all of the MTU Directors and asked that they and any staff members present in the audience stand up, and a round of applause ensued.



Schlaf stated that he appreciated the prior year comparison, as it better highlights the accomplishments. He indicated he would like to see more of that in the quarterly program reports provided to the Board members.

- C. CIT Training Update
  - 1. Status Report FY17
  - 2. Status Report FY18

A written report was included in the Board book. No verbal report was given.

- D. Specialized Training Programs
  - 1. IDOT Grants Update – June 2017
  - 2. Traffic Crash Reconstruction – June 2017
  - 3. IDOT Grants Update – September 2017
  - 4. Traffic Crash Reconstruction – September 2017

A written report was included in the Board book. No verbal report was given.

- E. Part-Time Basic Training Program
  - 1. Progress Report – June 2017
  - 2. Progress Report – September 2017

Deputy Director Pat Connolly reported that he has been working with a subcommittee of Board and Executive Institute staff on making improvements to the PTBLE program. Several meetings have taken place and there is a meeting scheduled for October 10<sup>th</sup> to share this information with the MTUs and their PT Coordinators. He hopes to be ready to make a final recommendation to Director Fischer by the first of November on how to proceed with the PTBLE program into the future.

- F. Information Technology Program Updates
  - 1. Program Updates – June 2017
  - 2. Program Updates – September 2017

A written report was included in the Board book. No verbal report was given.

#### G. Sexual Assault Guidelines & Training Project Report

Kelly Griffith gave a verbal report on the status of the Sexual Assault working group, noting that things are moving along very quickly on this subject at the moment. The new law requires all law enforcement officers receive training on the evidence based, trauma informed, victim centered approach to handling sexual assault victims, and any that officer who investigates sexual assault have additional specialized training, and that trainers attend a train the trainer specialized course. Our application has been approved for the Oregon Sexual Assault Task Force to come to Illinois and provide three offerings of this train the trainer course. They have already developed a suitable curriculum that is OVW approved, and a specialized Illinois component will be added to their existing curriculum. Train the trainer courses are expected to take place in November, December, and January, with one being held in each of the North, Central, and Southern parts of the state. The Attorney General's office is collaborating with the Board on this

project. Once the trainers have been trained, the MTUs will receive a list of certified trainers and will be able to schedule classes with those instructors to provide the specialized training for sexual assault investigators in their respective regions. Executive Institute is working on an online training module for initial responding officers to attend on this topic, as well.

**Motion was made by Gleason, seconded by Schlaf, and carried by all members present to approve the Program Progress Reports under items A-G, as presented.**

## **X. UNFINISHED BUSINESS**

### **A. PTI Update**

John Schlaf reported that the Committee met the previous day and that Board members had an opportunity to visit the new training site that afternoon. Also discussed during the previous day's meeting were the agreement with Richland Community College for operation of the academy in the new facility and the 13-point agreement with U of I to continue operation of PTI in Champaign over the next three years. A 5-week Basic Correctional Officer Academy class for 30 officers, originally scheduled to be held at St. Clair County Correctional Academy, is scheduled to begin at the new facility on October 2<sup>nd</sup>. The first Basic Law Enforcement Academy is scheduled to begin on January 8<sup>th</sup>. Agencies will need to contact the Macon County Law Enforcement Training Academy registrar to get on the list to attend those classes.

### **B. Howard Buffett Foundation Update**

Director Fischer reported that the final walk-through of the new facility was completed the previous day, and we now have the keys to the facility. He went on to explain that Richland Community College will be running the academy at the new facility, and they recently appointed Tad Williams as the Academy Commander. RCC President Chris Valdez and his staff have been great to work with, thus far. Richland will be providing plant management, IT services, food service, linen service, grounds maintenance, etc. The Executive Committee approved the Richland agreement in August, but we are asking for full Board approval today.

**Motion was made by Salmons, seconded by Watson, and carried by all members present to approve the Richland Agreement.**

### **C. Direct Tuition Reimbursement**

Keigher reported that since the last meeting, we have been able to get details worked out with the Comptroller's office and the Procurement Officer and a Direct Tuition Agreement draft has been sent to three academies thus far, and we are awaiting feedback. Once all of those have been worked out, he will be sending out drafts to any other academies that are interested, and encouraged those interested academies to reach out to him in the near future to begin discussions.

#### D. Body Camera Guidelines

Fischer advised that we have assembled an advisory group on this subject, which has met, and Intern Lya Ramos is doing a survey to obtain feedback from agencies around the state, in conjunction with our IT department. As soon as the responses are received, she will compile the results to be reviewed.

John Schlaf stated that technology has changed significantly with regard to in-car video cameras since they first came out years ago, and that those cameras can now record a full 360° view of the squad car. He would like the Body-Camera Grant focus group to also revisit the dash-cam to see if they might also be of use to agencies, in addition to the body cameras.

#### E. Electronic Control Device (ECD) Report for 2015

Keigher advised the Board that the bill passed in 2014 required the Board to do a survey and report on the use of Tasers and other electronic control devices for the General Assembly. At that time, the survey report was submitted to the Governor's office, and reported on at our Board meeting, but no official Board approval had ever been given. The Governor's office recently requested proof of this approval, which is when we discovered it had never been given. Therefore, official approval of this report is being requested today. The report has been included in the Board book for the Board's review.

**Motion was made by Watson, seconded by Noble, and carried by all members present to approve the Electronic Control Device Report for 2015.**

#### F. Ethics Training for Board Members

Ethics packets have been provided to all of the Board members for which a signed form has not yet been received. Those Board members are asked to provide those signed forms as soon as they have had the opportunity to complete their ethics packet.

### XI. NEW BUSINESS

#### A. Cooper POWER Test

Keigher reported that as the 560 BLE curriculum rolls out, Board staff has been looking at various ancillary training issues, and one of those issues is the POWER test. The Board has solidified the Cooper Institute's recommendations on these physical standards in its rules. It has been brought to the Board's attention that some of the elements of the POWER test are no longer being used by the Cooper Institute. Therefore, now is a good time to review the POWER test and make some decisions on any changes that may need to be implemented, going forward.

**Motion was made by Salmons, seconded by Watson, and carried by all members present to refer the review of the POWER test to the Curriculum Committee.**

## B. Audit Review

Dorothy Brown recommended to the Board, as a member of the Finance Committee, that the Finance & Legislative Committee meet to go over the details of the audit report and its findings and how we are going to ensure these particular findings are corrected. Director Fischer stated that he would be happy to sit down and go through the audit report in detail with the Board members who are interested in doing so. He assured the Board that Board staff has been working on this for quite some time and requested a closing conference with the auditors to go over all of the findings in detail to ensure that we are now in compliance and has set a date for a review of our compliance in a year's time to make sure we are still on track. After further discussion, Tim Gleason suggested that he would like to be a part of any audit review meeting with the Director, as well. This meeting would then include someone from the Executive Committee as well as someone from the Finance Committee, rather than having to make the full committee come together again for a special meeting.

**Motion was made by Schlaf, seconded by Salmons, and carried those present, with the exception of Watson, who voted Nay, to direct Gleason and Brown to meet with Director Fischer to go over the audit findings and report back to the full Board in December.**

## C. Professional Conduct Database

Paul Williams asked about the Attorney General decision that was issued a week or so ago on the Misconduct Database FOIA request. Keigher reported that the requester has been given the database, as requested, at the direction of the AG's office. Nevertheless, it represents part of a bigger issue in that the Bill sponsor advised us a few years ago that they did not intend for this information to be released publicly, but rather just be made available to law enforcement administrators upon request. Language to that effect was drafted into legislation which passed out of committee this past spring, but never made it any further. He intends to re-initiate the discussion with the Bill sponsor and seek that legislative change either in the upcoming veto session, or early next year.

## XII. PUBLIC INPUT

Chairman Hartshorn asked for any public input for this meeting. There was no response from the floor.

Hartshorn asked for a motion to adopt the language for a new statement that will be read aloud prior to the public input section at our Board meetings, to begin in December: *"We will now open up the floor for public comment. The Board asks that these comments remain under three minutes each, be relevant to the meeting, and remain respectful to all."*

**Motion was made by Nugent, seconded by Price, and carried by all members present to approve the Public Input statement.**

### **XIII. ANNOUNCEMENTS**

- A. **Curriculum and School Standards Advisory Committee Meeting**  
December 13, 2017, Chicago, IL
- B. **Joint Finance and Legislative and Executive Committee Meeting**  
December 13, 2017, Chicago, IL
- C. **Quarterly Board Meeting**  
December 14, 2017, Chicago, IL

### **XIV. ADJOURNMENT**

**Motion was made by Watson, seconded by Gleason, and carried by all members present to adjourn the meeting at 10:04 a.m.**

