

**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 2, 2021

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The July 2, 2021 meeting of the Special Personnel Committee was called to order at 10:00 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)
Brendan Kelly (via WebEx)
John Idleburg (via WebEx)

Staff in Attendance:

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

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.

Members Absent:

Ghida Neukirch

II. CHAIRMAN'S REMARKS

Need to discuss two things before we are done today: the hiring of outside counsel and the appointment of a Deputy Director, both set for later in the meeting.

III. APPROVAL OF MINUTES

Motion was made by Idleburg, seconded by Smoot, and carried by all members present via roll call vote to authorize and approve the June 4, 2021 Meeting Minutes.

IV. STATUS OF REMAINING “RED DOT” POSITIONS

Ellen stated there is progress to report. The first four have been approved by classifications and all but one is ready to be posted. The Assistant to Legal Counsel needs to be sent to Labor for exclusion from the Bargaining Unit, so one step left.

1. Assistant to Legal Counsel – Administrative Assistant (Merit Comp) – approved by CMS Classifications – now to be sent to CMS Labor for exclusion from bargaining unit due to confidentiality of work.
2. Cert Specialist – Executive I – approved by CMS Classifications – ready to enter into SuccessFactors
3. Cert Specialist – Executive II (Lead Worker) – approved by CMS Classifications – ready to enter into SuccessFactors
4. FOIA/Records Officer – Public Service Administrator – approved by CMS Classifications as an Executive II – ready to enter into SuccessFactors

Numbers 5-7 have all been approved and granted the 4D3 exemption from the Civil Service Commission, these are ready to be filled.

5. Chief Fiscal Officer – Senior Public Service Administrator Opt 2 – approved by CMS Classifications & granted 4d3 exemption by Civil Service Commission. Ready for candidate to be selected & appointed by Director.
6. Associate Director of Information Services – Senior Public Service Administrator Opt 3 – approved by CMS Classifications & granted 4d3 exemption by Civil Service Commission. Ready for candidate to be selected & appointed by Director.
7. Deputy Director of Training – Senior Public Service Administrator Opt 1 – approved by CMS Classifications & granted 4d3 exemption by Civil Service Commission. Ready for candidate to be selected & appointed by Director.

The Systems Administrator position has been filled and he started July 1. Regarding the Network Administrator position, we are still waiting to hear back from Examining. It is taking 10-12 weeks for grading as they usually have a staff of 30 and they are down to 14 right now, they are processing as fast as they can.

8. Systems Administrator – Information Systems Analyst II – First posting in February did not result in any qualified applicants. Position filled 7/1/21.
9. Network Administrator – Information Systems Analyst II – Promotional Applications at Examining since 5/6/21

The Field Investigator examining apps came back, Ellen questioned some of them and there were several errors in the batch so they are being reexamined.

10. 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.

In-Service Training Manager - have 4 applications and have interviews scheduled for next week. Once the interviews are complete we move into the post interview process and will hopefully be able to make the hire soon.

11. ~~Mandated~~ Training Manager – Public Service Administrator Opt 7 – Posting Closed 6/4/21 – 4 of 22 candidates meet minimum qualifications – Interviews scheduled for 7/6-9/21.

V. PRIORITY OF “ORANGE DOT” POSITIONS

Nothing new to report as Ellen is still working on the Red Dot positions. There has been discussion to update number 7, switch out the Internal Tech Support Specialist ISA1 position for a higher level ISA3 IT coding position as this is more of an urgent need.

Motion was made by Smoot, seconded by Idleburg, and carried by all members present via roll call vote to replace the Internal Tech Support ISS 1 with an ISA 3.

1. Field Investigator – Police Officer III (Lead Worker) CMS-104 to be developed
2. Hearing Officer/Prosecutor – PSA Opt 8L 4d5 (Lead Worker) CMS-104 to be developed
3. Cert Specialist – Executive I – ready to enter into SuccessFactors
4. Field Investigator – Police Officer II CMS-104 to be developed
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 – ISS I Opt N – CONSIDER REPLACING WITH ISA III POSITION in 2nd round of hiring based on suggestion of current acting CIO.
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. APPOINTMENTS & RECENT PERSONNEL MATTERS

At the quarterly Board Meeting Director Fischer was placed on administrative leave and Acting Director Keith Calloway was appointed to his position. After the meeting an email went out to appoint Chief Anthony Cobb as a Deputy Director, this is a discretionary appointment. Chairman Smoot wanted to bring this appointment to the committee due to the Board’s unique circumstances and opened the floor for discussion. Acting Director Calloway stated discussions had already taken place to bring Cobb on board as a Deputy Director. Initially it was thought to place Cobb as the Deputy Director of Training, but at this point Calloway needs someone in the office for operations to keep the agency moving forward. We currently have three Deputy Director positions open and right now Deputy Director of Operations is the most urgent position. Sarah Kerley stated this is an at will, a 4D3 position, and the Director can utilize exempt positions/people however he needs them. He can hire for an operations

capacity and transition to training if that is the long-term goal. Exempt positions you can use where you want, you just have to make sure they are in the position that describes the duties they are going to be performing. Brendan Kelly asked that we use due diligence and appropriate searching when hiring as no one knows what Director Fischer has done to fill the position. Kelly stated this has nothing to do with the qualifications of Chief Cobb, we just need to make sure we are covered, we need to know the basis for hiring Chief Cobb. Keigher noted, for the record, that the Committee can go into closed session to discuss the merits of any particular candidate if needed. It was also noted that Chief Cobb would need to resign from the Board before any official consideration is given and we would need a CMS 100 from Cobb as well. Idleburg stated he supports Calloway and recommends Chief Cobb be his second in command. Davis stated he agrees with Idleburg and recommends moving Cobb into position, but to Kelly's concerns the committee needs to review his qualifications to be covered. Kelly asked for Cobb's background information for review. Smoot asked for Cobb's information to be circulated to the committee today and called for a Special meeting of the committee for Tuesday, July 6 at 11:30 a.m.

Smoot and Davis have been in discussions regarding the hiring of outside counsel, specifically how do we retain and pay them? Davis stated he has spoken with the attorney recommended by the Attorney General's office. Her payment structure was sent to Davis, who is now waiting on a response from GOMB (Governor's Office of Management and Budget). One other person has been talked to regarding this type of investigation. Davis asked if we need approval to proceed, Kelly asked if we need Full Board approval to move forward. Keigher will ask procurement if we can move forward, and stated since we have a motion to move forward from the last Board meeting we already have authorization for this. Davis stated he had already sent documents he had received from Buffet's attorney to the counsel in question.

VII. NEXT STEPS

None.

VIII. NEXT MEETING

Special Meeting of the Committee on July 6, 2021 at 11:30 a.m.
Next meeting is scheduled for July 16, 2021 – 10:00 a.m.

IX. ADJOURNMENT

Motion was made by Idleburg, seconded by Kelly, and carried by all members present to adjourn the meeting at 10:40 a.m.

