

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

**Minutes for the Quarterly Meeting**  
***PERSONNEL COMMITTEE***

***Roselle Police Department Conference Room***  
***Roselle, Illinois***

April 22<sup>nd</sup>, 2011

- I. CALL TO ORDER:** This meeting of the NEMRT Personnel Committee was called to order by Committee Chairman James Kruger at 10:05 am on Friday, April 22, 2011.
- II. ROLL CALL: ESTABLISHMENT OF A QUORUM:**
- A. *Members Present:* Committee Chairman: Chief James Kruger; Committee Members: Chief Debra K. Boyd, Chief Ray Cordell, Deputy Chief Brad Grossman, Chief Michael Holub, Chief Dan McCollum, Chief Terry Mee, and *ex officio member:* Director Phillip Brankin
- B. *Members Absent/Excused:* Committee Members: Chief Joel Brumlik, Chief Steven Casstevens, and Director Dan Palmer
- C. *Guests and Visitors:* NEMRT staff: In-Service Training Coordinator Michael Schoenfeld and Deputy Director Thomas Reasoner.
- III. APPROVAL OF MINUTES: Minutes from the October 15<sup>th</sup>, 2010 Meeting:** Chief Holub made a motion that the minutes of the October 15<sup>th</sup>, 2011 meeting of the Personnel Committee be approved. After a second from Deputy Chief Grossman, the motion passed unanimously.
- IV. REPORT OF THE COMMITTEE CHAIRMAN:**
- A. *Resignation of Committee Member: Director Pamela Church:* Chief Kruger provided committee members with copies of the letter of formal resignation from member Director Pam Church. Director Church was elected to and accepted the position of President to the Board of Directors for NEMRT. Following the tradition set by previous Board Presidents, she resigned from all of her Committee memberships.
- B. *Appointment of new Committee Member: Steven R. Casstevens, Chief of Police, Cary, Illinois:* Chief Kruger then explained to the assembled committee members that Chief Steven Casstevens, from the Cary Police Department has been appointed to serve on the Personnel Committee. Due to prior obligations, Chief Casstevens was unable to be in attendance for this meeting. The other members look forward to the opportunity to work with Casstevens in the future.
- C. *Retirement of Chief Debra K. Boyd:* Chief Boyd took this opportunity to announce to the assembled committee members that this will be her last Personnel Committee Meeting. After a long career with the Governors State University Police Department, she will be retiring.

After a rousing chorus of congratulations from the other committee members, Chief Boyd expressed her thanks for the opportunity to work with everyone present.

**V. REPORT OF THE DIRECTOR:**

A. *FY 12 Illinois Law Enforcement Training Standards Board Budget Message:* Director Brankin reviewed with the Committee Members the Budget Message recently received from the Executive Director of the ILETSB.

1. In the main, he stated that the overall budget process was similar to last year's message, but with one major difference. This year, our Grant Application and Line Item Budget packet has to be submitted to the Training Board on May 1, 2011, rather than on April 1<sup>st</sup>.
2. Then, 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. Either Pamela Church, our Board President, or Jim Wales, our Finance and Audit Committee Chairman, will accompany Director Brankin to the budget hearing.
3. Director Brankin then advised the committee members that the message calls for two budget versions.
  - i) The first version must reflect no increase in overall expenditures and permits no increase to staff salaries.
  - ii) 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.

The past requirement of a third version reflecting a 3% reduction in state grant funding was not requested this year.

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

B. *FY 12 Grant Application and Line Item Budget Project Narrative:*

1. The Director reviewed with the members all the relevant portions of the FY 12 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. This portion of the budget is a requirement every year by the Training Board.
2. After further review and discussion, the Committee accepted the report without taking formal action.

C. *FY 12 Grant Application and Line Item Budget: Staff Program Goals and Objectives:*

1. With the Director, the committee reviewed the individual programs assigned to each of the four NEMRT divisions. The long and short term goals as well as the annual objectives for each program were also reviewed.

Director Brankin explained that each Deputy Director prepared these objectives with each of their respective staff members. These Goals and Objectives were then reviewed by the Director with each Deputy Director and submitted in draft to the Personnel Committee.

The accomplishment of individual objectives is the basis for staff job performance evaluations.

2. After review and discussion, a motion was made by Chief Holub to recommend to the Advisory Board of Directors their approval of the draft FY 12 Grant Application and Line Item Budget: Staff Goals Program Goals and Objectives. With a second from Chief Boyd, the motion passed unanimously.

D. *FY 12 Grant Application and Line Item Budget: Staff Job Descriptions:*

1. Director Brankin discussed the review process where each Deputy Director reviews, with their staff, the job descriptions assigned to those staff members to insure that all duties and responsibilities are current and up to date. Brankin noted that there were some minor changes made to many of the job descriptions to accommodate the evolution and growth of every individual member of the NEMRT staff.

Brankin noted there were no significant job actions written into this draft budget. No positions were added, eliminated, reduced to part-time status or reclassified.

2. After further discussion, a motion was then made by Chief Cordell to recommend to the Advisory Board of Directors the approval of the draft FY 12 Grant Application and Line Item Budget: Staff Job Descriptions. Chief Mee seconded the motion, which passed unanimously.

E. *COLA Adjustment determinant:*

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

F. 403B through American Funds for interested staff:

1. Deputy Director Reasoner gave a brief overview of the previously established program where NEMRT staff could funnel pre-tax dollars into an investment program. To date the program has allowed staff to select where and how they wish to invest. Recent changes in the law now dictate that if NEMRT wishes to allow the investment of pre-tax dollars in the such programs, NEMRT must in fact establish a plan administrator, the plan itself, and a third party plan administrator to provide oversight.
2. While currently allowing the two staff members to continue investing NEMRT is in fact, in violation of the new law. Reasoner has since made progress in establishing a plan with a small administrator located in Geneva. A number of other potential outlets were contacted, and this has been cited as the most appropriate for NEMRT to work with.
3. Reasoner outlined the cost associated to NEMRT, including an \$800 setup fee for the first year, and \$300 annual fee thereafter to maintain the program.
4. After further review and discussion, the Committee accepted this report without taking formal action.

G. Proposed FY 12 Line Item Budget, PERSONNEL SERVICES Section: with 0% COLA and 0% Merit:

1. Director Brankin then addressed the Personnel Services Section of the first version of the Budget to be submitted to the ILETSB. This version reflects no staff salary increases for FY 12.  
  
Of special note, Director Brankin stated that as per Blue Cross Blue Shield, NEMRT is likely to see a 5% decrease in cost for Health Benefits in FY 12. Brankin also went on to note that this decrease would not come at the cost of a decrease in benefits.  
  
Brankin also noted to the committee members that NEMRT's IMRF contribution rate is also projected to decrease slightly in the coming fiscal year.
2. Director Brankin then called attention to the decreases in Tuition collected and an increase in membership dues collected. This has been a progressing trend lately. New departments are seeking membership for the excellent cost to training ration that NEMRT provides. While at the same time, courses with higher tuition costs are simply not drawing the number of students they once did.
3. Director Brankin noted the increase to the equipment section. NEMRT is working to purchase two new BAT machines in the coming fiscal year. Also some more weapons for the new MEGGITT systems. Brankin also noted that NEMRT will be sending issue papers to the ILETSB to see if any of these larger purchases for FY 12 could be paid for with extra grant funding in FY 11 instead.

4. After further review and discussion, Deputy Chief Cordell made a motion to recommend to the Advisory Board of Directors their approval of the Proposed FY 12 Line Item Budget, PERSONNEL SERVICES Section: with 0% COLA and 0% Merit. After a second from Chief Mee, the motion passed unanimously.

H. Proposed FY 12 Line Item Budget, PERSONNEL SERVICES Section, with 1% Merit:

1. Director Brankin explained that this version of the budget was nearly the same as the previous with the exception of a 1% increase in salary for NEMRT staff members.
2. After further review and discussion, Deputy Chief Cordell made a motion to recommend to the Advisory Board of Directors their approval of the Proposed FY 12 Line Item Budget, PERSONNEL SERVICES Section: with 1% Merit . After a second from Chief Mee the motion passed unanimously.

**VI. OLD BUSINESS:**

A. Military Leaves of Absence:

1. Director Brankin informed the committee that currently two staff members of NEMRT are serving with the Army Reserves.
  - a) Marty Schaefer is currently deployed overseas in Afghanistan. This is Schaefer's third tour overseas, the first two having been to Iraq.
  - b) Joe Schweihs is currently being deployed across the states to various bases. He is operating as and IT Specialist and working to install or upgrade network systems.
2. Chief Holub took this opportunity to mention the work being done by the ESGR and NEMRT. The two agencies have been working with the ILETSB to bring into fruition a waiver program to allow Military Police Personnel to transition into police officer positions.

ILETSB staff is currently reviewing the training regiments for MP's on a line by line basis to see what material would be required for a transition course. They will also be looking at such programs already in practice in other states.

Holub also expressed a hope that if this program does succeed similar transition course can be created for Army Medics seeking a stateside position as a Paramedic.

D/Chief Cordell asked if there has been any indication who would be providing the training, should the program become a reality. Director Brankin believes that the training would be handled at the traditional Full-Time Academies just as the current Transition course for out of state police officers is conducted.

B. IRMA IMAP Assessment and Member Service Plan:

1. IMAP Results: Director Brankin was please to provide the members of the Personnel Committee with the results of our December 2010 IRMA Management Assessment Agency Report. Brankin congratulated D/Director Reasoner on all his hard work, and then Reasoner explained the process and results of the Assessment.
  - a) The IMAP report is conducted every three years by staff from the Intergovernmental Risk Management Agency (IRMA) in an effort to evaluate NEMRT’s risk management program. The assessment examines our Safety program, Liability program, Human Resource Management and all other areas which contribute to litigation and loss.
  - b) Our previous assessment was in December of 2007, and NEMRT was rated at “Very Good” with a 75% score.
  - c) We improved dramatically and were rated as “Excellent” with a 95% score.

<b>IMAP Program Categories</b>	<b>I. Risk Management Administration</b>	<b>II. Employment Practices</b>	<b>III. Injury &amp; Liability Prevention</b>	<b>Total Compliance Percentage</b>
Administration	96%	96%	85%	<b>95%</b>
Police	N/A	N/A	N/A	<b>N/A</b>
Fire	N/A	N/A	N/A	<b>N/A</b>
Public Works	N/A	N/A	N/A	<b>N/A</b>
Parks & Recreation	N/A	N/A	N/A	<b>N/A</b>
<b>Member Compliance Percentage (%)</b>	<b>96%</b>	<b>96%</b>	<b>85%</b>	<b>95%</b>

<b>Compliance Classification</b>			<b>History of Past Evaluations</b>	
Exceptional	90% - 100%		Year	Rating
Very Good	80% - 89%		2007	75%
Good	70% - 79%		2008	
Needs Improvement	60% - 69%		2009	
Unsatisfactory	Below 60%		2010	95%

- d) Additionally, we were rated first among all 72 IRMA members in two important rating categories:
  - i) Claims to Contribution: with a Ratio of 0.00%
  - ii) Target Experience Variance with a Percentage of 0.00%
- 2. 2011 Contribution Allocation: Reasoner reported that all of our annual contribution to IRMA has been allocated to Administration since we have no police, fire or public works function.
- 3. The committee congratulated NEMRT on its fine showing but took no formal action.

**VII. NEW BUSINESS:**

A. FY 10, Financial Statements and Auditor's Report:

- 1. Director Brankin noted that part of the grant conditions that NEMRT operates under call for an annual audit to be performed within 120 days of the end of the fiscal year.
- 2. For FY 10, the ILETSB attempted have the bid process managed by Illinois' Department of Central Management Services, but was met with untimely delays and scheduling problems.
- 3. At the direction of our Advisory Board of Directors, NEMRT contracted with Sikich LLC of Aurora and Springfield for the conduct of our FY 10 audit. During the week of January 10 through 14, 2011, the auditors were on-site at NEMRT conducting the audit.
- 4. Deputy Director Reasoner directed the Committee's attention to the two findings: *lack of controls over financial statement preparation and inadequate controls over accounts receivable and revenue.*

Reasoner attributes these findings to the difficulty in adequately closing both accounts at the end of the year. Because of changes instituted in accounting standards for non-profits, auditing standards regarding these two issues have been noticeably tightened. The difficulty with this is that so many NEMRT programs take place during the last 3 weeks of June. Neither revenues nor expenditures from these late classes can be readily included within the fiscal year in which they occurred. This leads directly to these three findings. Work is and will continue to be undertaken to alleviate and meet the growing concern that auditing standards stress on these activities.

Another complication found this year with these finding was the discrepancy between NEMRT's final numbers and those of the independent Accountant. After much searching, the problem was found to be a software glitch. NEMRT staff, aided by the computer program developers discovered that entries to the system would not zero out any tuition bill which had been corrected, thus causing an inaccuracy between the accounts receivable totals maintained by staff and those maintained by our outside contractual auditor. This problem within the system is being addressed.

- 5. After further discussion, the Committee accepted this report without taking formal action.

B. 1.67% raise provided to staff by the ILETSB for FY 11:

Director Brankin was happy to present to the committee the updated FY 11 Budget page for Personnel Services. Reflected on the page was the awarded 1.67% increase for all NEMRT staff. This raise was determined and approved by the ILETSB in March of 2011.

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:<br>Park Ridge Police Department, Park Ridge, IL       | <b>04/21/11</b> |
| 2. | NEMRT Personnel Committee Meeting:<br>Roselle Police Department, Roselle, IL                      | <b>04/15/11</b> |
| 3. | NEMRT Finance and Audit Committee Meeting:<br>Gurnee Police Department, Gurnee, IL                | <b>04/13/11</b> |
| 4. | NEMRT Training and Curriculum Committee Meeting:<br>College of Du Page Board Room, Glen Ellyn, IL | <b>04/20/11</b> |

B. NEMRT Advisory Board Meetings:

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| 1. | NEMRT Advisory Board of Directors Meeting:<br>College of Du Page Board Room, Glen Ellyn, IL | <b>04/27/11</b> |
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C. ILETSB Meetings:

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| 1. | Illinois Law Enforcement Training Standards Board<br>Curriculum and Schools Standard Committee, Fairview Hts, IL | <b>06/01/11</b> |
| 2. | Illinois Law Enforcement Training and Standards Board<br>Quarterly Board Meeting, Fairview Hts, IL               | <b>06/02/11</b> |

**IX. ADJOURNMENT:** Chief Holub made a motion to adjourn the meeting and a second was made by Deputy Chief Grossman. The motion passed unanimously at 11:17 am.