

**NORTH EAST MULTI-REGIONAL TRAINING, INC.**  
Mobile Team Unit # 3

**Minutes for the Special Meeting  
Of the  
FINANCE AND AUDIT COMMITTEE**

**March 10<sup>th</sup>, 2009 at 10:00 am  
Gurnee Police Department**

**I. CALL TO ORDER:** The Special Meeting of the NEMRT Finance & Audit Committee was called to order at 10:03 a.m. by Director James Wales, Chairman of the Committee.

**II. ROLL CALL: ESTABLISHMENT OF A QUORUM**

- A. Members Present: Chairman: Director James Wales; Members: Chief Douglas Larsson, Chief John Perkins, Chief Chuck Wernick, Chief Art Yancey and *ex officio member*: Director Philip Brankin.
- B. Members Absent/Excused: Chief William Gallagher, Chief Randall Melvin, and Chief Michael G. Newsome.
- C. NEMRT Staff members: Deputy Director Thomas Reasoner and Receptionist Martin Schaefer.

**III. APPROVAL OF MINUTES: January 13<sup>th</sup>, 2010:** After review and discussion, Chief Wernick made a motion to approve the minutes from the January 14<sup>th</sup>, 2009 Quarterly Meeting of the Finance and Audit Committee. With a second from Chief Larsson, the motion passed unanimously.

**IV. REPORT OF THE DIRECTOR:**

- A. FY 11 Illinois Law Enforcement Training Standards Board: Budget Message: Director Brankin reviewed with the Committee Members the Budget Message recently received from the ILETSB staff.
  - 1. Director Brankin provided the committee with brief explanation of the Budget Message for FY 11. He stated that the overall budget process was identical to last year's message. This budget has to be submitted to the Training Board by April 1, 2010. Following a review by IETSB staff members for completeness and accuracy, representatives from NEMRT will attend a budget hearing in Springfield to justify the submitted budget and to answer any questions from Board staff.

Director Brankin then advised the committee members that the message calls for three budget versions.

Finance and Audit Committee

- a) The first version must reflect no increase in overall expenditures and permits no increase to staff salaries.
- b) The second version does permit a 1% Personnel Increase. This increase may be increased or decreased in accordance with the Central Management Services pay plan adopted for state employees.
- c) The third and final version must reflect a 3% reduction in the state grant of surcharge dollars. Brankin cautioned that this reduction is a reduction only in state funding and does not affect membership dues or tuition revenue.

2. After additional discussion, the Committee accepted the report without taking formal action.

B. FY 11 Grant Application and Line Item Budget: Project Narrative: Director Brankin provided the committee with a brief overview of the Project Narrative.

1. The Director reviewed relevant portions of the FY 11 Project Narrative emphasizing that this project narrative was a critical part of the Grant Application. It is used to justify to the Training Board their investment of Surcharge Dollars to NEMRT.

Director Brankin noted to the members that the Training Committee will soon review the same document at their March 17th meeting and will formally vote on it there. It was provided to the Finance Committee for additional information and understanding of the ASSIST program grant process. This portion of the budget is a requirement every year by the Training Board.

2. Chief Larsson commented that the Project Narrative is very well laid out and that he is amazed at the great work produced by the NEMRT staff to generate this document. Director Brankin thanked him for the positive comments.

After additional discussion, the Committee accepted the report without taking formal action.

C. FY 11 Grant Application and Line Item Budget: Training Plan:

1. The Director then provided the committee members with the Training Plan for FY 11. The Training Plan, according to the Director, is what drives our budget. It determines line item expenses for Instructor Contractual, Student Handout and other critical areas.
2. He explained that while the Project Narrative paints a broad picture of the operation, the Training Plan presents a specific, identifiable plan of the in-service training to be provided to NEMRT members during FY 11. It lists the titles, expected delivery dates, certificate hours, expected enrollment levels and expected training man-hours for every in-service class to be delivered during FY 11.
3. Director Brankin explained that this Training Plan is not all inclusive. He said that we could add courses and remove courses as needed. He noted that the Training Board is notified when these changes occur.

4. The Director's report on the FY 11 Training Plan was presented for the committee's information and did not require formal action.

D. COLA Adjustment determinant: Director Brankin then asked Deputy Director Reasoner to brief the committee on the COLA adjustment determinant.

1. Deputy Director Reasoner advised this committee that we are required by our Staff Compensation Plan to calculate the Consumer Price Index and related COLA figures each January. He briefly reviewed a document of statistics by the U.S Department of Labor and based on that document the recommendation from them is to provide a 0.2% Cost of Living Increase.

Chief Larsson asked if NEMRT was mandated by the state to get health insurance through any specific vendor. Director Brankin replied that we were not. Chief Larsson asked if we had considered shopping for a better deal for health insurance. D/Director Reasoner replied that we use the Linden Group as our broker for insurance. We participate in their local government plan which caters to small municipalities. He is confident that we are getting the best coverage within our budget at this time.

2. This discussion is for information only and no formal action was taken at this time.

E. Proposed FY 11 Line Item Budget, with 0% COLA and 0% Merit: Director Brankin then gave an overview of the proposed budget containing all the same monetary levels as the previous year.

After further discussion, Chief Yancey made a motion that the Proposed FY 11 Line Item Budget, with 0% COLA and 0% Merit be recommended for approval by the NEMRT Advisory Board of Directors at their Special Meeting on March 25th. After a second from Chief Wernick, the motion passed unanimously.

F. Proposed FY 11 Line Item Budget, with 1% Merit:

Director Brankin gave an overview of the proposed budget containing a 1% increase in salaries as part of a Merit raise for staff. After further discussion, Chief Larsson made a motion to approve this budget for the Advisory Board. With a second from Chief Perkins, the motion passed unanimously.

G. Proposed FY 11 Line Item Budget with 3% Reduction in State Grant Funds:

1. Director Brankin gave an overview of the proposed budget containing a 3% decrease in state funds. The specific impact of the cut was reviewed as well as the increases in other revenue sources to offset the state reduction.
2. After further discussion, Chief Perkins made a motion to approve this budget for the Advisory Board. With a second from Chief Yancey the motion passed unanimously.

H. Proposed FY 11 Line Item Budget with 10% Increase in State Grant Funds:

1. Director Brankin gave an overview of the proposed budget containing a 10% increase in state funds. Some of the major items of note in this budget include: a 2% increase for office rent (per the lease), a \$13,000.00 reduction of premium for IRMA. Additionally, the IMPAK server which contains all of the training records is 7 years old. It has reached the end of its expected lifecycle and does not have enough memory to continue adding records. The FATS machines have exceeded their expected lifecycle by several years and will no longer be maintained. We have requested supplemental grant funding to replace the current systems and the ILETSB has given Executive Director Kevin McClain permission to issue supplemental grants as needed. Director Brankin also commented that there was \$400.00 travel for the CALEA conference that would be removed from the travel budget.
2. Chief Larsson asked if we were aware of departments who were not going to renew their membership in NEMRT. Director Brankin replied that we had heard of a few so far and expect the number of department who choose not to renew their membership to increase as training budgets are reduced due to the downturn in economic conditions.
3. Chief Larsson also asked about the automobile replacement plan; specifically do we purchase the cars. After Director Brankin replied that we do purchase our vehicles, Chief Larsson suggested that NEMRT explore the possibility of leasing vehicles instead. He believed that we can probably maintain the line item amount but replace the vehicles on a more frequent basis and/or increase the size of the vehicle fleet if needed.

The members of the committee discussed this option. It was noted that leasing a vehicle has considerable advantages for vehicles held in the fleet for no more than 4 years. NEMRT vehicles tend to remain in service for 7 years, but that is because they are owned and there is no compelling reason, other than mileage and age to turn them over. Director Brankin and D/Director Reasoner will explore this issue.

4. After lengthy discussion, Chief Larsson made a motion to approve this budget for the Advisory Board. With a second from Chief Wernick the motion passed unanimously.

V. **REPORT OF THE COMMITTEE CHAIRMAN:** There was no report made.

VI. **OLD BUSINESS:** There was no old business to discuss.

VII. **NEW BUSINESS:** There was no new business to discuss.

**VIII. ANNOUNCEMENTS:**

A. Quarterly Committee Meetings:

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| 1. | NEMRT Finance and Audit Committee Meeting:<br>Gurnee Police Department, Gurnee, IL               | 04/07/10 |
| 2. | NEMRT Personnel Committee Meeting:<br>Roselle Police Department, Schaumburg, IL                  | 04/16/10 |
| 3. | NEMRT Training and Curriculum Committee Meeting:<br>College of DuPage Board Room, Glen Ellyn, IL | 04/21/10 |
| 4. | NEMRT Policy and By-Laws Committee Meeting:<br>College of Du Page Board Room, Glen Ellyn, IL     | 04/23/10 |

B. Special Committee Meetings to Approve FY 11 Budget:

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| 1. | NEMRT Personnel Committee Meeting:<br>Roselle Police Department, Schaumburg, IL                  | 03/19/10 |
| 2. | NEMRT Finance and Audit Committee Meeting:<br>Gurnee Police Department, Gurnee, IL               | 3/10/10  |
| 3. | NEMRT Training and Curriculum Committee Meeting:<br>College of DuPage Board Room, Glen Ellyn, IL | 03/17/10 |

C. NEMRT Advisory Board Meetings:

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| 1. | NEMRT Annual Meeting, Election<br>The Abbington, Glen Ellyn, IL                                | 03/16/10 |
| 2. | NEMRT Special Meeting to Approve FY 11 Budget<br>College of Du Page Board Room, Glen Ellyn, IL | 03/24/10 |
| 3. | NEMRT Advisory Board of Directors Meeting:<br>College of DuPage Board Room, Glen Ellyn, IL     | 04/28/10 |

**IX. ADJOURNMENT:** A motion was made by Chief Yancey to adjourn the meeting and was seconded by Chief Wernick. The motion passed unanimously at 10:59 A.M.