

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**

4500 South 6<sup>th</sup> Street Road, Room 173, Springfield, IL 62703-6617

**MINUTES OF THE JOINT FINANCE & LEGISLATIVE  
AND EXECUTIVE COMMITTEE MEETING**

Swissôtel Chicago  
323 E Wacker Dr, Chicago, IL 60601

**December 7, 2022  
3:00 P.M.**

**I. ROLL CALL - ESTABLISHMENT OF A QUORUM**

The December 7, 2022 Joint Finance & Legislative and Executive Committee meeting was called to order at 3:02 p.m. by Chairman Mitchell R. Davis III. Roll was called by Michelle Mlinar, and a quorum of voting members was established.

**Members in Attendance:**

Mitchell R. Davis III  
Sean Smoot  
Tim Gleason  
Tim Nugent  
Richard Watson

**Designees in Attendance:**

Jason Lococo for Brendan Kelly  
Anthony Escamilla for Iris Martinez  
John Carroll for Kwame Raoul

**Members Absent:**

John Idleburg  
J.W. Price

**Staff in Attendance:**

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Keith Calloway	Paul Petty
John Keigher	Jeffrey Chapman
Michelle Mlinar	Pat Hahn
Jennifer Wooldridge	Jan Noble
Anthony Cobb	Lee Ryker
Cheryllynn Williams	Scott Schaefer
Kelly Ingram	Scott Heston
Andrew Oldfield	

**Others in Attendance:**

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Heather Hotz, ILETSB-EI	Doug Coppotelli, MTU 1
Cindi Bricker, ILETSB-EI	Jeff Schelling, MTU 2
Derek Clarke, ILETSB-EI	Joe Schweihs, MTU 3
Barb Wood, ILETSB-EI	April Morris, MTU 3
Brenda Swires	John W. Reynolds, MTU 4

Brian Fengel, MTU 7  
Heather Grove, MTU 7  
Jean Swan, MTU 7  
JT Wooldridge, MTU 10  
Brad Oyer, MTU 13  
Christina Stephen, MTU 13  
David Hayes, MTU 14  
Scott Williams, MTU 14  
Kevin Schmoll, MTU 14  
Chuck Doan, MTU 15  
Bradley Hertzmann, MTU 16  
John Perona, MTU 16  
Rebecca Burett, MTU 16

Jason LaMendola, Sauk Valley  
Rebecca Flynn, Sauk Valley  
Van Muschler, SWIC  
Karl Pannier, St. Clair County  
Correctional Academy  
Michael Schassburger, Jr., Cook County  
Sheriff's Office  
Josh Ward, ISP  
Jason Lococo, ISP  
Scott Watkins, ISP  
Thomas Turek, DRE Coordinator  
Kate O'Donnell, Public Grants &  
Training

## II. FINANCIAL MATTERS

### A. Financial Items ~ Anthony Cobb for Kristina Shelton

Anthony Cobb reviewed the fund balances which can be found under Tab F in the Board book, the Camera Grant Fund is currently around \$33.5M, the Police Training Intern Fund is currently around \$105,000, the Traffic and Criminal Conviction Surcharge Fund is currently around \$27M, and finally the Law Enforcement Training (Insurance Fund) is currently around \$7.9M. [Note: These figures represent the unexpended amounts from the FY23 appropriations, not the actual fund balances. Please refer to Tab F for specific amounts.]

Cobb also informed the Board that Kristina Shelton has accepted a position with IDOC and her last day with the Board will be December 15, 2022. Our Lead Accountant, Executive II, Stephanie Heckenkamp, will be our acting CFO effective December 16, 2022.

Finally, regarding the camera grant, staff has been working with Amplifund and should be ready to implement the next camera grant at the start of 2023.

There was a question regarding the appropriation of the retention and recruitment funds, John Keigher responded that the Governor's Office of Management and Budget (GOMB) has asked for some items to be cleared up before they will authorize us to move forward and implement those grants.

### B. Personnel Matters ~ Jennifer Wooldridge for Ellen Petty

Jennifer Wooldridge reported that Ellen Petty has provided an update to the report provided in the Board Books was completed at the end of October. The updates are as follows::

1. Chief Fiscal Officer Kristina Shelton has submitted her resignation effective December 15, 2022 to take a position with the Department of Corrections. We have been interviewing potential candidates to fill the soon to be vacant position, but no final decision has yet been made.
2. The Administrative Assistant for the Legal Section has now been hired. Allison Mesecher will be joining us effective January 1, 2023, coming from the Illinois Department on Professional Regulation.
3. The Human Resources Associate has also now been hired. Kenley Cowgill will also be joining us on January 1, 2023, coming from the Department of Healthcare and Family Services.
4. Three additional job postings have been closed over the past couple of months; the Grant Manager/GATA Officer position, and the Field Investigator positions for both Sangamon and Jefferson counties. All three jobs are currently awaiting CMS approval of the bid record to verify whether any candidates have bargaining unit rights. Once CMS is done with their review (which is taking over a month at this point), we can move on to either making an offer to candidates with bargaining unit rights or validating applications to determine ranking for invitations to interview. It may be February before we are able to get these positions filled.
5. Field Representative Lee Ryker is retiring at the end of December but has expressed a willingness to come back on a temporary appointment once his replacement has been hired to help get that individual trained.
6. CFO Shelton has advised that our approved headcount for the end of FY23 has been knocked back to 40 by GOMB, from the 60 that was originally approved. This leaves 7 positions we will be permitted to fill by the end of June, in addition to those that are currently in the works. Five of these job descriptions will need to be created from scratch, and two of them will need to be updated before the positions can be posted. Therefore, with the length of time it is taking to get through the hiring process, it is unlikely we will be able to get the positions all filled before the end of the fiscal year, but our goal is to have all of them posted and the hiring process for all seven positions started no later than the first week of June.
7. The Human Capital Management (HCM) program has now entered the data validation stage, with initial training on the new system coming soon.

Chairman Davis took a moment to recognize staff years of service. Davis stated that Lee Ryker is celebrating his eight-year anniversary, Jennifer Wooldridge is celebrating 23 years with the Board, Andrew Oldfield has been with the Board for three years, and Cherylynn Williams, Scott Heston and Paul Petty have

each been with the Board for a year.

C. Legislative and Litigation Update ~ John Keigher

Keigher stated there is no litigation at this time and while the Human Rights issue is still out there, he is hopeful it will be dismissed. Regarding legislation, the General Assembly just wrapped up the fall veto session. Not many bills were up for consideration but there was a third trailer bill to the SAFE-T Act presented. There are some procedural changes, and we will be working with the UIS team to make sure those are all included. There are several changes to the Camera Grant and now it will be expanded to include the cost for data storage.

As to HB 4667, we are still awaiting direction from the Governor's office and the Attorney General regarding Correctional Officers and their firearms privileges.

Regarding the Administrative Rules discussed at the September Meeting, there have been several discussions with JCAR and the Secretary of State as we need to make sure they are in proper format. As we implement the SAFE-T Act we need to make sure the transitional rules changes can get us to where we need to be for the long-term permanent rule changes. Once the SAFE-T Act is finalized externally we need to look to finalizing it internally and we will be proposing about twenty items during the Spring legislative session.

### III. UNFINISHED BUSINESS

A. SAFE-T Act Update ~ John Keigher

Keigher stated we are updating several of our forms on the website so please look for them. We are also doing behind the scenes work on our database, and the updated training mandates are up and running. There have been some appointments made to the Certification Review Panel, Pat Hahn is working on the Administrative Rules, and the Executive Institute team is working on some of the online trainings.

B. Camera Grant Update ~ John Keigher

Keigher noted that we can now begin to use the grant funds for data storage. He also commented that we are using Amplifund, it is a portal and will make it easier for agencies to apply for the grant. We are looking at an early January date to reopen the camera grant. In June, the General Assembly appropriated \$30M for the Camera Grant Fund, however the fund only has \$2M in now. Keigher stated he will ask the Board at tomorrow's meeting to designate \$5M to kickstart the FY23 Camera Grant program and noted he may ask for more funding at the March meeting.

**IV. NEW BUSINESS**

None

**V. ADJOURNMENT**

**Motion was made by Watson, seconded by Gleason, and carried by all members present to adjourn the meeting at 3:19 p.m.**

