

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

**MEETING OF THE SPECIAL COMMITTEE ON PERSONNEL MATTERS
ILETSB Office, Springfield IL**

(Meeting was conducted via WebEx Video Conferencing due to COVID-19)

Friday, March 12, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The March 12, 2021 meeting of the Special Personnel Committee was called to order at 10:00 a.m. by Chairman Sean Smoot. Roll was called by Ellen Petty, and a quorum of members was established.

Members in Attendance:

Sean Smoot (via WebEx)
Anthony Cobb (via WebEx)
John Idleburg (via WebEx)
Brendan Kelly (via WebEx)
Ghida Neukirch (via WebEx)

Members Absent:

None

Staff in Attendance:

Brent Fischer
Andrew Oldfield (via WebEx)
Keith Calloway (via WebEx)
John Keigher
Kelly Griffith
Michelle Mlinar
Eric Pingolt
Ellen Petty

Guests in Attendance:

Mitchell R. Davis III (via WebEx)

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

II. CHAIRMAN'S REMARKS

Chairman Smoot welcomed the committee members and brought their attention to the handouts sent to all prior to the meeting, and asked everyone to do a brief introduction. He went on to lay the groundwork for the task of getting the training board in a position where it can meet the statutory mandates under the new police reform bill (P.A. 101-652). He shared that discussions had taken place with the Governor's staff to request that the dates be moved back to give us a bit longer to get people hired and onboarded and in a position to start doing the work required, but there was no interest expressed by the Governor's staff in extending deadlines. However, they were promised by the

Governor's staff that we will get the resources that we need to make the hires needed in an expeditious way, including a dedicated liaison person with CMS to walk our hires through that process, help preparing postings, etc.

Director Kelly gave some insight into the hiring process under CMS and the time and effort involved in hiring of personnel, and shared that he spoke to the Governor's General Counsel's office about the matter and they questioned the ability to meet the hiring deadline. He believes it will be critical to provide feedback to the policy makers in both the legislature and the governor's office about the size and scope of the number of people that need to be hired and the time involved in the hiring process, even in an expeditious manner.

Chairman Smoot agreed and commented that we really need to step up and make every attempt to meet the challenges that we have in front of us and even if it's an impossible task, it won't be impossible because of us. If there are delays involved with CMS or the Governor's Office, that's one thing, but we need to make sure that we are doing what needs to be done in a timely manner. Chief Davis agreed and plans to share that information in his upcoming meetings.

III. REVIEW OF BOARD PROPOSALS

A. Organizational Chart

Director Fischer gave an overview of the work done to date on increasing our appropriation, headcount, and office space, sharing where we are currently and where we need to be. The proposed Org Chart was shared on the screen and he went through the various divisions, explaining his thoughts and ideas regarding the positions proposed and how they relate to the responsibilities that will now fall to the Board staff under P.A. 101-652. He also gave some background on the two pending exempt appointments he has been waiting on approval to process, one since the fall of 2020.

There were a number of questions regarding the job descriptions of current and planned positions, position titles and classifications, and the process involved with getting positions developed and approved by CMS in order to be able to post them for hiring. Additional information in these areas was requested to be sent to the committee members for review. Additionally, an updated Org Chart clearly showing existing positions, top priority hires to get the Board up to its current approved headcount, and next tier hires to reach the 40 approved headcount for FY22 was requested.

B. Position Spreadsheet

There were questions about where the field investigators and other staff would be assigned throughout the state. Director Fischer advised that he had put together a preliminary map outlining districts across the state and that he would share that with the committee as soon as it was fully developed.

There was discussion regarding the Board's new responsibilities with regard to investigations of complaints, decertification, and the hearing process involved, and what

steps had been taken to research how these matters will be handled and how they are handled in other states. Director Fischer shared information he has found in his research, specifically pointing toward conversations he's had with POST Directors in several other states who have similar programs.

IV. DISCUSSION OF PERSONNEL MATTERS

Nothing additional was discussed here.

V. NEXT STEPS

Staff was asked to send out the requested information and documents as soon as possible after today's meeting to be reviewed by the committee.

Neukirch had to log off from the meeting at 10:58 a.m.

Director Kelly was asked to request a CMS liaison be present at the next meeting to advise the Board on the best way to move forward with hiring and moving through the process.

VI. NEXT MEETING

Chairman Smoot asked the committee members if they wanted to continue to meet every two weeks on this same date and time, and if it fit into everyone's calendars. All present were in agreement. This would mean the next meeting would be set for March 26th and every other Friday at 10:00 a.m. afterward.

It was decided to have a brief meeting the following week to discuss and follow up on the two pending appointments without waiting a full two weeks. That meeting would be scheduled for the following Thursday, March 18th.

VII. ADJOURNMENT

Motion was made by Kelly, seconded by Cobb, and carried by all members present to adjourn the meeting at 11:04 a.m.



Documentation sent out to Committee after this meeting:

Revised Draft Org Chart for Proposed Expansion with Red/Orange Dots

25 Current CMS-104's and Org Chart as of March 2021

Exempt Status explanation, CMS-104's, and Resumes for 2 pending appointments

Current Field Rep Map & Draft Investigator Map under Police Reform

CMS Classification Specification Documents for all Current Board Positions

Listing and Status of Current Hiring Projects