

**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, May 21, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The May 21, 2021 meeting of the Special Personnel Committee was called to order at 10:01 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)
Ghida Neukirch (via WebEx)
John Idleburg (via WebEx)
Brendan Kelly (via WebEx)

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 took a few moments to acknowledge the recent officer deaths and shootings in the state of Illinois, noting there had been six or seven just since the last meeting. A moment of silence was observed.

III. APPROVAL OF MINUTES

A motion was made by Neukirch, seconded by Idleburg, and carried by all members present to approve the meeting minutes from March 12, 2021, March 18, 2021, March 26, 2021, April 9, 2021, and April 23, 2021.

IV. STATUS OF REMAINING “RED DOT” POSITIONS

Ellen Petty went through each item listed and the updated status is listed at the end in italics:

1. Systems Administrator – ISA II – Re-posted – Closes 5/31/21 – *Completed the first round and no one qualified*
2. Network Administrator – ISA II – Promotional Apps at Examining
3. Field Investigator – Police Training Specialist – External Apps at Examining
4. Mandated Training Manager – PSA Opt 7 – Pending CMS Approval – *Preparing to Post*
5. Chief Fiscal Officer – SPSA Opt 2 – Pending CMS Approval – *Received CMS approval sent to CSC*
6. Assoc. Director of Info Svcs – SPSA Opt 3 – Pending CMS Approval – *Received CMS approval sent to CSC*
7. Deputy Director of Training – SPSA Opt 1 – Pending CMS Approval – *Received CMS approval sent to CSC*
8. Assistant to Legal Counsel – Admin Asst – Preparing to Post – *Waiting on final approval*
9. Cert Specialist – Exec I – Preparing to Post – *Waiting on final approval*
10. Cert Specialist – Exec II (Lead Worker)– Preparing to Post – *Waiting on final approval*
11. FOIA/Records Officer – PSA – Preparing to Post – *Waiting on final approval*

V. PRIORITY OF “ORANGE DOT” POSITIONS

Ellen Petty read through each item listed. These are in order of priority, to fill the lead worker positions first then have them in place to hire support staff.

1. Field Investigator – Police Officer III (Lead Worker) – To be developed
2. Hearing Officer/Prosecutor – PSA Opt 8L 4d5 (Lead Worker) – To be developed
3. Cert Specialist – Executive I – Prepared & Ready to Post
4. Field Investigator – Police Officer II – To be developed
5. Curriculum Legal Specialist – PSA Opt 8L 4d5 – To be developed
6. Accountant/GATA Officer – Exec I – To be clarified
7. Internal Tech Support Specialist – ISS I Opt N - To be developed
8. Assistant to HR Manager – Human Resources Associate – To be developed
9. Internal Auditor & Procurement – Exec I – To be developed
10. Confidential Secretary – Private Secretary II (4d1 Cook Co.) - Ready to Appoint

Neukirch complimented the staff on the incredible amount of work being done to make this happen. She also asked if the Board or the State has onboarding procedures in place for all the new hires. Petty responded that our internal onboarding package had been significantly increased recently and CMS has a procedure and timeline in place for evaluations (2 months, 3.5 months, 5 months, 1 year, and then annually).

VI. UPDATE ON FY22 BUDGET & FUNDING MATTERS

Director Fischer stated we are still at the \$44M range for the first draft: \$13M from the GRF (\$5M operations \$8M training) \$26M from the surcharge fund, remaining \$3.4 is the camera grant fund.

Director Fischer has been in contact with the Bureau of Property Management, we will need to include this in the budget. Regarding space, our current office building is slated to be renovated soon and the building will need to be vacated during renovations.

Kelly commented he had been in touch with representatives regarding the trailer bill and finalizing ILETSB's budget. The response seemed favorable to properly funding the required expansion. They are still looking at the possibility to use the insurance fees and he is more positive about funding at this point.

Kerley asked that we send the property management emails that have been sent previously to her, so she can get them to the right people to keep things moving. She also commended Ellen Petty on all of her hard work and all she has accomplished in such a short amount of time.

VII. NEXT STEPS

Chief Davis offered his assistance in any way. He requested that staff let him know when the SPSA positions are ready to have candidates appointed for approval.

VIII. NEXT MEETING

June 4, 2021 – 10:00 a.m.

IX. ADJOURNMENT

Motion was made by Idleburg, seconded by Neukirch, and carried by all members present to adjourn the meeting at 10:28 a.m.

