

**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, April 23, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The April 23, 2021 meeting of the Special Personnel Committee was called to order at 10:04 a.m. by Chairman Sean Smoot. Roll was called by Michelle Mlinar, and a quorum of members was established.

Members in Attendance:

Sean Smoot (via WebEx)

Anthony Cobb (via WebEx) Entered the meeting at 10:09 a.m.

John Idleburg (via WebEx)

Brendan Kelly (via WebEx)

Ghida Neukirch (via WebEx)

Staff in Attendance:

Brent Fischer

John Keigher

Eric Pingolt

Keith Calloway (via WebEx)

Ellen Petty

Michelle Mlinar

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

No remarks at this time.

III. FORMALLY APPROVE ORGANIZATIONAL CHART

Chairman Smoot asked for a motion to approve the proposed organizational chart.

Motion was made by Idleburg, seconded by Neukirch, and carried by all members present via roll call vote to authorize and approve the Organizational Chart.

IV. FORMALLY APPROVE SERVICE AREA MAP

Chairman Smoot asked for a motion to approve the proposed service area map.

Motion was made by Idleburg, seconded by Neukirch, and carried by all members present via roll call vote to authorize and approve the Service Area Map.

For clarification, the changes made on the map since last meeting were due to the number of law enforcement officers in each region, total Field Staff stayed the same. We moved Region 4 down to one rep and Region 5 up to two reps. Region 8 went down to one rep and Region 9 went up to two reps all due to the number of officers in each region and to increase the service provided in each area. Neukirch asked for a narrative to accompany the map to describe how we determined each area. Smoot referenced the chart staff had prepared for the previous meeting which discussed this and asked that it be included as part of the narrative.

V. STATUS OF “RED DOT” POSITIONS

Both of the previous pending positions have been filled. Below is an update on the current postings in the works:

- Confidential Secretary - Private Secretary II – Appointed 4/16/21 – *Done.*
- Confidential Assistant - PSA Opt 1 – Appointed 4/16/21 – *Done.*
- Systems Administrator – ISA II – External Apps at Examining – *Posted in February, we have interviewed one person who was not qualified. CMS is now grading outside applicants.*
- Network Administrator – ISA II – Posting Live 4/19/21-5/4/21 – *Posted April 19th.*
- Field Investigator – Police Training Specialist – Posting Live 4/19/21-5/4/21 - *Posted April 19th, two applications already received. Posting to close the first week of May.*
- Mandated Training Manager – PSA Opt 7 – Posting Live 4/21/21-5/6/21 – *CMS has returned a few times for changes.*
- Chief Fiscal Officer – SPSA Opt 2 - CMS-104 pending approval (then CSC) – *the 104 has been sent to Sheila Tapscott at Classifications for review, once approved they can move to CSC for the 4D3 exemption we are requesting.*
- Associate Director of Info Svcs – SPSA Opt 3 – CMS-104 pending approval (then CSC) – *the 104 has been sent to Classifications for review, once approved they can move to CSC for the 4D3 exemption we are requesting.*
- Deputy Director of Training – SPSA Opt 1 – CMS-104 pending approval (then CSC) – *the 104 has been sent to Classifications for review, once approved they can move to CSC for the 4D3 exemption we are requesting.*
- Assistant to Legal Counsel – PSA – CMS-104 – *to be developed next.*
- Certification Specialist – Exec I – CMS-104 – *to be developed next.*
- Certification Specialist – Exec II – CMS-104 – *to be developed next.*
- FOIA/Records Officer – PSA – CMS-104 – *to be developed next.*

Next priority is the Orange Dot positions and Ellen stated she will start working on these as soon as the Red Dot positions are posted. May 20 and June 17 are the next two Civil Service Commission meetings.

VI. NEXT STEPS

- List the Orange Dot positions in appropriate order.
- FY22 Budget discussions are starting up. No specific updates at this time, but we are in touch GOMB and are updating them as things come up so they have everything from us they need. Chairman Smoot commented that it is important we are in touch with the Governor's Office and members of the General Assembly to assure we have enough money in the fund to operate the Board, he offered his assistance to speak to whoever he needs to in order to make this happen, Director Kelly agreed.
- Director Fischer noted things are moving forward with the property management team regarding office space. City Manager Neukirch reminded us to consider remote work options and to also consider shared employee spaces.
- City Manager Neukirch, stated for the record and for public information, that she would like to thank and recognize the staff for doing a good job at keeping the website updated as it helps committee members field questions about what the Board is doing regarding work that is underway and work that has already been complete in regards to the reform law. The website is a wealth of information.
- Director Kelly stated he was in a meeting last week with members of the House regarding the trailer bill. Included members of the FOP, Sheriff's Association, Chief's Association. Part of the discussion was focused on funding and the process ILETSB has been given. There was good support for the need to properly fund what we are undertaking.

VII. NEXT MEETING

Next meeting was already scheduled for May 7, 2021.

VIII. ADJOURNMENT

Motion was made by Neukirch, seconded by Idleburg, and carried by all members present to adjourn the meeting at 10:26 a.m.

