

**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, September 23, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The September 23, 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)

Members Absent:

Brendan Kelly

Staff in Attendance:

Keith Calloway
Anthony Cobb
Ellen Petty
John Keigher
Michelle Mlinar
Andrew Oldfield (via WebEx)

Guests in Attendance:

Mitchell R. Davis III (via WebEx)

II. CHAIRMAN’S REMARKS

This is a subject matter discussion meeting only, no official action will be taken. Meeting minute approval is tabled until next meeting.

III. APPROVAL OF MINUTES

Tabled until next meeting

IV. STATUS OF REMAINING “RED DOT” POSITIONS

Ellen Petty stated some progress is being made:

- Applications for the Certification Specialist, Lead Certification Specialist, and the FOIA Records Officer positions have all been sent to examining. Grades are coming back for the Certification Specialist and a bid record is being created.
- The Network Administrator position, in its second round, has been reviewed by the new CIO, he made no changes so it will be reposted.
- Interviews scheduled for the Police Training Specialist Field Investigator in Cook County are scheduled for next week.
- We are waiting on a start date for the Mandated Training Manager.
- There has been discussion regarding a 75-day contract for our employee currently doing all the Certification Specialist work. She will retire at the end of September and we would like her to help train the new Specialist. CMS has been contacted, so hopefully there will be more information on this by the end of the day.

V. STATUS OF “ORANGE DOT” POSITIONS

Petty stated not much has been done with the Orange Dot positions due to the remaining Red Dot positions. She stated the Certification Specialist I position was posted with the Red Dot Certification Specialist I position so it is in process. The remaining Orange Dot positions either need to be rewritten or written and this will take time.

Director Calloway stated he would like to move forward with offering Cheryllynn Williams the Deputy Director of Training position. He stated she is currently the Chief Deputy Sheriff at Sangamon County, and we need someone downstate with sheriff's department experience. Smoot agreed with needing someone with a sheriff background on our team and is ok with hiring her. Neukirch asked to confirm that we in fact did post the position, wanted to know if there were other applicants, and did Williams apply. Calloway confirmed the position was posted for a minimum of two weeks with others applying, though her application and experience stood out. Smoot, Neukirch and Idleburg all support the hiring of Williams.

VI. EXECUTIVE DIRECTOR JOB DESCRIPTION UPDATES & PLANS FOR POSTING

Chairman Smoot thanked Ellen for sending the job description around and asked for questions. Neukirch stated the description should read policy advising and wants it to be clear this is an administrative position and not a policy setting position. Petty commented since it is a Senior PSA position it needs to stay as

policy making, but we can add clarifying language. Neukirch asked to change wording to 'drafts policy for Board consideration'.

Neukirch asked to note the position reports to the Board of Directors and presents policy recommendations and administrative updates to the Board.

Smoot asked to add Management of the Budget under item 4 bullet 1. He also stated he would like the description to state management and supervision and that we may want to put out a job summary so that is clear. Petty stated we are limited and overseen by CMS as to the job description, and we cannot include anything in a job summary that is not in the job description. Petty stated under number 21 on page 4 of the job description it does include the marketing statement which is a narrative of the job position and below that is an overview of the agency itself.

Smoot also asked that 'subject to board approval and supervision serves as the Executive Director' be added to replace 'serves as the official spokesperson for the Board and commits the Board to specific courses of action'.

Neukirch asked if under the Budget we could state Budget Management instead and include the number of employees. Calloway asked that they take the budget discussion offline as a lot of it is out of Board control. Neukirch stated we could just spell it out, 'coordinates with multiple agencies to manage budget operations'.

Neukirch asked that Petty send them the updates for review. Petty will do this and reminded everyone that it all must go to CMS for review, and CMS has the final say.

Smoot asked that Petty get other Boards Directors' job descriptions to maybe help us finalize the description.

Petty stated since this is a 4d3 exempt position it is appointed and does not go through CMS for the hiring piece. However, since the Committee is asking that it be posted for 10 days, the resumes will be gathered and provided to the Committee for review to schedule interviews once the posting closes. Smoot asked that we post the position for longer and the Committee agreed to post it for 30 days. The Committee asked to require a cover letter along with resume.

Smoot asked the Committee to think of how they want to handle the hiring process. Neukirch will send an example of the scoring sheet her office uses.

Calloway stated that 30 days is a long time at this point in the year with the responsibility the Board has coming due January 1, 2022.

Chief Davis commented he appreciates Director Calloway for stepping in and stated he has done a tremendous, he hopes Calloway will apply for the job. He also thanked the Committee for their hard work.

VII. NEXT STEPS

None.

VIII. NEXT MEETING

Next meeting is scheduled for October 21, 2021, but Smoot is willing to call a special meeting sooner if needed.

IX. ADJOURNMENT

Motion was made by Idleburg, seconded by Neukirch, and carried by all members present to adjourn the meeting at 9:40 a.m.

