

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
4500 South 6th Street Road, Room 173, Springfield, Illinois 62703-6617**

**MINUTES OF THE QUARTERLY MEETING OF THE ILLINOIS
LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
Springfield, IL – WebEx Video Conferencing due to COVID-19
December 3, 2020**

I. CALL TO ORDER & PUBLIC MEETING ANNOUNCEMENT

The December 3, 2020 quarterly meeting of the Illinois Law Enforcement Training and Standards Board was called to order at 10:02 a.m. by Chairman Gleason. Roll was called by Ellen Petty, and a quorum of voting members was established. The public meeting announcement was read aloud by Petty.

Members in Attendance:

Tim Gleason via WebEx
Anthony Cobb via WebEx
Mitchell Davis via WebEx
John Idleburg via WebEx
Brendan Kelly via WebEx
Ghida Neukirch via WebEx
Timothy Nugent via WebEx
J.W. Price
LaDon Reynolds via WebEx
Sean Smoot
Richard Watson via WebEx
Elvia Williams via WebEx

Designees in Attendance:

Daniel Godsel for David Brown via WebEx
Mary Melchor for Iris Martinez via WebEx
Marlon Parks for Thomas Dart via WebEx
Pat Connolly for Rob Jeffreys via WebEx
John Carroll for Kwame Raoul via WebEx

Members Absent:

Ricardo Pagán

Staff in Attendance:

Brent Fischer
John Keigher
Keith Calloway
Denise Matthew via WebEx
Kelly Griffith via WebEx
Ellen Petty

Guests in Attendance:

Heather Hotz via WebEx

Due to WebEx format, there is no available listing of all guests listening in on the meeting.

II. PLEDGE OF ALLEGIANCE

Chairman Gleason led the Board in the Pledge of Allegiance.

III. MOMENT OF SILENCE FOR FALLEN OFFICERS

Chairman Gleason called for a moment of silence for fallen officers.

IV. INTRODUCTIONS OF GUESTS AND VISITORS

Introductions of guests and visitors was skipped due to the WebEx format of the meeting.

V. CHAIRMAN REMARKS

Chairman Gleason made some final remarks as his two-year term as Chairman came to an end, adding that he is excited with what the Nominating Committee has done with its selection of his replacement, using a process never used before. With the issues facing the Board of COVID, Police Reform, and funding, he believes the new Chair and Vice Chair will provide the kind of support the administration and the law enforcement community expects.

VI. REPORT OF NOMINATING COMMITTEE

Committee Chairman Kelly thanked the Board for entrusting John Carroll, Ghida Neukirch and himself to serve on the committee. There was a desire to formalize, professionalize and standardize the process. There was an application and interview process utilized which resulted in 3 applicants and one of those applicant's reappointment to the Board is still pending, which allowed them to focus on the two primary applicants whose terms were current. Chief Mitchell Davis and Director Sean Smoot are those two primary applicants, and the Committee's unanimous decision was to recommend to the Board that Chief Mitchell Davis be appointed as the Chairman and Director Sean Smoot as the Vice Chairman of the Board. Neukirch added that this was a win-win decision and believes these two gentlemen will take this Board to the next level. She thanked Chairman Gleason for his work as Chairman of the Board and paving the way. Carroll agreed that the Chair and Vice Chair complement each other very well.

Motion was made by Williams, seconded by Carroll, and carried by all members via roll call vote, to approve the appointment of the new Chairman as Chief Mitchell Davis and Vice Chairman as Director Sean Smoot.

Chairman Gleason handed over control of the meeting to Chairman Davis. Davis said a few words to the Board and other applicants to express his desire to work

cohesively with all of them to take the Board to a higher level, and thanked the Board for entrusting him with the Chairmanship.

Vice Chair Smoot spoke a few words as well, expressing his desire to work closely with Chairman Davis and thanking Sheriff Watson as the 3rd applicant for the position for all of his years of service and hope that he will continue to provide guidance based on his experience with the Board moving forward.

VII. DISTINGUISHED SERVICE AWARDS

City Manager Valerie Salmons
Board Member

Sheriff Pat Hartshorn
Board Member

Chief John Schlaf
Board Member

Director Susie Nichols
Executive Institute

Director Beth Pinter
Mobile Team Unit 5

Director Doug Fargher
Mobile Team Unit 1

Director Tom Reasoner
Mobile Team Unit 3

Director Fischer advised that the Board will present plaques to these individuals due to their retirement or past service when we are able to again meet in person. The list is accumulating over the period of COVID due to WebEx meetings, but he felt it important to keep recognizing those individuals until we are able to present their awards in person.

VIII. APPROVAL OF MINUTES

A. Curriculum and School Standards Advisory Committee Meeting
September 3, 2020

B. Quarterly Board Meeting
September 3, 2020

Motion was made by Neukirch, seconded by Price, and carried by all members via roll call vote, to approve the minutes from September 3, 2020.

Director Kelly logged out of the meeting at this point.

IX. REPORT OF STANDING AND ADVISORY COMMITTEES

A. Curriculum and School Standards Advisory Committee

1. December 2, 2020

Gleason reported that he stood in as the Chairman of this committee for this morning's meeting. He asked Director Fischer to walk the Board through the agenda items of that meeting. Fischer gave a brief overview of the various items of business of the meeting and details discussed.

Motion was made by Watson, seconded by Nugent, and carried by all members present via roll call vote to approve seven Illinois Sheriffs' Association classes for certification.

Motion was made by Carroll, seconded by Reynolds, and carried by all members present via roll call vote to approve the 2021 basic academy courses under A., B., & C. of the Curriculum agenda.

Motion was made by Williams, seconded by Reynolds, and carried by all members present via roll call vote to approve the 80-hour Transition Course and the 200-hour Basic Arson Investigator Course, as well as the In-Service and LHI Continuing education courses and the Mandatory Firearms Training policy outlined in the Curriculum agenda.

X. EXECUTIVE MATTERS

A. Financial Items

1. FY21 Fiscal Information (through November 9th, 2020)
 - a. TACCSF Receipts with Historical Comparison
 - b. TACCSF Balance
 - c. Actual Academy Enrollments & Tuitions

Matthew directed the Board members to Tab F of the Board book, going over the figures outlined there for surcharge fund and camera grant fund deposits and balances with comparisons to years past. FY21 academy enrollment and tuition figures were also given, with a note that additional claims for tuition reimbursement are being filed since our lack of funding has prevented us from continuing our direct tuition agreements with the academies.

2. FY21 Budget
 - a. Approval of 3rd Quarter Funding

Matthew went over the figures for the 3rd quarter funding for the MTUs, Executive Institute, CIT Training, Chicago P.D. In-Service, Computer Crime Institute, and professional associations.

Chairman Davis asked for an explanation of the in-service funding for Chicago P.D. Keigher responded that since Chicago P.D. does not take part in MTU training, they do their own in-service outside of the MTU system used by all of the other law enforcement agencies in Illinois. Therefore, their in-service is reimbursed separately from the MTU system which provides in-service training for the rest of the departments around the state.

3. FY20 Reimbursements

Matthew reported that a chart in the Board book outlined the reimbursements paid out to departments for basic training during FY20, which were only able to be paid at 75% of the full amount requested, even with the addition of the \$3M of General Revenue Funds approved by the Governor. Also included in the Board book was a breakdown of how that \$3M of GRF funds was utilized, including agency reimbursements as well as direct academy payments and Executive Institute.

4. FY21 Budget Information

The budget was signed shortly after the September Board meeting with a total appropriation of \$24.5M, plus the \$3M GRF allocation for training expenses with the Governor's approval should receipts in the surcharge fund not be sufficient to cover those costs.

Neukirch asked if in future reports there be columns added to compare the current year's budget figures to previous years' figures. Matthew agreed to include this in the future and that she would be happy to email it out to the Board after the current meeting.

Neukirch asked how funding would be allocated if there were to be an early retirement buy out or new training mandates which must be funded – if there would be a budget amendment filed or how that process works. Matthew replied that any increases to our budget would need to be made by the General Assembly, but we are able to transfer money between line items throughout the year within certain guidelines, pending Comptroller and Governor approval. Fischer added that Board staff also works with our liaison at the Governor's Office of Management and Budget (GOMB) to address any such issues throughout the year. Due to the fact that our funding, or lack thereof, has become such a huge problem, he is staying in constant contact with our GOMB liaison to ensure that there are no surprises and everyone is fully aware of the current situation with the Board's continued and worsening lack of revenues. He has also shared these concerns regularly with Mr. Watkins from the Lt. Governor's office.

5. FY19-FY20 Audit Update

The audit is still ongoing, but appears to be winding down and a full audit report should be available prior to the next regularly scheduled quarterly meetings.

Motion was made by Watson, seconded by Price, and carried by all members present via roll call vote to accept the fiscal report including the approval of the 3rd quarter funding disbursements.

B. Personnel Updates

Fischer updated the Board on two positions we are currently working to fill, one of those being our HR Manager/FOIA Officer position vacated by Miss Lya Ramos upon her resignation in October to move to Arizona; and the other being a Cook County Confidential Assistant position we are working to get coded and classified correctly through CMS Personnel so that it can be filled in the near future as well. He thanked Ellen Petty for filling in on HR duties during the interim period. He added that within the next 12-18 months, there will be 3-4 current office staff ready to retire, plus the need for additional support staff required for various Board programs, so there may be a number of changes and hiring sequences necessary during that period. Additionally, the Board staff has been working very closely with CMS Procurement over the past 9 months to ensure that our contracts are squared away and being filed and reported correctly.

Fischer went on to report that in the past, the Board has worked very closely with the General Assembly and the Governor's office, but more recently we have been put under the Lt. Governor's portfolio, and therefore he has been working very closely with the Lt. Governor's Chief of Staff Charles Watkins on a number of these issues and keeping him informed of our progress and the issues we are having with our funding and personnel matters as well. He is due for a quarterly update meeting with the Lt. Governor in the next few weeks as well.

C. Law Enforcement/Corrections/Court Security Waiver Disposition Quarterly Report

Williams asked for an explanation as to the process involved when determining whether or not an officer is approved for a training waiver or not. Fischer advised that they may be denied due to a break in service or switching from corrections to law enforcement status without the appropriate basic training and certification required. Additionally, a recent background check may have revealed a problem which was previously unknown which may also result in a denial. Each waiver is considered on an individual basis, and there are a variety of circumstances which must be taken into consideration when a waiver is approved or denied. Occasionally, a waiver may be denied but then granted upon appeal if additional information or clarification is provided.

Motion was made by Williams, seconded by Reynolds, and carried by all members present via roll call vote to approve the waiver disposition quarterly report.

D. COVID-19 Extension Waivers

A handout was sent to all Board members prior to the meeting, and John Keigher addressed both the COVID 19 training extension waivers and updates made to the COVID training safety guidelines outlined in the handout packet. About 2,000 officers have been identified who will need to be granted these special extensions. Kelly Griffith went over the changes made to the safety guidelines based upon new updates to CDC guidelines recently received for quarantine periods as well as mitigation efforts in place in Illinois.

Motion was made by Smoot, seconded by Neukirch, and carried by all members present via roll call vote to approve the COVID-19 extension waivers and the updated COVID training safety guidelines.

E. Legislative and Litigation Update

Keigher gave a brief update noting that there is no pending legislation at this time and that both the spring session and the veto session were both canceled this year due to COVID. At this point, we anticipate there may be some activity in the lame duck session, but there is nothing scheduled yet at this point in time. There have been subject matter hearings held in the meantime, and the Board was asked to speak at a couple of hearings on Police Reform issues. He expects one or more bills will be filed in the future on these issues.

XI. PROGRAM PROGRESS REPORTS AND CONCEPTS

A. Illinois Law Enforcement Executive Institute

1. Executive Institute
2. Federal Homeland Security Grant/Illinois Terrorism Task Force

Heather Hotz went over staffing at the Executive Institute under COVID with half of the staff working from home at all times. She went on to provide figures on increased use of the Online Learning Network (OLN) during COVID by individual officers as well as academy recruits doing remote learning. Supervision and Mid-Management training, as well as New Chiefs' Training courses are also being completed via Zoom, and are going well. Four-hour Haz-Mat Basic Awareness and Two-hour Haz-Mat Refresher training courses will soon be offered via OLN, as well.

B. A Statewide System of In-Service Training (ASSIST) Program and Specialized Training Programs

1. ASSIST Status Report
2. IDOT Grants Update
3. Traffic Crash Reconstruction

Pat Hahn reported that due to the lack of revenues, only partial payments have been made to the MTUs – only a fraction of what they have budgeted for this year so far. All MTUs are reporting they're operating on their reserves and local dues, and if no more funds are received from the Board, most of them report that they can make it to March, but many would have closed their doors prior to June

unless we can provide them additional financial assistance. IDOT grant-funded training is still being offered through the MTUs as COVID guidelines allow.

C. CIT Training Update
1. Progress Report

Fischer reported that in addition to the written report, Jennifer Wooldridge has been working on getting an 8-hour stand alone De-Escalation training course prepared for certification.

D. Part-Time Basic Training Program
1. Progress Report

Calloway reported that COVID guidelines are being followed for the PT program, and most of the training is currently being conducted online or via Zoom classroom.

Motion was made by Price, seconded by Watson, and carried by all members present via roll call vote to approve all of the program progress reports in items A through D.

XII. UNFINISHED BUSINESS

A. Police Reform Update

Fischer reported that staff has been participating in a number of workgroups and hearings on police reform over the past several months. As part of that process, we have been educating people on what the Board does, but just as importantly what we do not do, and what we are authorized and not authorized to do. The Board has nothing to do with the initial hiring process of law enforcement officers, for instance. Mandated basic and in-service training requirements have been discussed, as well as licensing versus certification and the current decertification process, and what leads to decertification in Illinois at this time. The misconduct database has also been discussed, as well as the fact that this doesn't necessarily have an effect on an officer's certification status. How complaints are handled has also been discussed. Due process and transparency have also been points of discussion with regard to proposed changes. Citizen and community involvement are also of great interest. He has done considerable research with the POST agencies in other states and it has definitely been a learning experience to find out how things are handled across the country as compared to Illinois. He feels that there have been some very good discussions along the way and we are remaining as involved as possible to provide input when and where we can. He has also made it a priority to ensure that all parties involved are aware that any and all of the changes being made will need to come with a funding component as well, as this will be vital to the success of any changes proposed and bills passed down the road.

B. School Resource Officer Update

Keigher reported that necessary IT updates have been made to prepare for the SRO waiver and certification process and applications for waivers are being processed currently. Staff has worked with two well known Juvenile Officer instructors to develop training courses based upon the SRO curriculum so that those courses can be offered just as soon as the COVID mitigation guidelines allow for a return to in-person training. There are currently 4 courses scheduled and ready to go with 2 more waiting in the wings if needed – and they will be hosted throughout the state just as soon as in-person training opens back up. The January 1st deadline is looming, which is understandably of concern to many agencies. We have reached out to our primary contact at the Lt. Governor’s office with these concerns and any possibility of changes that could be made to the School Code to allow for an extension of this deadline. We would certainly be supportive of any such change – but since it is not under the Police Training Act, this is not an extension the Board has any authority to grant.

C. Annual Ethics Training & Harassment and Discrimination Training for Board Members

Griffith reported that we are very close to being in full compliance. COVID made things a bit more challenging this year. Now there is also mandated Harassment and Discrimination training as well. We are reaching out to a few more Board members who have yet to return their training certificates, and we hope that we will be in full compliance by next week.

XIII. NEW BUSINESS

A. Retroactive Tuition Adjustments due to COVID-19 for 2020 Academy Classes

Keigher reported that the Board’s administrative rules require the Board to approve certain components of the academy classes each year including dates, hours, locations, instructors and tuition. Earlier this year, we were aware that due to COVID, several academies adjusted their tuition and made a deviation from what was approved last December. In an effort to ensure we get everything right for our auditors, we want to take the time to get all of these figures together to present to the Board for approval of the modified tuitions, some of which may need to be retroactive. With that, he requests a motion to approve the modified tuition amounts included on the handout provided.

Motion was made by Smoot, seconded by Watson, and carried by all members present via roll call vote to approve retroactive tuition adjustments due to COVID-19 for 2020 academy classes as outlined in the handout provided.

B. Tuition & Class Size Recommendations for 2021 Academy Classes

This topic was tabled until the Board can work with the academies to ensure they have submitted all required forms and supporting documentation to justify tuition increases.

XIV. PUBLIC INPUT

All public comments for WebEx format meetings should be emailed, prior to the meeting, to PTB.Comments@Illinois.gov, and all submissions received by the deadline will be attached to the meeting minutes.

No public comments were received.

XV. ANNOUNCEMENTS

- A. Curriculum and School Standards Advisory Committee Meeting**
March 3, 2021, Springfield, IL
- B. Joint Finance & Legislative and Executive Committee Meeting**
March 3, 2021, Springfield, IL
- C. Quarterly Board Meeting**
March 4, 2021, Springfield, IL

XVI. ADJOURNMENT

Motion was made by Price, seconded by Watson, and carried by all members present to adjourn the meeting at 12:01 p.m.

