

**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)*

**February 16, 2022**  
**8:30 a.m.**

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

The February 16, 2022 meeting of the Special Personnel Committee was called to order at 8:30 a.m. by Chairman Sean Smoot. Roll was called by Michelle Mlinar.

Members in Attendance:

Sean Smoot (via WebEx)  
John Idleburg (via WebEx)  
Ghida Neukirch (via WebEx)  
Brendan Kelly (via WebEx - *arrived at 8:50 a.m.*)

Staff in Attendance:

Anthony Cobb (via WebEx)  
Ellen Petty (via WebEx)  
John Keigher (via WebEx)  
Michelle Mlinar (via WebEx)

Guests in Attendance:

Mitchell R. Davis III (via WebEx - *arrived at 8:55 a.m.*)  
Sarah Kerley (via WebEx)

**II. APPROVAL OF MINUTES**

July 2, 2021	September 23, 2021
July 16, 2021	November 4, 2021
August 6, 2021	November 18, 2021

**Motion was made by Neukirch, seconded by Idleburg, and carried by all members present via roll call vote to approve the July 2, 2021, July 16, 2021, August 6, 2021, September 23, 2021, November 4, 2021, and November 18, 2021 Meeting Minutes.**

**III. CHAIRMAN'S REMARKS**

Chairman Smoot thanked everyone for joining and noted that everyone has had a chance to look at the personnel report.

#### IV. UPDATE ON HIRING

A status update report was emailed to members along with the agenda prior to the meeting. Neukirch asked for an Executive Summary to be added to the top of the report beginning from when the new regulations were imposed and the Committee was established.

#### V. EXECUTIVE DIRECTOR JOB DESCRIPTION EDITS

Sarah Kerley explained the reasoning behind the verbiage requirement for the Supervision section of the 104, she also outlined options regarding accomplishing the Committees goals while meeting CMS requirements. When asked how to move forward Kerley stated the Committee needs to accept CMS's suggestions as written for the job description to be approved. Chairman Smoot, with the approval of the Committee members present, directed Ellen Petty to make the CMS suggested changes and move everything forward.

The next step will be to post the job for thirty days. It was determined to develop weighted questions for the applicants to answer when applying so the Committee can review only qualified applicants. Once the posting is closed the applications will be sent to the Committee members for review.

#### VI. ADJOURNMENT

**Motion was made by Neukirch, seconded by Idleburg, and carried by all members present to adjourn the meeting at 8:58 a.m.**

