

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

Minutes for the Quarterly Meeting
PERSONNEL COMMITTEE

April 17th, 2009
Roselle Police Department,
Roselle, Illinois

- I. CALL TO ORDER:** Chief James Kruger, Committee Chair, called the meeting to order at 10:01 A.M.
- II. ROLL CALL: ESTABLISHMENT OF A QUORUM:**
- A. Members Present: Committee Chairman: Chief James Kruger; Committee Members: Director Pamela Church, Chief Timothy Griffin, Chief Michael Holub, Chief Dan McCollum, Chief Daniel Palmer, and *ex officio members:* Director Phillip Brankin
 - B. Members Absent/Excused: Committee Members: Chief Joel Brumlik, Chief Debra K. Boyd, Commander Fernando Flores, and Chief Donald Kufner
 - C. Guests, Visitors and Other Attending Parties: NEMRT Staff: Mr. Michael Schoenfeld, Receptionist
- III. APPROVAL OF MINUTES: Minutes from the March 20th, 2009 meeting:** Chief Griffin made a motion that the minutes of the March 20th, 2009 meeting of the Personnel Committee be approved as written and submitted After a second from Director Church, the motion passed unanimously.
- IV. REPORT OF THE COMMITTEE CHAIRMAN:**
- A. Farewell to outgoing Committee Chairman: The letter requested by the committee to thank Richard Casler for his time as the committee chairman has been sent. A copy of the letter was provided to the Committee members within their agenda books.

After review and discussion, the Committee members accepted the report without taking formal action.
 - B. Farewell to outgoing Committee Member:

Director Brankin then provided copies of a recent newspaper article regarding Committee member Chief Timothy Griffin. The article contained quotes from Chief Griffin reflecting on his life in law enforcement. Griffin will be retiring on May 15th, 2009 and as such was also submitting his resignation from the Personnel Committee.

Chief Kruger and the assembled members of the committee thanked Chief Griffin for his time and effort serving on the Personnel Committee and wish him well in his future endeavors.

- C. Resignation of Dr. Jurkanin, Executive Director, ILETSB: Director Brankin took this opportunity to hand out copies of a memorandum received from the ILETSB. Thomas J. Jurkanin, the Executive Director, will be retiring from his position on the board as of May 1st to take a position as a Faculty Member in the School of Education and Behavioral Sciences, Department of Criminal Justice, at the Middle Tennessee State University (MTSU).

After review and discussion, the Committee members accepted the report without taking formal action.

V. REPORT OF THE DIRECTOR:

- A. Updated Report on the FY 10 Grant Application and Line Item Budget: Director Brankin provided an oral report to the Committee members regarding the current status of our FY 10 Grant Application and Line Item Budget.

1. He said that the line item budget recommended by the Personnel Committee was accepted by the Advisory Board of Directors without change. This Budget was submitted to Springfield and received on March 27th. We have not heard from the Training Board as to whether the budget was accepted. He said that we would probably hear from them in late June or July.
2. After review and discussion, the Committee members accepted the report without taking formal action.

- B. NEMRT's 2nd Re-Accreditation Mock On-Site Director Brankin made a report on the re-accreditation on-site which had taken place in February of 2009.

1. Director Brankin began with an overview of the CALEA Accreditation process and the requirements which a training academy, like NEMRT, must meet.
2. Brankin then reviewed with the Committee members the results of the on-site. He noted that NEMRT had only 2 files returned for maintenance which issues were resolved in minutes. At the exit interview, the two CALEA assessors were highly complimentary to NEMRT staff and even one assessor commented that this was the smoothest academy on-site she has ever been a part of.
3. After further discussion, the attending committee members congratulated all of the NEMRT staff and job very well done. The committee then accepted this report without taking formal action.

VI. OLD BUSINESS:

- A. The Issue of Legal Counsel for NEMRT's Board of Directors: Director Brankin gave a brief overview of the situation where the ILETSB informed NEMRT that the budget would no longer include funding for an independent legal counsel for NEMRT's board of Directors. The end result of a long debate on the subject has resulted in NEMRT maintaining separate legal counsel, but the counsel will serve on a pro bono basis.

The committee accepted this report without taking formal action.

B. Proposed Revisions to the NEMRT Personnel Code Section V, Para A:
Vacation Accrual Schedule: Director Brankin then explained a proposed change in General Leave Policies.

1. As background information, Brankin related the personal story of a NEMRT staff member who was under a severe financial strain. The idea to “cash in” a portion of unused vacation time was proposed to Director Brankin and reviewed by Advisory Board President Chuck Ghiloni. It was approved on a one time basis, with the admonition that this issue should be brought to the Personnel Committee for their review and action.
2. This issue was discussed at the October meeting of the Personnel Committee but no formal action was taken.
3. Director Brankin and staff proposed a change to the Personnel Code which would formalize the manner in which NEMRT staff could request and receive a cash buyout of unused vacation time. The proposed limitations on this would be once a fiscal year, with a total request of no more than 40 hours.
4. Discussion on this proposed change, lead to concerns of how much vacation time NEMRT staff members are allowed to have accrued at any time. Chief Griffin had noted last October that staff should continue to accrue vacation time in some fashion, even after they reach the cap imposed by the Personnel Code.
5. In response, Director Brankin and staff proposed a change to the Personnel Code which would meet the Chief’s concerns. Employees would still only be able to accumulate and retain unused vacation time up to a maximum of their annual vacation accrual rate.

However, once the employee reached the maximum amount of earned vacation, the employee shall continue to earn vacation time at the normal monthly rate, but any time not taken as vacation time during each month will be converted to sick time at the end of the month.

6. After further discussion Chief Kruger called for a motion to approval the “cash in” option to the NEMRT Personnel Code Section V. Chief Palmer then made that motion and was seconded by Chief Griffin. The motion then passed unanimously.
7. Chief Kruger then called for a motion to approve the change to the NEMRT Personnel Code Section V allowing for additional accrued vacation time over the maximum annual vacation accrual rate to be converted into sick time. This motion was made by Chief Palmer and seconded by Chief Griffin. The motion then passed unanimously.

VII. NEW BUSINESS:

A. Revised NEMRT Procedural Statement: Policy # 96-018, entitled: "Staff Compensation Policy": Director Brankin gave the committee members a brief overview of changes made to the NEMRT Procedural Statement: Policy # 96-018, entitled: "Staff Compensation Policy".

1. These changes were approved by the Advisory Board of Directors at their January meeting. Brankin went on to explain that the changes were made to allow NEMRT Policy to agree with the CMS plan that, as per the ILET SB, is the method by which raises and bonuses will be determined for NEMRT staff.
2. After further discussion the committee accepted this report without taking formal action.

VIII. ANNOUNCEMENTS:

A. Quarterly Committee Meetings:

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| 1. | NEMRT Policy and By-Laws Committee Meeting: Willowbrook Police Department, Willowbrook, IL | 04/24/09 |
| 2. | NEMRT Personnel Committee Meeting: Roselle Police Department, Roselle, IL | 04/17/09 |
| 3. | NEMRT Finance and Audit Committee Meeting: Gurnee Police Department, Gurnee, IL | 04/08/09 |
| 4. | NEMRT Training and Curriculum Committee Meeting: College of DuPage Board Room, Glen Ellyn, IL | 04/22/09 |

B. NEMRT Advisory Board Meetings:

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| 1. | NEMRT Advisory Board of Directors Meeting: College of DuPage Board Room, Glen Ellyn, IL | 04/29/09 |
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C. ILETSB Meetings:

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| 1. | Illinois Law Enforcement Training Standards Board Curriculum and Schools Standard Committee, Springfield, IL | 06/03/09 |
| 2. | Illinois Law Enforcement Training and Standards Board Quarterly Board Meeting, Springfield, IL | 06/04/09 |

IX. ADJOURNMENT: Chief Griffin made a motion to adjourn the meeting and a second was made by Chief Holub. The motion passed unanimously at 10:37 A.M.