

**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, November 18, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The November 18, 2021 meeting of the Special Personnel Committee was called to order at 9:01 a.m. by Chairman Sean Smoot. Roll was called by Michelle Mlinar.

Members in Attendance:

Sean Smoot (via WebEx)
John Idleburg (via WebEx)
Ghida Neukirch (via WebEx)
Brendan Kelly (via WebEx) (left at 9:30)

Staff in Attendance:

Keith Calloway
Anthony Cobb
Ellen Petty
John Keigher
Michelle Mlinar
Cherylynn Williams

Guests in Attendance:

Mitchell R. Davis III (via WebEx)
Sarah Kerley (via WebEx)

II. CHAIRMAN'S REMARKS

Chairman Smoot asked to move directly into discussing the Executive Director's job description.

III. UPDATE ON HIRING

This portion of the meeting was conducted after discussion regarding the Executive Director job description edits. Petty spoke to the spreadsheet she created. The spreadsheet contains all the positions on the organizational chart to help with planning and to help prepare the budget for FY23. The order to fill positions was discussed as it was necessary for the budgeting process. Regarding the spreadsheet, the Date of Hire column contains existing positions and the yellow highlighted ones we would like to have hired by the end of this fiscal year. The salmon colored ones are slated for FY23. Calloway stated the charts prepared

previously with the approval of the committee were presented and pushed back due to too many spots that would not likely get filled. We were asked to recalculate the open positions to a more realistic goal. Smoot stated we had hoped the General Assembly would give us more time regarding the implementation dates. Calloway commented that we are currently out of desk space and new hires will be given laptops and cell phones as we have no more equipment. Calloway stated he has a meeting on December 3rd with CMS, Charles Watkins and GOMB to ascertain how to move forward since our \$3M startup fee has been denied. Smoot asked if the spreadsheet is shareable, it was noted the document is only a draft at this time. Petty stated the preliminary work is being done to bring on several employees the first part of December.

IV. EXECUTIVE DIRECTOR JOB DESCRIPTION EDITS

Chairman Smoot noted that under bullet #1 the reference to the Board of Directors should be changed to the Board. Chairman Smoot also asked for the committee to weigh in on adding wording at the beginning so it doesn't appear that the Executive Director has carte blanche - that he/she needs to run things through the Board. Neukirch stated that it needs to be made clear that the Board sets the policy and the Executive Director handles the implementation of Board policy. Chairman Smoot also asked to delete the second from the last statement which says the director develops and implements long range strategic planning. Kerley stated there is no harm in saying in collaboration with the Board, the director has a lot of latitude but that latitude needs to follow the direction of the Board. The Board sets the policy and the policy implementation is passed down to the Executive Director with the expectation that the work is done in collaboration with the Board.

Chairman Smoot asked to change the "prior experience equivalent to 4 years of progressively responsible administrative experience in criminal justice". He noted the section stated it cannot be changed, but stated it should be changed because the Board doesn't want to limit themselves to someone who only has administrative experience in criminal justice. Kerley confirmed this position is an SPSA Option 7 position and stated that Option 7's are specific to criminal justice and law enforcement. Therefore, the person hired must have either a law enforcement or criminal justice background. An Option 7 cannot be kept if law enforcement or criminal justice is not a minimum requirement. The position can be changed to Option 1 and specify law enforcement or criminal justice in the preferences, the Board could also use criminal justice or related field. Neukirch suggested changing it to criminal justice, public administration or related fields. Kerley stated the Board could add to the education piece; 4 years of college with coursework in criminal justice, public administration or related field. After much discussion Smoot suggested for item 1 that a comma is inserted after the word justice, delete the word and, insert a comma after the word administration and then add or related field. Kerley responded by suggesting it should say, with coursework in criminal justice, public administration or related field. Smoot then suggested that number two should read prior experience equivalent to four years of progressive, responsible, administrative experience in criminal justice, public administration, or related field. Smoot asked each committee member if they were ok with the suggested changes and everyone was in agreement.

Interim Executive Director Calloway made mention of the last bullet point in item 1 and noted that official spokesperson for the Board had been crossed out, to this he asked who would be the official spokesperson. Neukirch stated the Chairman of the Board would have the first right of refusal and the Executive Director would have the day to day responsibility. Kerley stated that this is part of what makes this position exempt, that the person in the role of Executive Director can speak on behalf of the Board and can commit the agency to a course of action, it's relevant to the level of authority of the position. Kerley also stated Classification may have issues with the title of Executive Director with a working title of Chief Administrative Officer. Also note there is a difference between the titles of Executive Director and Director, the executive Director is the head of the agency and reports to a Board. In Illinois, you have an Executive Director if you have a governing Board or Commission. Smoot asked if there was any disagreement on leaving the last bullet under item 1 struck out, with no disagreements it will remain struck out.

Petty asked for a few clarifications, and also asked if the plan is to leave to title Chief Administrative Official or change it to Executive Director. Kerley suggested it could be left as is, but chief administrative official would all be in lower case because that's not the official title, it's duties.

After Petty concluded her updates on hiring, Chairman Davis thanked the Committee and staff for the work they have been doing. He also thanked Director Calloway for the tremendous job he is doing under very trying circumstances. He stated the fact that the Committee is being meticulous in the process does not in any way mean that the Board is dissatisfied with Calloway's performance.

V. NEXT STEPS

None.

VI. NEXT MEETING

Next meeting date is to be determined.

VII. ADJOURNMENT

Meeting was adjourned at 9:59 a.m.

