

**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)

Thursday, April 9, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The April 9, 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)
Ghida Neukirch (via WebEx)

Members Absent:

Brendan Kelly

Staff in Attendance:

Brent Fischer
Andrew Oldfield (via WebEx)
John Keigher
Eric Pingolt
Keith Calloway (via WebEx)
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 commented that we had not heard anything regarding the approval of the two pending exempt appointments we have been waiting on. Chief Davis advised that he had spoken with Charles Watkins and had been told that both positions are approved to go forward. Staff was asked to watch for notice of approval.

III. REVIEW OF CHANGES TO ORGANIZATIONAL CHART

There was discussion regarding changes that had been made to the Org Chart based upon recommendations from the previous meeting, with the addition of Intake Specialists, Certification Assistants, and Investigations Assistants, all clerical level positions.

Whether additional clerical staff was necessary for the FOIA Officer was discussed, and it was decided that the proposed FOIA Assistant position could be written to allow for an additional identical incumbent, should there be a need for another down the road. It was clarified that all positions are full-time, and it was asked that the Org Chart be updated to reflect this. It was also recommended that all clerical staff from the various departments who would help gather information in response to FOIA requests attend the required FOIA certification training through the AG's website. It was suggested that records retention be included in the FOIA officer job duties, and Sarah indicated that she would forward a sample job description to Ellen to use for this. The possible need for the use of contractual outside IT services for initial buildup of the website was discussed. Kerley explained the procurement process and time involved with posting and filling such a contractual position or contracting with an IT services vendor. She also cautioned that emergency action is not always approved in order to comply with deadlines created through legislation, as the perception is that lawmakers take that into consideration when setting those deadlines.

Chairman Smoot asked that formal approval of the Org Chart with updates suggested today be put on the agenda for the next meeting.

IV. REVIEW OF CHANGES TO PROPOSED SERVICE AREA MAP

The regional service map was discussed, allowing committee members to add their input. Ratios between field staff and officers and agencies for each region were reviewed. It was suggested that a brief narrative be included with the figures for each region to give the rationale of why the map was drawn up in the way it was. Fischer explained that the regions were developed based upon the number of both law enforcement agencies and officers in each area, their density with regard to the size of the regions, as well as historical experience with regard to issues or problems originating from specific locations around the state. Whether or not there were already civilian oversight committees in operation in the various regions of the state to which complaints could be referred for investigation was also taken into consideration. Adjustments were made from the original draft of the map to the figures presented today to better align the workload among the field staff. Additionally, Region 1 was broken down to separate out Chicago P.D. (1A) from the remainder of the region (1B). It was noted that the 3 field staff in Region 1A and 1B are the same 3 people – not an additional 3 people – there are still only 14 field staff positions overall. Finally, it was clarified that the position descriptions will be written to reflect that field staff coordinate with one another across regions and across the state to ensure complete coverage when there are areas experiencing a high volume of cases. The field staff distribution and regions can be adjusted down the road after a few years, based on the actual workload experienced across the state.

Chairman Smoot asked that formal approval of the Service Area Map with updates suggested today be put on the agenda for the next meeting.

V. DISCUSSION OF OPEN POSITIONS

The red dot positions being developed, which ones will require additional approval, and the current status of each of those positions was discussed.

Kerley commented that the fact ILETSB isn't a Shakman agency will help move along the process of establishment of the three new SPSA positions. She also advised that once those positions have been approved by CMS and are on the Civil Service Commission agenda, provisional appointments can be made right away, pending official approval of the 4d3 exemptions. She does not believe we should have any problem with the CSC exempting these positions. She suggested that the most helpful thing at this point would be getting some people with the required skillsets for these positions in mind, collecting resumes, and pre-vetting to be prepared for the appointments.

It was suggested that job postings be shared with the Board and the MTUs to help get the word out to as many people as possible with regard to positions the Board is looking to fill. Kerley offered her assistance in the development of marketing statements for the position postings.

Chairman Smoot asked that a listing of top priority (red dot) positions and current status be put on the agenda for the next meeting.

VI. NEXT STEPS

Next steps were discussed under each corresponding agenda item, and no further discussion ensued.

VII. NEXT MEETING

Next meeting has already been scheduled for April 23, 2021.

VIII. ADJOURNMENT

Motion was made by Neukirch, seconded by Idleburg, and carried by all members present to adjourn the meeting at 10:53 a.m.

