

ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

4500 South 6th Street Road, Room 173, Springfield, IL 62703-6617

MINUTES OF THE QUARTERLY BOARD MEETING

Double Tree Hotel by Hilton
1000 Eastport Plaza Dr, Collinsville, IL 62234

September 8, 2022

9:00 A.M.

I. CALL TO ORDER & PUBLIC MEETING ANNOUNCEMENT

The September 7, 2022 Quarterly Board meeting was called to order at 9:03 a.m. by Chairman Mitchell R. Davis III and the Public Meeting Announcement was read.

II. ROLL CALL – ESTABLISHMENT OF QUORUM

Roll was called by Michelle Mlinar, and a quorum of voting members was established.

Members in Attendance:

Mitchell Davis
Sean Smoot
Tim Gleason
John Idleburg
Brendan Kelly
J. W. Price

Designees in Attendance:

Ralph Cruz for David Brown
Marlon Parks for Thomas Dart
Steve Ryan for Rob Jeffreys
Anthony Escamilla for Iris Martinez
John Carroll for Kwame Raoul

Members Absent:

Ghida Neukirch
Timothy Nugent
Richard Watson

Staff in Attendance:

Keith Calloway
Anthony Cobb
Cherylynn Williams
John Keigher
Ellen Petty
Michelle Mlinar
Kelly Ingram
Andrew Oldfield
Jennifer Wooldridge

Paul Petty
Jeffrey Chapman
Kristina Shelton
Pat Hahn
Jan Noble
Lee Ryker
Fred Kientzle
Scott Schaefer

Others in Attendance:

Heather Hotz, ILETSB-EI	Kevin Koontz, MTU 12
Cindi Bricker, ILETSB-EI	Brad Oyer, MTU 13
Barend Wurth, ILETSB-EI	Christina Stephen, MTU 13
Barb Wood, ILETSB-EI	David Hayes, MTU 14
Brenda Swires	Scott Williams, MTU 14
Kenton Manning, IROCC	Chuck Doan, MTU 15
Ernie Ashby, IROCC	Bradley Hertzmann, MTU 16
Beth Edwards, IROCC	John Perona, MTU 16
Van Muschler, SWIC Police Academy	Mariam Hamad, CPD
Scott Thompson, SWIC PA	Allyson Clark Henson, CPD
Dan Wunder, SWIC PA	Michael Schassburger, Cook County Sheriff's Office
Brandon Douger, SWIC PA	David Oliver, Police Law Institute
Karl Pannier, St. Clair County Correctional Academy	Jason LaMendola, Sauk Valley Police Academy
Joe Gallo, PTI	Steven Johnson, Southern Illinois Police Chiefs Association
Doug Coppotelli, MTU 1	Jason Lococo, ISP
Jay Koett, MTU 1	Josh Ward, ISP
Jeff Schelling, MTU 2	Dwayne Buratz, IL Secretary of State Police
Joe Schweihs, MTU 3	Chuck Mackin, New Baden PD Chief
April Morris, MTU 3	Chris Joellenbeck, Trenton PD Chief
John W. Reynolds, MTU 4	Kevin Schmoll, SIU-E PD Chief
Heather Grove, MTU 7	Noel Rowe, State Universities Civil Service System
Robert Siron, MTU 8	
Penny Abbott, MTU 9	
Jill Ward, MTU 9	
JT Wooldridge, MTU 10	
Dan Ryan, MTU 10	

III. PLEDGE OF ALLEGIANCE

IV. MOMENT OF SILENCE FOR FALLEN OFFICERS

V. INTRODUCTION OF GUESTS & VISITORS

VI. CHAIRMAN'S REMARKS

Chairman Davis reminded everyone this is his last full meeting as chairperson. He will be appointing a committee responsible for making a chairperson recommendation at the December meeting. Davis thanked the Board and those in attendance for the opportunity to be chair these last couple of years, and though these last two years have been like no other, he stated it has been an honor to serve. Davis noted he has not

been able to accomplish everything he set out to do but hopes the next Chair will carry on.

VII. APPROVAL OF MINUTES

Davis asked for a motion to approve the following meeting minutes. Before accepting the motion Davis stated he would be declaring his candidacy to run for the position of the 4th Vice President of the International Chiefs Association.

A. *Curriculum and School Standards Advisory Committee Meeting - June 1, 2022*

B. *Quarterly Board Meeting - June 1, 2022*

C. *Special Meeting of the Board - June 29, 2022*

Motion was made by Smoot, seconded by Idleburg, and carried by all members present to approve the meeting minutes from June 1, 2022 and June 29, 2022.

VIII. REPORT OF STANDING AND ADVISORY COMMITTEES

A. *Curriculum and School Standards Advisory Committee - September 7, 2022*

John Keigher stated the Committee met on September 7th and did not have a quorum present. Keigher thanked Board Member Richard Watson for stepping up to chair the meeting. The Committee moved through the agenda and took motions to recommend the following for approval:

- Approval for new Lead Homicide 40 Hour course
- The list of approved courses for MTU's on Lead Homicide [Investigator 32-Hour continuing education] credit
- All other MTU [In-Service] courses approved for the last quarter

Motion was made by Smoot, seconded by Price, and carried by all members present to approve the Curriculum and School Standards Advisory Committee report.

B. *Finance & Legislative Committee and Executive Committee - September 7, 2022*

Keigher stated the Committee met on September 7th and the Board will be hearing those reports in full later in this meeting. The Committee heard a financial report from Kris Shelton, Ellen Petty gave a brief update on personnel matters, and Keigher gave reports on body cameras, police reform and legislative updates.

Motion was made by Smoot, seconded by Price, and carried by all members present to approve the Finance & Legislative Committee and Executive Committee report.

C. *Special Committee on Personnel Matters - June 14, 15 & 21, 2022*

Committee Chair Sean Smoot deferred his report to Ellen Petty's report.

IX. EXECUTIVE MATTERS

A. *Financial Items ~ Kristina Shelton*

Shelton stated the financial reports can be found under TAB F; they include FY22, FY23 and some cash balances. She stated the exciting news is she now has staff. She thanked Jill Weiland and Brenda [Swires] for their help.

Shelton stated a new accounting system, SAP, has been implemented and staff has been trained. We are the last group of 73 agencies to implement the SAP system. We are also preparing to install a new grant system called Amplifund.

Shelton noted an accounting firm, Crowe, has been hired to evaluate our GAAP reporting system. She wasn't comfortable with the validity of previous reports and has hired them to evaluate and help prepare reports.

FY22 is now complete, and expenditures are done. "In those expenditures we had 17 invoices for \$796[K] for the camera grants and then we also had agencies of 276 that received \$4.5M for tuition reimbursements." FY23 is underway and planning for FY24 has begun.

Motion was made by Smoot, seconded by Parks, and carried by all members present to accept the financial report.

B. *Personnel Matters ~ Ellen Petty*

Ellen Petty stated her report can be found under Tab G. Since the passage of the SAFE-T Act:

- 35 job descriptions have been either created or updated
- 20 positions have been filled:
 - 3 internal promotions
 - 5 new hires to State of Illinois employment
 - 5 promotions from other agencies
 - 1 reinstatement from another agency
 - 6 transfers from other agencies
- 3 employees have transferred out to other agencies
- 4 employees have retired

- 2 employees have been discharged
- 1 employee has returned to work after an extended leave of absence
- 1 retired employee returned on a 75-day temporary appointment which expired in May
- 3 positions are currently in various stages of the hiring process
- 9 additional job descriptions are under currently under development

Since the June Board meeting:

- Stephanie Heckenkamp of IL Liquor Control Commission accepted the position of Lead Accountant and started on June 1, 2022.
- Jason Wolfe of DoIT accepted the position of Network Administrator and started on June 1, 2022.
- Keith Calloway was selected, approved, and appointed by the Board at its Special Board Meeting held on June 29, 2022 as our permanent Executive Director.
- General Legal Counsel job offer has been accepted by Patrick Hahn, who previously worked at ILETSB as the In-Service Manager. He started with us on September 1, 2022. This will bring the agency up to 30 employees.
- Two staff members in our IT Department have become fathers this summer and are in the process of taking their 10 weeks of parental leave.
- Mike Haley, Receptionist, and Natalie Tsai, Office Assistant, have both celebrated their 20-year anniversaries with ILETSB in August.
- Deputy Director of Operations Anthony Cobb celebrated his one-year anniversary in August.
- Associate Director of Information Technologies Kelly Ingram, and Chief Fiscal Officer Kristina Shelton both celebrate their one-year anniversaries with the Board in September.

We are currently waiting on grades to come back for the Assistant HR Manager and the Assistant to Legal Counsel, grades are taking 10-12 weeks to come back to the agency. We hope to have those positions filled by January.

Within the next week we hope to have the Field Rep for Sangamon County posted and a second one in Jefferson County posted due to Lee Ryker's upcoming retirement.

Our GATA grant officer, who has only been with us for four months, is leaving us and going back to her previous agency to take an agency promotion there.

The agency Diversion, Equity, Inclusion and Accessibility (DEIA) plan was submitted in July and a recent survey went out to the employees to see what they think of the plan. The survey results are attached.

Petty is currently working on the Human Capital Management Project. This is similar to the Fiscal program, but this covers the Human Resources side. This will include data mapping and training.

The CMS Remote Work Pilot Program is scheduled to conclude on October 31, 2022 unless the Governor decides to extend it.

Davis asked about the Professional Standards Division and the number of investigators we will need going forward. Petty stated once the two positions being posted next week are filled we will be up to six investigators. There are 8-10 investigators total in the original plan, but we can expand if needed. Investigators are only one side to the Professional Standards Division; the other side is the Certification Specialists and we currently have three but will need to add more as the work increases. Petty noted it will probably take three years to get to full staff and we still need to hire a Deputy Director of Professional Standards. She also commented that Sarah Kerley from CMS is still helping us with the hiring processes.

C. *Legislative and Litigation Update ~ John Keigher*

Keigher stated there is no major litigation at this time; however, there are two towns who had to submit to the Court of Claims for financial reimbursements because they were not processed within the fiscal year. The total amount is under \$10,000.

There is one Human Rights complaint pending, though there is a motion to dismiss, and hopefully by the December meeting it will have been dismissed.

Regarding Legislation, there has been no activity by the General Assembly since our last meeting, no special sessions and there are no new bills of interest that have been filed which pertain to the Board. Legal is gearing up to meet with Senator Cunningham regarding the Correctional Officer Firearm Authority Bill [HB4667].

Keigher stated he is also working on a bill for the veto session to address some of the outstanding SAFE-T Act issues. The current issues are to consolidate the 3-year mandates, clarify the Board's access to background information, and modify the funding language to cover our administrative functions. Keigher stated he is taking direction from the Governor's Office of Management & Budget to correct this language.

D. *Law Enforcement/Corrections/Court Security Waiver Disposition Quarterly Report ~ Chairman Davis*

Motion was made by Gleason, seconded by Parks, and carried by all members present to accept the Quarterly report.

X. PROGRAM PROGRESS REPORTS AND CONCEPTS

A. *Illinois Law Enforcement Executive Institute ~ Heather Hotz*

Hotz opened by stating the Executive Institute continues to offer executive level trainings. Anyone can subscribe to their training emails for the full Fall lineup.

Last month, Executive Institute offered a hugely successful live webinar with Jamie Mosser, Kane County State's Attorney. Over 200 people participated in this webinar dealing with issues in homicide cases from a prosecutor.

In addition to the executive level trainings, they will be hosting the new chiefs of police orientation next week in East Peoria. This is the largest class to date, 90 registered with 81 able to attend, which is a 30% increase over last year's record-breaking attendance. It is Executive Institute's 26th year hosting the orientation.

The Online Learning Network is a custom-built online learning management system that has been in existence for about 18 years. Looking at the past five years:

- The number of courses completed has increased 2,208%
- The number of training hours has increased 4,800%
- The number of students utilizing the system, just below 30,000 users, has increased by 648%

Davis asked how one would go about partnering with the Executive Institute for training and Hotz responded that one would just need to reach out to open the line of communication.

B. *A Statewide System of In-Service Training (ASSIST) Program and Specialized Training Programs ~ Paul Petty*

Petty stated his reports can be found under Tab J:

1. Fiscal Year 2022 State Funds Awarded
2. ASSIST Program Fiscal Year 2022 Training Activity Report
3. Fiscal Year 2023 Award and Agreements
4. State Funding Request for Fiscal Year 2023
5. Fiscal Year 2023 IDOT Budget
6. Fiscal Year 2023 IDOT Funding Award and Compliance
7. ASSIST Statewide MAP

8. In-Service Certified Courses including LHI Course Certification
9. Part-Time Police Academy Status Report
10. Crash Re-Construction MEMO

Petty noted the numbers the Online Learning Network is reporting is a response to the training needs statewide. Petty thanked the Chairman for his service to the Board.

C. *CIT & SRO Training Update ~ Jennifer Wooldridge*

Wooldridge reported the CIT Team presented a proposal to CIT International with three submissions being approved. They gave presentations to standing room only crowds, the team presented:

- Wisdom is in the Room
- CIT Concepts
- But Wait, There's More

There was an overwhelming response to our program:

- Tennessee, the home of CIT, reached out to obtain the CIT Concepts course.
- Maryland already reviewed our website and asked if they can attend a CIT Refresher course.
- Virginia Beach said they attended all our sessions and are now scrapping their entire program and adapting the Illinois program.

Wooldridge noted she is starting preparation for the June 2023 CIT Conference. Also, with the help of Chairman Davis and Director Calloway she has reached out to PERF and they have accepted our request to present at the CIT Conference.

To keep the CIT curriculum fresh and updated the team meets on a regular basis. Tomorrow the team, as well as all CIT trainers and actors, are meeting at MCLETC to update the curriculum. Once the updates are complete, Wooldridge will bring the updated curriculum to the Board in December for approval.

D. *Information Technology Update ~ Kelly Ingram*

Ingram stated he has been with the Board just over a year and it has been a busy one. Every single system in the office has been replaced including the servers. Ingram thanked his team for making all the upgrades happen as without them this would not have been possible. He reiterated that the entire server system has been refreshed and the applications are being updated. Every employee has received a new computer and cell phone as we have moved away from the desk phones. The next portion of our growth will be the move to the new facility. Ingram asked Paul Petty and Andrew Oldfield to come forward and present the updates to the LEDI and LETM applications to the Board. Petty and Oldfield displayed several slides showing the updates to the mandated training portions of both applications, both

the officer and agency sides. The updates are designed to help officers remain in compliance with their mandated trainings. The new officer portal will allow each individual officer to access their training history.

Davis commended the team on a job well done. Calloway asked the Board to realize that [almost] everyone involved in these technology updates has been with the Board a year or less, and nothing was outsourced, it was all done inhouse by our team. Calloway applauded the team for making this happen.

E. *IROCC Update ~ Kenton Manning*

Manning stated the Illinois Retired Officer Concealed Carry (IROCC) Program was developed in 2006. FY22 brought:

- 4% increase in applications processed
- 989 new applicants
- 9% increase in cards issued
- 22 ranges spread throughout the state
- 235 qualification shoots held

The IROCC portion is the qualifications portion of the Law Enforcement Officers Safety Act, this is their function – range and firearms qualifications.

Davis asked Keigher if he is covering the Corrections Officers changes, Keigher responded that he is working with the Governor’s Office and the Attorney General’s office to figure out the interpretation of the new bill. He is waiting to speak to Senator Cunningham, the bill’s sponsor, to make sure we get the intent correct. He is also trying to speak to the groups that wrote the bill to make sure we understand intentions and see how it impacts the IROCC program going forward.

Davis commented that there have been folks who have contacted the Board who think we are trying to derail efforts to get the conceal carry for corrections sworn officers passed. For clarification, this is absolutely not the case, we are making sure it is properly implemented.

Motion was made by Smoot, seconded by Gleason, and carried by all members present to accept the Program Progress reports.

XI. UNFINISHED BUSINESS

A. *Mandated Annual Ethics Training for Board Members ~ Cheryllynn Williams*

Williams asked the Board Members to please complete the Ethics Training and the Sexual Harassment & Discrimination Prevention Training. If members have completed the training, Williams asked them to email her their certificates of

completion. If members have not completed and are having issues our IT people can assist. For audit purposes we must have a certificate of completion on file.

B. *Camera Grant Update ~ John Keigher*

Keigher stated the FY22 program has ended. Even though the grant was on an accelerated schedule this year:

- 41 agencies applied to the program
- 17 Agencies received awards with only 15 agencies receiving payments
- \$1.3M was awarded, but only \$800,000 was expended which represents over 1,100 body cameras and 45 in car cameras

Though these figures are lower than we have seen in the past, a lot of the issues were caused by the supply chain. Several agencies applied for and started the process, but the cameras were not delivered so they are holding off until next year.

C. *Board Policy Updates – Administrative Rules Updates ~ John Keigher*

Keigher noted that since the SAFE-T Act was put into place we have known the rules needed to be updated. Keigher is looking to do a major rule revision over the next several months; however, there are several emergency issues which need to be addressed for the Board to move forward:

1. Certification:

- Under the SAFE-T Act every officer must have a certificate, there are approximately 1,000 active officers without a certificate number with about 400 needed. The Board needs to develop a conversion process for those officers who are still active but who were never issued a certificate due to grandfather provision or waivers.
- Add new provisions regarding the requirement of agencies to reactivate officers when making a lateral transfer.
- For Part-time officers, we need to set a framework for agencies to obtain the special work waiver. Part-time offices cannot work now until they are certified.
- Allow the Board to issue a formal finding of ineligibility to those that do not meet the background and character requirements [of the Police Training Act]. This would trigger administrative rights under the SAFE-T Act.

2. Administrative:

- There was a whole section of rules that were repealed because the perjury and homicide cases section was taken out of the Police Training Act.

- We need to make sure the Certification Review Committee which is required for the Board and serves as an appeal body can get started now. The Certification Review Panel, which is different, and is appointed by the Governor's staff as well as the Attorney General is in the works, but no appointments have been made. We need to make sure our committee is up and running before the panel is in place.
3. Recruitment:
- We need to modify certain POWER test thresholds as they are outdated and causing recruitment issues. Our current standard sets the bar too high causing good quality recruits to miss the mark and not be able to move forward. It's not simply a lowering of the standard, but a collection of data. We want to make sure that all agencies who are giving the POWER test give us the data so we know specifically how recruits can improve.
 - We need to codify the longstanding practice of allowing out of state reciprocity candidates to obtain certification and let these officers take the equivalency exam three times like everyone else instead of just one.
 - We need to revise our waiver system so officers cannot be stolen away by another agency after immediately completing the academy. We are looking at a 3-year delay before a waiver can be submitted. J.W. Price stated 3-years is a long time for a young person to commit to a police department even though he agrees something needs to be done about the recruitment. Davis stated this section needs to be tabled and revisited, and guidelines need to be set. Davis reiterated that 3-years is what was initially proposed, but this item will now be tabled until further discussion can happen to address concerns.

Keigher noted these requests have come from outside the agency and staff and is how this list was compiled. The request is that some working groups be established so we can create something that is meeting the requests but also workable in the field. Keigher asked for Board approval so we can move forward with the changes. Vice Chair Smoot asked for clarification; to move forward except for Item K in the memo, Item K referring to the waiver issue.

Motion was made by Smoot, seconded by Gleason, and carried by all members present to move forward with to the Administrative Rule updates except for Item K which is to be tabled.

Smoot commented that the recruiting and retention issue is not unique to any department or any state, it is a national crisis, and it is desperate times. Smoot noted in the past the Board convened at a Summit where all law enforcement groups and interested parties came together and collaborated to find solutions to

the crisis at that time. Smoot suggested the Board look to do something like that previous summit. Davis noted the Board was given \$10M by the legislatures for recruitment and retention. A task force will be created to address possibilities for those funds.

Davis also stated Mayor Price will spearhead a committee to focus on the POWER Test.

D. Academy Updates ~ Director Calloway

Calloway stated there has been concern around academy capacity, though academy directors are not seeing these issues. The issue is that we have artificially high wait lists as individuals are signing up on wait lists at more than one academy at a time. Calloway presented the Board with a breakdown for each academy. He noted that eventually the wait lists could be handled at the Board office by staff to correct this problem.

E. Property Update ~ Director Calloway

Calloway showed the Board pictures of the new facility for the Springfield office located at 500 S. 9th Street - \$4.5M with 42,000 square feet. This property will be owned by the Board, we will be required to outsource the vendors for maintenance from CMS. Smoot commented that the new location is much needed as the current location is not a good environment for staff.

Calloway also showed pictures of the Chicago office located at 2020 W. Roosevelt. This is a CMS owned building, formerly a DCFS school, that is currently vacant. We have secured four classrooms, the lunchroom, and the gym to be converted into office space. There is plenty of free parking for the public for when hearings start. The Board will rent this property from CMS.

XII. NEW BUSINESS

A. Creation of the Special Committee for Executive Nominations ~ Chairman Davis
Davis will be putting together a nominating committee for executive positions. In addition, there will be other committees created soon.

B. Presentation of Training Ideas ~ Chairman Davis
Davis wanted to leave this space available in case ICAT joined us, but they will now be presenting at the CIT Convention.

XIII. PUBLIC INPUT

None

XIV. ANNOUNCEMENTSTAB N

A. Curriculum and School Standards Advisory Committee Meeting

December 7, 2022, Chicago, IL

B. Joint Finance/Legislative and Executive Committee Meeting

December 7, 2022, Chicago, IL

C. Quarterly Board Meeting

December 8, 2022, Chicago, IL

Brendan Kelly interjected that Director Calloway and his staff have been participating in the Firearms Restraining Order Commission and are working on the training mandates.

Davis thanked everyone for letting him serve as Chairman for the last two years.

XV. ADJOURNMENT

Motion was made by Smoot, seconded by Gleason, and carried by all members present to adjourn the meeting at 10:29 a.m.



ILLINOIS LAW ENFORCEMENT TRAINING & STANDARDS BOARD

QUARTERLY BOARD MEETING ATTACHMENTS