

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD  
4500 South 6<sup>th</sup> 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, June 4, 2021**

**I. ROLL CALL – ESTABLISHMENT OF QUORUM**

The June 4, 2021 meeting of the Special Personnel Committee was called to order at 10:02 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)

Staff in Attendance:

Brent Fischer

Eric Pingolt

Keith Calloway

John Keigher (via WebEx)

Kelly Griffith

Andrew Oldfield (via WebEx)

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.*

**II. CHAIRMAN'S REMARKS**

The General Assembly is in session and it had been and interesting two weeks. The trailer bill is on the Governor's desk awaiting his signature at this time. We anticipate he will sign it and make significant changes to the Police Reform Bill from January. More changes are expected to be forthcoming, but implementation dates will not change so we need to stay on top of things.

**III. APPROVAL OF MINUTES**

**Motion was made by Neukirch, seconded by Idleburg, and carried by all members present via roll call vote to authorize and approve the May 21, 2021 Meeting Minutes.**

#### IV. STATUS OF REMAINING “RED DOT” POSITIONS

Ellen stated there has not been much change since last meeting.

1. Confidential Assistant – Public Service Administrator 4d1 – Appointed effective 4/16/21
  2. Confidential Secretary - Private Secretary II 4d1 – Appointed effective 4/16/21
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Ellen is waiting to hear back from Classifications on items 3-6:

3. Assistant to Legal Counsel – Administrative Assistant (Merit Comp) – ready to post when CMS approves – submitted 5/14/21
  4. Cert Specialist – Executive I – ready to post when CMS approves – submitted 5/14/21
  5. Cert Specialist – Executive II (Lead Worker) – ready to post when CMS approves – submitted 5/14/21
  6. FOIA/Records Officer – Public Service Administrator – ready to post when CMS approves – submitted 5/14/21
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Items 7-9 have been approved by Classifications and are on the agenda for the June 17, 2021 Civil Service Commission meeting:

7. Chief Fiscal Officer – Senior Public Service Administrator Opt 2 – approved – on 6/17 agenda for Civil Service Commission for 4d3 exemption
  8. Associate Director of Information Services – Senior Public Service Administrator Opt 3 – approved – on 6/17 agenda for Civil Service Commission for 4d3 exemption
  9. Deputy Director of Training – Senior Public Service Administrator Opt 1 – approved – on 6/17 agenda for Civil Service Commission for 4d3 exemption
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Item 10 closed 5/31/21 – The first posting for this position produced no qualified applicants internally or externally. It was reposted and we received one lateral transfer request, interview scheduled for this coming Tuesday. We also had one promotional applicant and nine external applicants. If the transfer does not work we will move forward with the remaining applicants.

10. Systems Administrator – Information Systems Analyst II – First posting in February did not result in any qualified applicants. Re-posted –
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Items 11 & 12 Ellen has not heard anything back from CMS Examining on these positions:

11. Network Administrator – Information Systems Analyst II – Promotional Applications at Examining since 5/6/21.
  12. Field Investigator – Police Training Specialist (Cook County) – External Apps at Examining since 5/6/21
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Item 13 is currently posted, but closes at the end of today – we have received 20 applicants for this position so far.

13. Mandated Training Manager – Public Service Administrator Opt 7 – Posting Closes 6/4/21 – Interviews of top-ranked candidates to be scheduled soon after.

## V. PRIORITY OF “ORANGE DOT” POSITIONS

Ellen stated there has been no change to any of these since our last meeting. She will begin building the job descriptions hopefully by early next week.

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 post when CMS approves
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 - 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. UPDATE ON FY22 BUDGET & FUNDING MATTERS

Director Fischer stated we have had changes to the FY22 Budget. He presented rough numbers as it is not finalized: Personal Services increased around \$1M, Operations increased (contractual, travel, commodities, printing, electronic data processing, telecom, auto equipment) – both now GRF funded. \$2.4M for Camera Grant Fund. On the Training side: Basic & In-Service which comes out of the Traffic Surcharge Fund, we anticipate \$25M to that fund though it has never reached that amount. \$8M can be appropriated to the Traffic Surcharge Fund per the signature of the Governor. \$8M – Training Board Federal Projects Fund for Federal related projects. The BIMP Bill can provide a building fund, we are still reviewing this.

Chairman Smoot commented that during all of the discussions regarding the trailer bill he and Chief Davis made sure the need for funding was stressed with Legislators and all parties of interest. Chief Davis interjected that he was contacted by a legislator regarding a surprise funding source.

## VII. NEXT STEPS

Director Fischer commented that we are looking to the future positions and what our next steps will be to get us to the 40 head count.

## VIII. NEXT MEETING

Next meeting was already scheduled for June 18, 2021 at 10:00AM

## IX. ADJOURNMENT

**Motion was made by Idleburg, seconded by Neukirch, and carried by all members present to adjourn the meeting at 10:19 a.m.**

