

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

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

September 23, 2022

9:00 a.m.

I. ROLL CALL – ESTABLISHMENT OF QUORUM

The September 23, 2022 meeting of the Special Personnel Committee was called to order at 9:00 a.m. by Chairman Sean Smoot. Roll was called by Michelle Mlinar.

Members in Attendance

Sean Smoot (via WebEx)
John Idleburg (via WebEx)
Brendan Kelly (via WebEx)
Ghida Neukirch (via WebEx)

Staff in Attendance

Keith Calloway (via WebEx)
Anthony Cobb
John Keigher (via WebEx)
Pat Hahn
Ellen Petty
Michelle Mlinar

II. CHAIRMAN’S REMARKS

Chairman Smoot stated he called the meeting to order because there are some internal staff changes coming that he wanted the Committee to be aware of. Smoot has discussed the changes with Director Calloway and noted he understands and agrees with the changes. He wanted to give the Committee a chance to ask questions and provide comments.

III. PERSONNEL MATTERS

A. 4d3 Exempt Appointments

Director Calloway stated he needs to fill the Deputy Director of Professional Standards position. He would like to move Deputy Director Cobb from Operations into the Deputy Director of Professional Standards position. Director Calloway would also like to promote Jennifer Wooldridge from Manager of Special Projects to the Deputy Director of Operations, though she will retain the CIT Program. No questions or concerns from the Committee, all agreed with the moves. Smoot commented that Wooldridge is an outstanding employee who has been with the Board for many years and has done wonders with the CIT Program. Smoot asked if any of the Committee members had any questions regarding the personnel changes and none did, but rather indicated that they agreed with the personnel actions.

B. *Update on Other Hiring Sequences*

Ellen Petty noted that she has been working on the two Field Rep/Police Training Specialist positions, Sangamon & Jefferson County, for almost a month and we are close to going live with those. Since these positions are not posted very often CMS had to write scale equivalent questions for the application. She is hoping to go live with them by Monday.

Petty is also waiting on one final level of approval for the Grant Manager position before posting, but it is ready to go.

The HR Assistant and the Legal Assistant positions have been graded so she is able to move forward on those.

Chairman Smoot thanked everyone for joining the call this morning.

IV. **ADJOURNMENT**

Motion was made by Kelly, seconded by Neukirch, and carried by all members present to adjourn the meeting at 9:09 a.m.

