

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

Minutes for the Special Meeting
Finance and Audit Committee Minutes – March 8th, 2017of the
FINANCE AND AUDIT COMMITTEE

March 8th, 2017
Campton Hills Police Department

I. ROLL CALL: Chairman Emad Eassa called the Special Meeting of the NEMRT Finance & Audit Committee to order at 10:00 a.m.

II: ESTABLISHMENT OF A QUORUM:

- A. Members Present: Chairman: Chief Emad Eassa; Committee Members: Chief Shawn Beane, and Chief Michael Kilbourne; *Ex Officio Member:* Director Tom Reasoner.
- B. Members Absent/Excused: Committee members: Chief James R. Black, Chief Daniel Hoffman, Chief James Keegan, and Chief Thomas Roman.
- C. Visitors, Guests and Other Invited Parties: NEMRT Staff Members: Mary Pocius, Financial Specialist; and Martin Schaefer Training Coordinator.

III. APPROVAL OF MINUTES: January 11th, 2017: Chief Kilbourne made a motion to approve the minutes from the January 11th, 2017 Quarterly Meeting of the Finance and Audit Committee. With a second from Chief Beane, the motion passed unanimously.

IV. REPORT OF THE DIRECTOR:

- A. Updated Report on the FY 18 Grant Application and Line Item Budget:
 - 1. FY 18 Illinois Law Enforcement Training Standards Board Budget Message: Director Reasoner reviewed with the Committee Members the Budget Message recently received from the Executive Director of the ILETSB.
 - a) In the main, he stated that the overall budget process was similar to last year's message. Significantly, just as it did last year, Director Reasoner advised the committee members that the FY 18 budget message did call 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.
 - iii) However, the ILETSB also called for a third budget – with a 1% increase in the TRAINING Category.
- b) The overall time frame for the process was the same. Following a review by ILETSB 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, our Board President, or our Finance and Audit Committee Chair, will accompany Director Reasoner to the budget hearing.
- c) There were no changes made by the staff at the ILETSB to the FY 18 Conditions of Award for the Grant.
- d) After additional discussion, the Committee accepted the report without taking formal action.
2. FY 18 Grant Application and Line Item Budget: Project Narrative: Director Reasoner provided the committee with a brief overview of the Project Narrative.
- a) The Director reviewed relevant portions of the FY 18 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 Reasoner noted to the members that the Training Committee will soon review the same document at their March 15th, meeting and will formally vote to approve it then. It was provided to the Finance Committee for additional information and better understanding of the ASSIST program grant process.
- b) After additional discussion, the Committee accepted the report without taking formal action.
3. FY 18 Grant Application and Line Item Budget: Training Plan: The Director then provided the committee members with the Training Plan for FY18.
- a) 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) 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 FY18. 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 FY18.
- c) Director Reasoner 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.
- d) This report was for information only and did not require formal action.

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

4. Proposed FY 18 Line Item Budget, with 0% COLA and 0% Merit: Director Reasoner then gave an overview of the first proposed line item budget containing neither Merit nor COLA raises for staff.

- a) Director Reasoner reviewed with the committee members each of the major budget categories, including Personnel Services, Operation of Auto, Contractual Services, Commodities, Travel, Equipment and Training.

Reasoner then reviewed each of the major revenue sources, including Membership Hard Match (dues), Project Income, (tuition) and ILET SB grant for FY 18. They also compared these revenue totals with those of FY 17.

- b) Chief Beane made a motion that the Proposed FY 18 Line Item Budget, with 0% COLA and 0% Merit be recommended to the NEMRT Advisory Board of Directors for their approval at their meeting on March 21st, 2017. After a second from Chief Kilbourne, the motion passed unanimously.

5. Proposed FY 18 Line Item Budget, with 0% COLA and 1% increased spending in TRAINING.

- a) Reasoner reviewed the changes made to the TRAINING categories.

- i) The TRAINING Budget Category increased by 1% or \$11,019.00.

- iii) The ILET SB Grant was not increased in accordance with board guidance, thus creating a deficit of \$11,686.00.

- c) Chief Kilbourne then made a motion that the Proposed FY 18 Line Item Budget, with 1% increase for TRAINING, be recommended to the NEMRT Advisory Board of Directors for their approval at their meeting on March 21st, 2017. After a second from Chief Beane, the motion passed unanimously.

6. Proposed FY 18 Line Item Budget, with 0% COLA and 1% Merit: Director Reasoner then gave an overview of the second proposed line item budget containing a 1% Merit raise for staff.

- a) Director Reasoner reviewed with the committee members the effect this 1% increase would have on Personnel Services. Even though there was a 1% increase to salaries and associated line items that are based on salary, there is a net decrease in the Personnel Services line due to reducing the salary for the unfilled Deputy Director position. No other Budget Categories would be affected in FY 18.

- b) Chief Beane then made a motion that the Proposed FY 18 Line Item

Budget, with 1% Merit raise, be recommended to the NEMRT Advisory Board of Directors for their approval at their meeting on March 21st, 2017. After a second from Chief Kilbourne, the motion passed unanimously.

V. REPORT OF THE COMMITTEE CHAIRMAN: None.

VI. OLD BUSINESS: None.

VII. NEW BUSINESS: None.

VIII. PUBLIC INPUT: None

IX. ANNOUNCEMENTS:

A. Special Committee Meetings to Approve FY 18 Budget:

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| 1. | NEMRT Personnel Committee Meeting:
Oak Brook Police Department, Oak Brook, IL | 03/10/17 |
| 2. | NEMRT Finance and Audit Committee Meeting:
Campton Hills Police Department, Campton Hills, IL | 03/08/17 |
| 3. | NEMRT Training and Curriculum Committee Meeting:
Oak Brook Police Department, Oak Brook, IL | 03/15/17 |

B. Quarterly Committee Meetings:

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| 1. | NEMRT Policy and By-Laws Committee Meeting:
Lincolnwood Police Department, Lincolnwood, IL | 04/21/17 |
| 2. | NEMRT Personnel Committee Meeting:
Oak Brook Police Department, Oak Brook, IL | 04/14/17 |
| 3. | NEMRT Finance and Audit Committee Meeting:
Campton Hills Police Department, Campton Hills, IL | 04/12/17 |
| 4. | NEMRT Training and Curriculum Committee Meeting:
Oak Brook Police Department, Oak Brook, IL | 04/18/17 |

C. NEMRT Advisory Board Meetings:

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| 1. | NEMRT Annual Meeting, Election
Oak Brook Village Hall, Oak Brook, IL | 03/21/17 |
| 2. | NEMRT Special Meeting to Approve FY18 Budget
Oak Brook Police Department, Oak Brook, IL | 03/21/17 |
| 3. | NEMRT Advisory Board of Directors Meeting:
Oak Brook Police Department, Oak Brook, IL | 04/28/17 |

D. ILET SB Meetings:

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| 1. | ILET SB Committee Meetings:
Springfield, IL | 03/15/17 |
| 2. | ILET SB Quarterly Meeting: | 03/16/17 |

Springfield, IL

- X. **ADJOURNMENT:** Chief Kilbourne made a motion to adjourn the meeting. With a second from Chief Beane, the motion passed unanimously. The meeting was adjourned at 10:40 a.m.