

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**  
500 S. 9<sup>th</sup> Street, Springfield, Illinois 62701

**MINUTES OF THE QUARTERLY BOARD MEETING**  
Swissôtel Chicago  
323 E Wacker Dr, Chicago, IL 60601

**December 7, 2023**  
**9:00 a.m.**

**I. CALL TO ORDER & PUBLIC MEETING ANNOUNCEMENT**

The December 7, 2023 Quarterly Board meeting was called to order at 9:03 a.m. by Chairman Sean Smoot 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:**

Sean Smoot  
Mitchell Davis  
Brendan Kelly  
Ghida Neukirch  
Timothy Nugent  
J. W. Price  
Carla Redd  
Timothy Tyler  
Richard Watson

**Members Absent:**

John Idleburg

**Designees in Attendance:**

Marlon Parks for Thomas Dart  
Steven Ryan for Latoya Hughes  
Anthony Escamilla for Iris Martinez  
John Carroll for Kwame Raoul  
Chris Papaioannou for Larry Snelling

**Staff in Attendance:**

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Jim Bianchi  
Kent Bragg  
James Buchanan  
Keith Calloway  
Jeffrey Chapman  
Anthony Cobb  
Hilary Davis  
Stormie DeJaynes

Pat Hahn  
Scott Heston  
Kelton Ingram  
John Keigher  
Fred Kientzle  
Sheryl Lloyd  
Michelle Mlinar  
Andrew Oldfield

Paul Petty  
Lee Ryker  
Brent Shownes  
Cherylynn Williams  
Jason Wolfe  
Barbara Wood  
Jennifer Wooldridge

**Others in Attendance:**

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Heather Hotz, ILETSB-EI  
Cindi Bricker, ILETSB-EI  
Jeff Fritz, ILETSB-EI  
Derek Carle, ILETSB-EI

Brenda Swires, ILETSB-EI  
Doug Coppotelli, MTU 1  
Jay Koeh, MTU 1  
Jeff Schelling, MTU 2

Julie Smith, MTU 2  
Joe Schweihs, MTU 3  
John W. Reynolds, MTU 4  
Brian Fengel, MTU 7  
Heather Grove, MTU 7  
Bob Pislka, MTU 7  
Robert Siron, MTU 8  
Kevin Koontz, MTU 12  
Brad Oyer, MTU 13  
Kelsey Jacobson MTU 13  
Scott Williams, MTU 14  
Van Muschler, MTU 14  
Kevin Schmoll, MTU 14  
David Hayes, MTU 14  
David Rednour, MTU 15  
Bradley Hertzmann, MTU 16

John Perona, MTU 16  
Michael Schassburger, Cook County SO  
Jason Walker, MCLETC  
Brad Clark, MCLETC (Sangamon)  
Joe Gallo, PTI  
Mary-Margaret Roessler, PTI  
Meg Hendrick, PTI  
Joe Prosser, PTI/DuPage County SO  
Eric Danford, SWIC PA  
Steve Strubberg, SWIC/St. Clair County  
David Oliver, Police Law Institute  
Jason Lococo, Illinois State Police  
Michael Jackson, Lake County SO  
William Lyons, IL SOS Police  
Marcus Hargrett, Retiree Cook Co SO  
Amy Thompson

### **III. PLEDGE OF ALLEGIANCE**

### **IV. MOMENT OF SILENCE FOR FALLEN OFFICERS**

### **V. INTRODUCTION OF GUESTS & VISITORS**

### **VI. CHAIRMAN REMARKS**

Chairman Smoot remarked that it has been an interesting year since he was made Board Chairman and thanked the Board members for their support. Smoot then thanked staff, and everyone in the room, for their dedication to, and support of, law enforcement. Smoot noted when he was appointed to the Board there were only 17 full time employees, and now there are 40. He said the Board is on schedule to be fully staffed with 60 employees by next year if all goes as planned, barring any difficulties with CMS and their hiring issues.

### **VII. APPROVAL OF MINUTES**

- A. Curriculum and School Standards Advisory Committee Meeting ~ September 6, 2023
- B. Joint Meeting of the Finance & Legislative Committee and Executive Committee Meeting ~ September 6, 2023
- C. Quarterly Board Meeting ~ September 7, 2023

**Motion was made by Watson, seconded by Davis, and carried by all members present to approve the meeting minutes for the Curriculum and School Standards Advisory Committee Meeting from September 6, 2023, the Joint Meeting of the Finance & Legislative Committee and Executive Committee meeting minutes from September 6, 2023, and the Quarterly Board Meeting from September 7, 2023.**

## VIII. REPORT OF STANDING AND ADVISORY COMMITTEES

### A. Curriculum and School Standards Advisory Committee ~ Ghida Neukirch

Neukirch stated the Committee met yesterday afternoon and unanimously approved BLE academy, BCO academy, Part-Time academy, 120-Hour Transition and 200-Hour Basic Arson Investigator courses for 2024. The Committee also approved all In-Service and Lead Homicide 32-Hour continuing education courses for the MTU's and the Executive Institute for 2024. The Committee then approved the [UIS recommended] BCO curriculum changes which included new courses being added and an increase in hours [for some classes]. Neukirch stated they received a report on Court Security Officer curriculum updates.

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

### B. Finance & Legislative Committee ~ Sean Smoot for John Idleburg

Chairman Smoot noted the financial report given yesterday will be repeated momentarily, and he asked the members to pay special attention to the grant information. Smoot also stated the personnel update and legislation reports given yesterday, will be presented today by John Keigher.

**Motion was made by Nugent, seconded by Watson, and carried by all members present to approve the Joint Finance & Legislative and Executive Committee report.**

## IX. EXECUTIVE MATTERS

### A. Financial Items ~ Stormie DeJaynes for Steven Pingolt

DeJaynes reported that money is coming in and bills are being paid. She noted the

financial reports as of November 15, 2023 for FY24 can be found under Tab 6.

**Motion was made by Watson, seconded by Neukirch, and carried by all members present to approve the Financial Report.**

B. Personnel Matters ~ John Keigher for Ellen Petty

Keigher stated the personnel report can be found under Tab 7, with some of the highlights being that our headcount is up to 40, and the agency is approved for 66 employees by the end of this fiscal year.

Keigher directed the members attention to the DEIA report that was submitted in October 2023 for this year. The report was based on the approved 2022 report, so there are no concerns at this time. He asked members to email Ellen Petty with any questions.

C. Legislative and Litigation Update ~ John Keigher

1. Legislative Update:

Keigher stated there were no applicable bills regarding the Board that came out of the veto session. He is working with the Governor and Lt. Governor's offices on some proposals for next year, two of which have been approved to move forward.

Staff has been approached by the [Illinois] Municipal League seeking support of their initiative to lower the reporting requirements for agencies to get camera grants. The Chiefs Association pushed a change through last year that lowered some reporting requirements, but the requirement remained for those receiving the camera grant.

Staff has also been approached by a senator seeking to remove the hiring requirement for new officers before they can attend the Basic academy. Staff has explained that the Intern Program currently allows for this and hope to discuss the intentions of the bill before it moves further.

Regarding the bills from last session, staff is working on the reciprocity rules [required under PA 103-389] as that bill goes into effect January 1<sup>st</sup> [2024]. Keigher hopes to have a draft presented to the Board within the next couple of weeks.

2. Litigation Update:

Keigher stated there will be a more in-depth review of litigation at the end of the meeting so he will skip this section for now.

D. Department of Professional Standards ~ Anthony Cobb

1. *Professional Conduct Database Quarterly Report*

Cobb reported the Professional Standards Division now consists of 14 employees. There are four Certification Specialists who process all the Form E's, waivers, professional conduct reports and citizen complaints for the agency. Of the 14 employees, nine are Field Reps [Investigators]. Cobb thanked former employee Lee Ryker for returning on a temporary appointment to help train the new Field Investigators. Field Investigators conduct [agency] site visits, as well as investigate waivers and misconduct reports. They also investigate citizen complaints among other responsibilities.

Cobb stated since the September Board meeting there have been 57 new complaints filed, 80 new professional conduct reports submitted from agencies, and 379 requests from agencies to search the professional conduct database. He noted since November 30, 2022, the Board has received a total of 176 citizen complaints, 273 professional conduct reports from agencies, and there have been 970 requests from agencies to search our professional conduct database for hiring/transfer purposes.

2. *Law Enforcement/Corrections/Court Security Waiver Disposition Quarterly Report*

The division processed 523 waivers from August 1, 2023 through October 31, 2023 with 470 being approved and 53 being denied.

**Motion was made by Redd, seconded by Watson, and carried by all members present to approve the Law Enforcement/Corrections/Court Security Waiver Disposition Quarterly Report.**

X. PROGRAM PROGRESS REPORTS AND CONCEPTS

A. Illinois Law Enforcement Executive Institute ~ Heather Hotz

Hotz reported the Executive Institute has broken all training records since her report last year at this time. The Executive Institute is currently celebrating their 30<sup>th</sup> year at Western Illinois University. This past year they increased their executive summit offerings by 80% and their webinar offerings by 40%. Some of the items covered were Officer Wellness, Empathetic Leadership, Communication Tactics, Legal issues, and other specialty topics. The Online Learning Network (OLN) also experienced tremendous growth, as of December 6, 2023 there are 34,390 students active in the platform. Since 2018 the number of training hours has increased by 1,150%, with hours increasing this year alone by 21.4%. As of December 6, 2023, there have been over a quarter of a million training hours completed in the OLN this calendar year. Hotz also

asked members to save the date for the upcoming Women in Criminal Justice Conference to be held in East Peoria April 10-11, 2024.

Hotz then noted the IROCC program is now housed under the Executive Institute, and they have hired Jeremy Wooldridge as the Program Director of EI-ASSIST. He is currently assisting in the transition of the IROCC employees to the ILET SB building, two program coordinators were onboarded on December 1, 2023.

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

Petty noted his report can be found under Tab 10 in the Board book, there are 11 attachments. Petty thanked the MTU Directors and their staff for serving the Board in the field. Petty stated there are three numbers to pay attention to, the federal and state funds which include the IDOT grants, the 10% [membership dues included in the amount] paid to the MTU's, and the cost to the agencies sending officers for training. Petty made note of the \$8.85 [per training hour] state and federal cost which is attributed to the MTU's for getting officers into the trainings. The overall cost to everyone involved is \$37.23 [per hour which includes federal, state, membership, and soft match].

C. *CIT ~ Jennifer Wooldridge*

Jennifer Wooldridge opened with a response from Ellen Petty (who was unable attend today's meeting) to a question asked earlier during the personnel report. Petty said the abolished positions are replaced because old positions are changed due to reorganization and the moving of duties. If a job position changes more that 30% of its allotted duties or new responsibilities, the position is abolished and a new position is created.

Wooldridge then addressed the idea of acquiring a CIT peer support comfort dog. She discussed the importance Aaron Landers and his comfort dog Winston, who attended the CIT trainings. Wooldridge pointed out that there is always a notable change in the officers when Winston would enter a room. Officers are visibly less stressed and tend to open up to each other as well as the instructors. This lets typically guarded officers relax and make greater personal connections with their peers which allows the instructors to better assist the officers with self-help resources. Wooldridge stated with the untimely loss of Aaron and in turn Winston, there is a noticeable difference in the officers in the classroom. To this, staff recently received a visit from Dinah the comfort dog. Dinah not only provided stress relief for staff, but an officer taking a test came out of the testing room for some dog snuggles. Wooldridge has spoken with Director Calloway about the possibility of acquiring a comfort dog for ILET SB. Wooldridge then made a formal request to obtain a comfort canine to help not only with the CIT training program, but also for test takers in office, Board staff, and any agency who may be in need of a visit. If approved, Board staff will gather information and then present to the Board for formal adoption at the March Board meeting.

**Motion was made by Neukirch, seconded by Davis, and carried by all members present to approve Board staff to gather information on the acquisition of a comfort dog with a presentation for formal adoption at the March Board meeting.**

Wooldridge then informed the Board of a new pilot program that members of the CIT training team are working on. These two instructors, both licensed clinicians, have created a new Officer Wellness course that includes PTSD. The program is eight hours and intended for individual self-care, with the opportunity for a retreat. These two instructors are also developing a Moral Injury class for police administrators on how they can assist their officers on this topic.

D. Specialty Training Update ~ Barbara Wood

Wood stated the SRO report, along with the six individuals requesting Board approval for Crash Reconstruction Specialist can be found under Tab 12.

E. Information Technology Update ~ Kelly Ingram

Ingram stated things are not slowing down for his team, and thanked Board staff for their help and support during all the changes. He noted his report is found under Tab 13.

**Motion was made by Nugent, seconded by Kelly, and carried by all members present to approve the Program Progress Reports.**

## XI. UNFINISHED BUSINESS

A. Mandated Annual Ethics Training for Board Members ~ Pat Hahn

Hahn reported 100% of staff have completed their annual Ethics and Harassment trainings for this calendar year, and 99% of the Board members have completed their trainings. These mandated trainings must be completed over the next couple of weeks [by the end of the calendar year].

B. SAFE-T Act Update ~ John Keigher

Keigher reported that 11 of the 13 Certification Panel Review members have been appointed, and a training for this group was conducted in late September. He also reported that the Board has a new purchasing officer who is very experienced with contracts and the Bid-buy system, so Keigher is working towards obtaining our Administrative Law Judges.

Regarding [Administrative] rules, certification requirements gave staff a three-year window to work around. As the deadline is approaching, the certification rules along with reciprocity changes, are coming together. Keigher hopes to have a draft to present to the Board before the March meeting.

C. Grant Update ~ John Keigher

Keigher reported the FY23 grant recipients are starting to provide their reporting, which is a new concept for the retention and recruitment grants. Staff hosted a training in October on the new reporting forms and it was well received. The Fall FY24 grant offerings have now closed and there are plans for more offerings in the Spring.

1. Camera Grant:

For the recently closed period, the Board received 159 Camera Grant Applications. Since agencies can now seek data storage they are asking for about \$8MM in funds, which is about three times the usual requested amount. Of these 159 applications about 75% of the applicants need to provide additional documentation. Due to this issue, staff will keep the applications open for a few more weeks to allow these agencies to add more documents so the Board is able to award as much as possible.

2. NIBIN Grant:

Staff has received 16 applications seeking \$1.5MM. All requests were for the advance funding option, with none of the applicants seeking reimbursement.

3. Recruitment & Retention:

96 Recruitment & Retention applications were submitted seeking \$30MM in funds. Since only \$10MM is available in the grant fund, a team review and scoring for competitive awards will be required. Staff hopes to have award announcements made at the end of the month.

It was noted that anyone having information on additional funds available for grants to pass that information to the Chairman or staff to be passed along to our Legislative liaison.

## **XII. NEW BUSINESS**

None



### XIII. PUBLIC INPUT

Marcus Hargrett, retired sergeant Cook County Sheriff's Office. Hargrett addressed the Board with his concerns regarding retired Cook County Corrections Officers not being allowed to apply for the Illinois Retired Officer Conceal Carry program.

### XIV. ANNOUNCEMENTS

Chairman Smoot announced the next Curriculum and School Standards Advisory Committee meeting, and the next Joint Finance & Legislative and Executive Committee meeting will be held on March 6, 2024, with the Quarterly Board meeting to be held March 7, 2024. All meetings will take place in Springfield, Illinois.

### XV. CLOSED SESSION ~ LAWSUITS & LITIGATION

**Motion was made by Watson, seconded by Redd, and carried by all members present to move into closed session at 9:54 a.m. to discuss litigation pursuant to 5 ILCS 120/2(c)(11) of the Open Meetings Act, and related closed session minutes from September 7, 2023 pursuant to 5 ILCS 120/2 (c)(21).**

**Motion was made by Watson, seconded by Kelly, and carried by all members present to move out of closed session at 10:41 a.m.**

Meeting room doors were opened, and attendees returned to the meeting.

**Motion was made by Neukirch, seconded by Carroll, and carried by all members present to approve, and keep closed, the Closed Session meeting minutes from September 7, 2023.**

### XVI. ADJOURNMENT

**Motion was made by Watson, seconded by Neukirch, and carried by all members present to adjourn the meeting at 10:41 a.m.**

