

**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 26, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The March 26, 2021 meeting of the Special Personnel Committee was called to order at 10:03 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)

Members Absent:

Brendan Kelly
Ghida Neukirch

Staff in Attendance:

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

Guests in Attendance:

Mitchell R. Davis III (via WebEx)
Sarah Kerley (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 thanked Petty for the timeline of communications involved in the exempt appointment of Jeffrey Chapman and the bullet point list of job duties for 1st priority hires sent out prior to the meeting, and thanked Kerley for joining the meetings to help navigate the hiring process.

III. REVIEW OF CURRENT ORGANIZATIONAL CHART

There was discussion of complaint intake process and duties of those positions under the professional standards division to clarify how complaints will be handled and by

whom, under the proposed Org Chart. It was suggested that a couple of intake specialists, a clerical level position, be added to the certification specialists and field investigators under the professional standards division to initially receive and route all calls and complaint submissions to the correct people for analysis and processing, as well as to provide clerical support for the division. These clerical positions could also be added in other divisions as well, for future need. The importance of building up the Org Chart to our agency needs up front was discussed, so that while these clerical positions may not need to be filled immediately, they can be created and budgeted now to be added over the next couple of years based upon increased work volume.

The need to conduct background checks on all new hires was also discussed, due to the sensitive information regarding law enforcement and confidential details that will be dealt with on a daily basis. Kerley cautioned that this can certainly be done, but you can only use convictions that are directly related to the work to screen out applicants. Additionally, because these would be AFSCME jobs, seniority will win out in the candidate who gets the job. We just need to be sure to include the fact about having to deal with confidential information and unhappy people calling to complain when we do the job presentations for these positions. If we get someone who doesn't work out, supervisors in this division will just have to pay close attention and use the discipline process to deal with it.

The Org Chart reflects red dot (1st priority) hires to get the Board up to its current headcount of 25, with the addition of orange dot (2nd priority) hires to get up the approved FY22 headcount of 40, while the overall Org Chart reflects fully staffed levels in the 70's. Discussions have been held with GOMB regarding the need to increase the 40 headcount to enable the Board to accomplish its mission under the new police reform. Director Fischer advised he planned to submit a revised request for additional appropriation based on a memo sent out yesterday to all agency heads about federal funds becoming available for FY22. It was decided that a headcount of 85 would be fair and reasonable with the discussion today, so the Org Chart should be updated to include additional clerical positions to reach that number, with the understanding that it will likely take a couple of years to reach that final headcount.

Kerley discussed the CFO and CIO positions, suggesting that SPSA might be a better title than PSA for these positions, based upon similar positions at other agencies. This would make our agency organization more consistent with other agencies across the board. It would also expedite the process of creating and filling these positions, since PSAs are a split class and would require labor relations determination.

Kerley also shared that IT positions, being bargaining unit protected, would also likely prove difficult to fill, since DoIT employees would likely be bidding for them, but not be qualified, since the majority of their work tends to be much more narrow in scope than our agency would require experience and expertise for, and not necessarily always in the most up to date technology.

Kerley advised she would work with Petty to get sample 104's from other agencies with similar work to use as a template for building up the additional job descriptions discussed, and would also send a link to an online complaint form in use by OEIG for Oldfield to use as a template for developing the Board's website to receive complaints electronically.

All members agreed that Petty was approved to move forward with creating and filling the “red dot” positions on the Org Chart prior to June 30.

IV. REVIEW OF CURRENT MAP AND PROPOSED SERVICE AREA MAPS

There was discussion on how the proposed district map was developed and the breakdown of officers and agencies per district and per investigator. Director Fischer explained how he came up with the districts and it was agreed that a breakdown of officers and agencies per district would be sent out to the committee to better demonstrate this.

V. QUESTIONS REGARDING EXISTING 104 DOCUMENTS

There was no discussion on this topic.

VI. DISCUSSION OF OPEN POSITIONS

While the two open positions were approved to be filled at the last meeting, there has been a hold-up and the transactions have not been allowed to be processed. Mrs. McAnarney has indicated she will reach out to Mr. Watkins to assist with obtaining his approval to allow them to be processed.

VII. NEXT STEPS

It was discussed that the timelines for hiring are going to be critical, and the committee and Board staff are committed to continue doing everything necessary to make this successful, but it needs to be made clear to the Governor’s office that we are going to need their support to get through some of the existing obstacles, outlined in the timeline sent out prior to this meeting, as we move forward. Chairman Davis commented that he and Committee Chairman Smoot will be working behind the scenes as well to try to remove those roadblocks as well, or at least give us the means of moving around or over those roadblocks, so the Director and the Committee don’t have to focus on those things.

VIII. NEXT MEETING

Chairman Smoot indicated he’d like to schedule the next meeting on the same day and time for April 9th, which is two weeks in the future, and every other Friday after that for the foreseeable future. All were in agreement.

IX. ADJOURNMENT

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

