

NORTH EAST MULTI-REGIONAL TRAINING, INC.

Mobile Team Unit # 3

Minutes for the Quarterly Meeting of the *PERSONNEL COMMITTEE*

Friday, October 16th, 2009, 10:00 am
Roselle Police Department Conference Room
Roselle, Illinois

- I. CALL TO ORDER:** The Quarterly Meeting of the NEMRT Personnel Committee was called to order at 10:00 a.m. by Chief James Kruger, Chairman of the Committee.
- II. ROLL CALL: ESTABLISHMENT OF A QUORUM:**
- A. Members Present: Chairman: Chief James Kruger, Members: Chief Joel Brumlik, Director Pamela Church, Deputy Chief Ray Cordell, Deputy Chief Brad Grossman, Chief Michael Holub, Chief Dan McCollum, Chief Dan Palmer; and *ex officio* member: Director Phil Brankin.
- B. Members Absent/Excused: Members: Chief Debra K. Boyd, Commander Fernando Flores, and Chief Terry Mee.
- C. Introduction of Guests, visitors and other attending parties: NEMRT Staff Member: Receptionist Michael Schoenfeld.
- D. Farewell to Outgoing Member: Chief Don Kufner, Bradley Police Department:
- Chief Kruger requested that a letter of thanks and farewell to Chief Don Kufner for his excellent work on the Personnel Committee. Chief Palmer made a motion to have NEMRT send a letter of thanks and farewell to Chief Kufner on behalf of the entire committee. The motion was seconded by Director Church and passed unanimously.
- E. Welcome to New Committee Members: The members of the committee joined Chief Kruger and Phil Brankin in welcoming the newest members of the NEMRT Personnel Committee. They include:
1. D/Chief Ray Cordell, South Barrington Police Department
 2. Chief Terry Mee, East Dundee Police Department
 3. D/Chief Brad Grossman, Palatine Police Department
- D/Chief Grossman and D/Chief Cordell introduced themselves to the committee and thanked those in attendance for the opportunity to serve on the committee. Director Brankin noted that Chief Mee was unable to attend this meeting.

The members all agreed that D/Chiefs Grossman and Cordell will be tremendous assets to the Committee.

III. APPROVAL OF MINUTES: Minutes from the April 17th, 2009 Meeting: Chief Holub made a motion that the minutes of the April 17th, 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. Listing of NEMRT Advisory Board & Committee Meeting Dates for FY 10: Chief Kruger provided the Personnel committee with the upcoming meeting dates for all NEMRT committees as well as the Advisory Board for FY 10.

The committee accepted the report without taking formal action.

V. REPORT OF THE DIRECTOR:

A. Director's Annual Audit of Equal Employment Opportunity Plan: Director Brankin spoke briefly on his Annual Audit of Equal Employment Opportunity Plan. The report was provided to Committee members as part of the meeting agenda.

1. Director Brankin explained that the Audit examines all changes that were made in FY 09 to the Personnel Code, or to any policies or procedures, with an eye toward determining their impact on our ability to maintain a workplace free from any discrimination or harassment.

a) Additionally, the Director's audit examines and looks for patterns in grievances filed and discipline awarded during the past year. Director Brankin was happy to report that there were no instances of disciplinary action being taken against any employee during FY 09. Nor were there any grievances filed.

b) There were however three instances of discipline taken against instructors. All three actions were taken in full compliance with all NEMRT policies and procedures.

c) Chief Palmer asked if this represents an increase in investigations. Director Brankin did state that three actions taken does seem to be an oddity. It is NEMRT's hope that this year was simply an anomaly and that NEMRT will not have to take this much disciplinary action again in the next year.

2. Director Brankin noted that we have been successful in meeting the three main objectives of the Equal Employment Opportunity Plan. All candidates and all employees have been considered and rated only on the basis of their qualifications of experience, training, physical aptitude, abilities, skills, knowledge, personal character, and integrity as required by the position's job

description. No discrimination has been exercised in any manner by any NEMRT official, agent, or employee against, or in favor of religious opinions or affiliations, or because of race, creed, color, national origin, sex, age, or physical condition. An individual's political affiliation, preference or opinion has not in any way influenced his or her appointment, retention or promotion.

3. Director Brankin also took this opportunity to mention that NEMRT won the Pro Patria award this year. This award was given for NEMRT's exceptional support of two employees as they served time with the U.S. Military Reserves.
4. After further review and discussion, Chief Palmer made a motion to recommend to the Advisory Board of Directors of NEMRT that they accept the "*Director's Annual Audit of Equal Employment Opportunity Plan*" as submitted. With a second from Chief Brumlik, the motion passed unanimously.

B. *NEMRT's Recruitment Plan: Revised for 2010:* The Director reviewed with the assembled Committee members the newest revision to our NEMRT Recruitment Plan.

1. Director Brankin reminded the committee members that the first NEMRT recruitment plan had been written and approved in May of 1999. That plan, using 1990 census data, had been revised, reviewed and approved every year on the anniversary date of publication. The last review and revision was scheduled for and completed in May of 2008. This was the last scheduled revision of that plan. This Recruitment Plan has been entirely rewritten to keep it as fresh and current as possible.
2. This plan contains 2009 Labor and Market Information and Population statistics based on 2000 census data. These statistics were obtained from the Illinois Department of Employment Security, Labor Market Information division.
3. The Director explained at length how to read and interpret the AVAILABILITY UTILIZATION/UNDERUTILIZATION REPORT as contained within the Recruitment Plan.
4. After further review and discussion, Director Church made a motion to recommend to the Advisory Board of Directors of NEMRT that they accept the "*Recruitment Plan: Revised for 2010*" as submitted. With a second from Chief Holub, the motion passed unanimously.

C. *Director's Career Development Report for FY 09:*

1. Director Brankin then drew the committee's attention to the report detailing the amount of continuing education and career development received by NEMRT staff during FY 09.
2. Director Brankin noted that this year set a new record for training hours received. He did further admit that the record will likely stand for quite some time. Two major contributing factors were In-Service Training Manager Shelley Johnson who completed the 350 Hour Staff and Command Class. The other factor was IT Manager Joe Schweih's 758 hours of specialized training he received via the US Army.

3. Director Brankin noted that only one employee failed to meet their mandated 16 hours of career development training. This was due to a last minute cancellation of training course for which the employee was registered. Due to this cancellation, the training hour requirement was not met by this employee . All other staff members did meet their annual training goals.

Overall, NEMRT employees received a total 1,567.5 hours of training.

4. After further review and discussion D/Chief Cordell made a motion to recommend to the Advisory Board of Directors of NEMRT that they accept the “*Director’s Career Development Report for FY 09*”. With a second from D/Chief Grossman, the motion passed unanimously.

D. *Director’s Annual Review of the Staff Classification Plan:* Director Brankin presented the committee with the *Director’s Annual Review of the Staff Classification Plan* dated July 28th 2009. The plan was reviewed in accordance with the provisions of Director’s procedure # 020.

1. As noted in the report, during FY 09, one employee petitioned the Director for a reclassification of her position due to an increase in the scope of her assigned duties. After a thorough review, the position was reclassified from a G-4 to a G-5.

Again, during FY 09, the Director initiated a reclassification request for a staff member who had been given the duties of assistant Accreditation Manager. That position was reclassified from a G-2 to a G-4.

2. After discussion, a motion to recommend to the Advisory Board of Directors of NEMRT that they accept the Director’s review of the classification plan as submitted was made by Chief Holub and seconded by Chief McCollum. The motion passed unanimously.

E. *Pandemic Response Plan:* Director Brankin provided committee members with the recently created Pandemic Response Plan. Brankin further explained that the creation of this plan was in response to the growing concerns of a H1N1 pandemic.

1. Within the plan, NEMRT addresses mission critical staff and contingency plans should those individuals become unable to report to work. Also noted was attention to plans should employees, instructors, or host site become suddenly unavailable.
2. This report was for information only and after further discussion the committee moved on without taking formal action.

VI. OLD BUSINESS:

A. *FY 09, Draft Financial Statements and Auditor’s Report :*

1. Director Brankin apologized to the committee for not having a draft of the FY 09 Audit. At this time, the draft has not yet been received from Sikich. The legal

deadline for receipt is at the end of October. This report will be discussed in the next Personnel Meeting.

2. This report was for information only and after further discussion the committee moved on without taking formal action.

B. FY 10 Grant Application and Line Item Budget Issues:

1. At this time the ILETSB has approved our budget but no Statement of Award has been received. Director Brankin noted that the ILETSB has had to move their offices on very short notice and the Statement of Awards for all MTU's have been delayed. Also adding to the delay is the recent retiring and/or resignation of several employees.

Director Brankin also informed the committee that working with the new Executive Director, Mr. Kevin McClain has been a pleasure and we expect the Statement of Award to arrive soon.

2. This report was for information only and after further discussion the committee moved on without taking formal action.

VII. NEW BUSINESS:

A. Draft Revisions to the NEMRT Personnel Code:

1. Section III, Para C: "Hospitalization and Life Insurance": While this section of the Personnel Code has not been altered in either purpose or execution, the wording included has been changed to better correspond with the words used in the new 2nd edition CALEA standards.

After review and discussion D/Chief Grossman made a motion to recommend to the Advisory Board of Directors that they approve the changes to Section III, Para C: "Hospitalization and Life Insurance". With a second from Chief Holub, the motion passed unanimously.

2. Section IV: Para C: "Sick Time Accrual/Use": Director Brankin noted that this change came in direct response to the creation of the Pandemic Response Plan.
 - a) The Personnel Code was revised so that the Director or his senior staff have the authority and responsibility to send home employees exhibiting systems of sickness.

Further discussion was made regarding the forced use of Sick Time. Director Brankin noted that in exceptional cases of an employee not having enough sick time to cover their absences will be addressed on a case by case basis.

- b) After further discussion, Chief Holub made a motion to approve changes made to Section IV: Para C: "Sick Time Accrual/Use". With a second from Chief Brumlik, the motion passed unanimously.

- B. Newly Revised Procedure Statements Affecting Personnel Services: Director Brankin informed the committee that changes have been made to several internal procedures. Some of these changes were due to recent changes in the State Ethics Act, and some were due to the revised 2nd edition CALEA standards.

1. Director's Procedure # 012, entitled: "Staff Recruitment"
2. Director's Procedure # 022, entitled: "Public Information & Education"
3. Director's Procedure # 012, entitled: "Ethics Act Compliance"
4. Administrative Procedure # 113, entitled: "New Employee Orientation"

The changes to each procedure were reviewed in detail.

This report was for information only. After further review and discussion the committee accepted this report without taking formal action.

VIII. ANNOUNCEMENTS:

- A. Quarterly Committee Meeting Dates:

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| 1. | NEMRT Finance and Audit Committee Meeting,
Gurnee Police Department, Gurnee, Illinois | 10/07/09 |
| 2. | NEMRT Personnel Committee Meeting
Roselle Police Department, Roselle, Illinois | 10/16/09 |
| 3. | NEMRT Training and Curriculum Meeting,
College of Du Page Board Room, Glen Ellyn, Illinois | 10/21/09 |
| 4. | NEMRT Policy and By-Laws Committee Meeting
Willowbrook Police Department, Willowbrook, Illinois | 10/23/09 |

- B. Quarterly Advisory Board Meeting Dates:

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| 1. | NEMRT Advisory Board of Directors Meeting:
College of Du Page Board Room, Glen Ellyn, Illinois | 10/28/09 |
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- C. ILETSB Committee and Board Meetings:

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| 1. | ILETSB Committee Meetings:
Chicago, Illinois | 12/09/09 |
| 2. | ILETSB Quarterly Meeting:
Chicago, Illinois | 12/10/09 |

- IX. ADJOURNMENT:** Chief Palmer took this opportunity to recognize the excellent work Director Brankin does to assist member departments in receiving re-/accreditation from CALEA.

Chief Holub then made a motion to adjourn the meeting. With a second from Director Church the motion passed unanimously. The meeting was adjourned at 11:05 A.M.