

NORTH EAST MULTI-REGIONAL TRAINING
Mobile Team Unit # 3

Minutes for the Quarterly Meeting
of the
POLICY AND BY-LAWS COMMITTEE

April 24, 2009
Willowbrook Police Department, Willowbrook, Illinois

- I. CALL TO ORDER:** Chief Edward Konstanty, 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 Edward Konstanty; Committee Members: Deputy Chief Dale Gustafson; Chief Robert LaMantia; Chief Ronald Porter; and *ex officio* member Director Phillip Brankin.
- B. Absent/Excused: Committee Members: Chief Raymond Byrne; Deputy Chief Nate Romeo; Chief Ronald Moser; and *ex officio* member Mr. Chuck Hervas, Legal Counsel to the Advisory Board.
- C. Guests, Visitors and other Attending Parties: NEMRT Staff: Deputy Director Thomas Reasoner; and Receptionist Michael Schoenfeld.
- III. APPROVAL OF MINUTES:** From the October 24th, 2008 Meeting: Chief Porter made a motion that the minutes of the October 24th, 2008 meeting of the Policy & By Laws Committee be approved. With a second from Deputy Chief Gustafson, the motion passed unanimously.
- IV. REPORT OF THE COMMITTEE CHAIRMAN:** Chief Konstanty had nothing to report at this time. However, he did note that he would be giving a report during the portion of the meeting devoted to Old Business.
- V. REPORT OF THE DIRECTOR:**
- A. FY 10 Grant Application and Line Item Budget Issues: Director Brankin explained that this committee is the only one not directly involved with the approval of the budget. At the end of March the NEMRT budget was approved by the Advisory Board and sent to Springfield for the ILETSB approval.
1. FY 10 Illinois Law Enforcement Training Standards Board:
Budget Message:
 - a) Director Brankin provided this committee with brief explanation of the Budget Message for FY 10. He stated that the budget message was similar to last year's message. He said that we will move forward with

the calculations from FY 09 which is accurate in terms of actual revenues and expenses. This budget has to be submitted to the Training Board by April 1, 2009.

- b) Director Brankin advised the committee members that the message calls for three budget versions.
 - The first version must reflect no increase in overall expenditures and permits no increases to staff salaries.
 - The second version does permit a 1% Personnel Increase. This increase may be increased or decreased in accordance with the Central Management Services pay play adopted for state employees.
 - The third and final version must reflect a 3% reduction in the state grant of surcharge dollars.
- c) Director Brankin made special note of guideline 3, which state “Retirement & employee insurance should be actual FY 2009 rates.” Brankin went on to express the frustration felt by himself and staff as these cost are already known to be increasing in the coming year. Director Brankin explained that he and Chief Jones attached a cover letter to address the issue.
- d) After additional discussion, the Committee accepted the report without taking formal action.

2. FY 10 Grant Application and Line Item Budget: Project Narrative:

- a) The Director reviewed relevant portions of the FY 10 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.
- b) After additional discussion, the Committee accepted the report without taking formal action.

3. FY 10 Grant Application and Line Item Budget: Training Plan:

- a) The Director then reviewed with the committee members the FY 10 Grant Application and Line Item Budget, Catalog Training Plan. 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.
- b) Director Brankin 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 10. 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 10.

- c) Both the draft Job Descriptions and the Goals and Objectives for FY 10 were previously approved by the Personnel Committee and the Board of Directors.
 - d) After additional discussion, the Committee accepted the report without taking formal action.
4. COLA Adjustment determinant: 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 and based on that document the recommendation from them is to provide a 1.8% Cost of Living Increase.

The Committee accepted the report without taking formal action.

5. Proposed FY 10 Line Item Budget, with 0% COLA and 0% Merit:
- a) Director Brankin gave an overview of the proposed budget containing all the same monetary levels as the previous year.
 - b) This proposed budget had been previously approved by the Finance and Audit Committee and the Board of Directors.
 - c) After additional discussion, the Committee accepted the report without taking formal action.
6. Proposed FY 10 Line Item Budget, with 1% Merit:
- a) Director Brankin gave an overview of the proposed budget containing a 1% increase in salaries as part of a Merit raise for staff.
 - b) This proposed budget had been previously approved by the Finance and Audit Committee and the Board of Directors.
 - c) After additional discussion, the Committee accepted the report without taking formal action.
7. Proposed FY 10 Line Item Budget with 3% Reduction in State Grant Funds: Director Brankin gave an overview of the proposed budget containing a 3% decrease in state funds.

- a) Director Brankin gave an overview of the proposed budget containing a 3% reduction in state funds.
- b) This proposed budget had been previously approved by the Finance and Audit Committee and the Board of Directors.
- c) After additional discussion, the Committee accepted the report without taking formal action.

During additional discussion Chief LaMantia thanked NEMRT for maintaining the low cost and high quality of their training. Despite the recent economic downturn NEMRT is still dedicated to providing our member agencies with the level of training they need and deserve.

B. Changes to the NEMRT Advisory Board of Directors:

1. Director Brankin gave a brief overview of the results from the Annual Meeting election of Directors for the Advisory Board of Directors. All Directors whose terms were set to expire have been re-elected to serve for the next three years.

Also noted was the new make-up of the Executive Committee.

2. After further discussion the committee accepted this report without taking formal action.

VI. OLD BUSINESS:

A. The Issue of Legal Counsel for NEMRT's Board of Directors: Director Brankin reminded committee members of an issue directed to the Advisory Board regarding the inclusion of Legal Counsel as a line item in the FY 09 Budget.

1. Chief Konstanty went on to relate his experience at the December ILETSB meeting when he argued that Legal Counsel was both beneficial and necessary for NEMRT's Advisory Board of Directors. In the wake of this debate Mr. Dan Nelson, Legal Counsel to the ILETSB indicated at the January Advisory Board meeting that NEMRT did indeed need independent counsel and that he himself could not be the one to provide it. At that meeting Mr. Nelson did provide several options for Counsel to the Board. The end result is now that Mr. Chuck Hervas has come back onboard with the Advisory Board on a Pro Bono basis.
2. In closing Chief Konstanty and the members of the committee wished Dr. Jurkanin well and good luck in his new position down in Tennessee.

VII. NEW BUSINESS:

A. Revised NEMRT Procedural Statement: Policy # 96-018, entitled: "Staff Compensation Policy":

1. Director Brankin reviewed with the committee changes made to the Staff Compensation Policy. These changes were made to bring NEMRT policy in line with the State mandated CMS pay plan. This is the system used in FY 09 for distributing raises and bonuses to employees.
2. After further discussion Chief LaMantia made a motion to approve the changes to NEMRT Procedural Statement: Policy # 96-018, entitled: "Staff Compensation Policy". With a second from Chief Porter the motion passed unanimously.

B. Draft # 1, Revised "Standards for Public Safety Training Academies":

1. Director Brankin gave a brief overview of the Standards for Public Safety Training Academies. This edition contains a few minor changes. Furthermore NEMRT has been speaking with CALEA personnel to be certain that everything contained is acceptable.
2. After further discussion the committee accepted this report without taking formal action.

- C. 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.
 4. The committee then accepted this report without taking formal action.

IX. 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 |

- X. **ADJOURNMENT:** Before adjourning Chief LaMantia posed a question for Director Brankin. While the agenda books for these meetings are excellent, would it benefit NEMRT to provide committee members with a PDF instead of a printed copy? Director Brankin and Deputy Director Reasoner commented that with the recent return of IT Manager Joe Schweihs this could be possible. Brankin also noted that the printing company who produces the book for NEMRT does so at a very reasonable price.

With that settled, Chief LaMantia made motion to adjourn and was seconded by Chief Porter. The motion passed unanimously and the meeting adjourned at 10:58 A.M.