

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, July 16, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The July 16, 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)
John Idleburg (via WebEx)
Ghida Neukirch (via WebEx)

Members Absent:

Brendan Kelly

Staff in Attendance:

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

Guests in Attendance:

Mitchell R. Davis III (via WebEx)

II. CHAIRMAN’S REMARKS

Chairman Smoot thanked everyone for their continued work. Going forward we will reduce the number of meetings for this committee to once a month, a special meeting can always be called if necessary.

III. APPROVAL OF MINUTES

Motion was made by Idleburg, seconded by Neukirch, and carried by all members present via roll call vote to approve the minutes from July 2, 2021.

Motion was made by Neukirch, seconded by Idleburg, and carried by all members present via roll call vote to approve the minutes on July 6, 2021.

IV. STATUS OF REMAINING “RED DOT” POSITIONS

Petty commented that we are finally making headway.

1. Assistant to Legal Counsel – Administrative Assistant (Merit Comp) – submitted to CMS Labor on July 7th for exclusion from bargaining unit due to confidentiality of work they will be performing.

The following three positions opened up on Wednesday and we already have close to 50 applications.

2. Cert Specialist – Executive I – posted on SuccessFactors, closes July 28th
3. Cert Specialist – Executive II – posted on SuccessFactors, closes July 28th
4. FOIA/Records Officer – Executive II - posted on SuccessFactors, closes July 28th

These three positions are all 4d3 positions, we have had a huge response for these as well.

5. Chief Fiscal Officer – posted on SuccessFactors, closes July 25th
6. Associate Director of Information Services – posted on SuccessFactors, closes July 25th
7. Deputy Director of Training – posted on SuccessFactors, closes July 25th

The next two positions are still at Examining, hoping to hear back soon. She indicated that she was in a meeting this morning and they were discussing the backlog Examining is currently experiencing.

8. Network Administrator – Information Systems Analyst II – Promotional Applications at Examining since 5/6/21
9. Field Investigator – Police Training Specialist (Cook County) – External Apps at Examining since 5/6/21 – received notice of grades available on 6/25, but there were several issues identified – examining to review and fix issues & advise when grades have been updated in system.

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10. Mandated Training Manager – Public Service Administrator Opt 7 – Posting Closed 6/4/21 – 4 of 22 candidates meet minimum qualifications – Four interviews concluded on July 9th, currently awaiting compliance review via SuccessFactors.

Neukirch asked for confirmation that we received Chief Cobb’s resignation from the Board and was advised the resignation had been received.

11. Deputy Director of Operations – candidate Chief Cobb accepted appointment to begin on August 16th.

V. STATUS OF “ORANGE DOT” POSITIONS

Petty stated that number three was included with the Red Dot positions above, we have opened up and posted two of these positions. She will be working on numbers one and two in the near future. Once those are up and running she will move to the remaining positions. Things are currently taking longer to process, but Petty anticipates the remaining positions should be ready to post by the end of next month.

1. Field Investigator – Police Officer III (Lead Worker) CMS-104 next in line for development
2. Hearing Officer/Prosecutor – PSA Opt 8L 4d5 (Lead Worker) CMS-104 next in line
3. Cert Specialist – Executive I – posted on SuccessFactors, closes July 28th
4. Field Investigator – Police Officer II CMS-104 next in line for development
5. Curriculum Legal Specialist – PSA Opt 8L 4d5 CMS-104 to be developed
6. Accountant/GATA Officer – Exec I – Existing, needs approval of minor updates
7. Internal Tech Support Specialist – ISA III Opt W – CMS-104 to be developed
8. Assistant to HR Manager – Human Resources Associate - CMS-104 to be developed
9. Internal Auditor & Procurement – Exec I CMS-104 to be developed
10. Confidential Secretary – Private Secretary II (4d1 Cook Co.) – Existing, ready to be appointed

VI. RECENT PERSONNEL MATTERS

Interim Director Calloway stated going forward, and to remain transparent, our new policy will be to post all Exempt positions. Though the Director would retain the right to appoint the person of his choice. Calloway will send a memo to the Board reflecting this.

Neukirch asked when the Board would convene in closed session again. Smoot commented that he anticipated it would soon when it is decided to authorize the retention of legal counsel.

Chief Davis commented that he has been working on securing legal counsel and the delay is from a financial standpoint, they are trying to secure funding. Davis and Smoot met yesterday with representatives from the Lt. Governor's office, they are not dragging their feet on this, they are just making sure everything is done properly.

Chief Davis asked for more insight on Chief Cobb being brought in, the process and the necessity. Calloway stated with Deputy Director Pingolt retiring and Director Fischer being placed on administrative leave, it left him as the only person in senior management, and with him traveling between Chicago and Springfield someone needs to be in the office. Director Fischer had already vetted and interviewed Chief Cobb for the Deputy Director position and thought he would be a good fit, and we need to get him onboard. Calloway stated we have a huge task ahead of us in the next five months with this reform bill and we must get this done. Failure is not an option; Chief Cobb will work to help move the Board forward.

Smoot would like to know if everyone is ok with moving from a bi-monthly meeting to a monthly meeting. Neukirch asked to defer to staff and their needs. Petty stated moving to a monthly meeting would be better as CMS does not move fast and there is usually nothing new to report in a two-week period. If something urgent comes up staff will notify the Committee. Petty also stated Friday mornings do not work well for staff with all of the HCM training and meetings currently underway, Thursday works better. It was determined the Committee would start meeting on the third Thursday of the month, with August 19th at 9:00 a.m. being the start of the new schedule. Going forward; September 16, October 21, November 18th all at 9:00 a.m.

Neukirch asked for an Executive Summary of all the work that has been done since the start of this. She stated it would be a worthwhile addition to the September Board Meeting. She is looking for a narrative to go along with the org chart. Smoot commented that it can be presented by the Director or Ellen at the meeting.

Chief Davis asked if there was anything they need to know about the FOIA request that came in regarding Chief Cobb. Keigher stated that nothing else was needed at this time.

VII. NEXT STEPS

None.

VIII. NEXT MEETING

Next meeting is scheduled for August 19, 2021 at 9:00 a.m.

IX. ADJOURNMENT

Motion was made by Neukirch, seconded by Idleburg, and carried by all members present to adjourn the meeting at 10:25 a.m.

