

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**

500 S. 9<sup>th</sup> Street, Springfield, Illinois 62701

**MINUTES OF THE QUARTERLY BOARD MEETING**

Bloomington-Normal Marriott Hotel & Conference Center

201 Broadway, Normal, IL 61761

**June 13 2024**

**9:00 a.m.**

**I. CALL TO ORDER**

The June 13, 2024 Quarterly Board meeting was called to order at 9:04 a.m. by Sean Smoot.

**II. PUBLIC MEETING ANNOUNCEMENT**

The Public Meeting Announcement was read by John Keigher.

**III. ROLL CALL – ESTABLISHMENT OF QUORUM**

Roll was called by Michelle Mlinar, and a quorum of voting members was established.

**Members in Attendance:**

Sean Smoot  
Jo Ann Armenta  
Mitchell Davis  
Brendan Kelly  
Ghida Neukirch  
Carla Redd  
Timothy Tyler  
Richard Watson

**Designees in Attendance:**

Steven Ryan for Latoya Hughes  
Marlon Parks for Thomas Dart  
Carmen Navarro-Gercone for Iris Martinez  
John Carroll for Kwame Raoul  
Migdalia Bulnes for Larry Snelling

**Members Absent:**

John Idleburg  
Timothy Nugent  
J. W. Price

**Staff in Attendance:**

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Jim Bianchi  
James Buchanan  
Keith Calloway  
Jeffrey Chapman  
Anthony Cobb  
Hilary Davis  
Stormie DeJaynes  
Pat Hahn

Chris Haubrich  
Kelton Ingram  
John Keigher  
Sheryl Lloyd  
Michelle Mlinar  
Jan Noble  
Andrew Oldfield  
Ellen Petty

Paul Petty  
Steven Pingolt  
Kortenay Templeton  
Cherylynn Williams  
Jason Wolfe  
Barbara Wood

**Others in Attendance:**

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Heather Hotz, ILETSEB-EI  
Brenda Swires, ILETSEB-EI  
Jeff Ragan, MTU 1  
Jay Koett, MTU 1

Jeff Schelling, MTU 2  
Joe Schweihs, MTU 3  
April Morris, MTU 3  
John W. Reynolds, MTU 4

Brian Fengel, MTU 7  
Denelle Hetrick, MTU 8  
Penny Abbott, MTU 9  
Ken Yelliott, MTU 9  
Kevin Koontz, MTU 12  
Brad Oyer, MTU 13  
Kelsey Jacobson MTU 13  
Van Muschler, MTU 14  
David Hayes, MTU 14  
David Rednour, MTU 15  
Kim Cramer, MTU 15  
Doug Wilson, MTU 15

Justin Spencer, MTU 15  
Bradley Hertzmann, MTU 16  
John Perona, MTU 16  
Michael Schassburger, Cook County SO  
Larry Schurig, Cook County SO  
Josh Ward, ISP Academy  
Joe Prosser, PTI/DuPage County SO  
Jason LaMendola, Sauk Valley PA  
Eric Danford, SWIC PA  
David Oliver, Police Law Institute  
Jason Lococo, ISP  
Allyson Clark-Henson, CD

#### **IV. PLEDGE OF ALLEGIANCE**

#### **V. MOMENT OF SILENCE FOR FALLEN OFFICERS**

#### **VI. INTRODUCTION OF GUESTS & VISITORS**

#### **VII. DISTINGUISHED SERVICE AWARD**

Chairman Smoot recognized recently retired Field Investigator Scott Schafer, who was unable to attend the meeting, for his years of service to the Board.

#### **VIII. CHAIRMAN REMARKS**

Chairman Smoot reported that he attended the IADLEST (*International Association of Directors of Law Enforcement Standards and Training*) conference with several staff members last week in Phoenix. While in Phoenix they were able to attend Axon International to try some of their virtual reality trainings and he discussed some of their newer products being released.

Smoot then thanked Paul Petty and the Executive Institute for their help in entering into an agreement with the Department of Justice to make their training portal available to Illinois police officers. Smoot stated there are currently about 30 online courses officers can take and get credit for.

Smoot concluded by speaking to the creation of the rules for discretionary decertification. The initial draft has been completed, it's time for outside review then forward on to JCAR (Joint Committee on Administrative Rules) for final approval. Smoot hopes to have the rules ready for a Board vote by the September meeting. To make this happen he will begin to retain individuals to help move the this forward.

## IX. APPROVAL OF MINUTES

- A. Curriculum and School Standards Advisory Committee Meeting  
March 6, 2024

**Motion was made by Watson, seconded by Neukirch, and carried by all members present to approve the meeting minutes for the Curriculum and School Standards Advisory Committee Meeting from March 6, 2024.**

- B. Joint Meeting of the Finance & Legislative Committee and Executive Committee Meeting  
March 6, 2024

**Motion was made by Carroll, seconded by Watson, and carried by all members present to approve the meeting minutes for the the Joint Finance & Legislative Committee and Executive Committee Meeting from March 6, 2024.**

- C. Quarterly Board Meeting  
March 7, 2024

**Motion was made by Carroll, seconded by Watson, and carried by all members present to approve the meeting minutes for the Quarterly Board Meeting from March 7, 2024.**

## X. REPORT OF STANDING AND ADVISORY COMMITTEES

- A. Curriculum and School Standards Advisory Committee ~ Ghida Neukirch

Neukirch noted the Committee met yesterday and approved the Illinois Sheriff's Association Conference courses as presented. The Committee also approved the Electro-Muscular Device Instructor Certification, General Certification, and Refresher courses. The Committee also approved the In-Service training courses submitted by the MTU's and the Executive Institute, and the Lead Homicide Investigator 32-Hour courses for January 1, 2024 through May 14, 2024. Neukirch also noted the POWER Test working group is now meeting monthly to develop guidelines and recommendations. The Committee received an update on the Basic Court Security Course at SWIC with a Spring 2025 release, this course will consist of 80 hours online and 160 hours in person, and participants will receive 12 hours of college credit for participation. The Committee also received an update on the 23 additional courses added to the Department of Justice (DOJ) approved courses.

**Motion was made by Watson, seconded by Kelly, and carried by all members present to approve the Curriculum and School Standards Advisory Committee report.**

- B. Finance & Legislative Committee ~ Sean Smoot for John Idleburg

Smoot stated the Committee approvals can be found under Tab F. The Committee recommends approval of the FY24 expenditures and adopting the FY25 budget. He also noted that the Board's Legislative Liaison, Liz Brown-Reeves introduced herself a the meeting and gave a brief report.

**Motion was made by Watson, seconded by Kelly, and carried by all members present to approve the Finance & Legislative Committee report.**

## XI. EXECUTIVE MATTERS

### A. Financial Items ~ Steven Pingolt

Pingolt stated the financial report can be found under Tab F which includes the FY24 expenditures through May 31, 2024, cash flow analysis, and the FY25 Governor approved budget. He noted there is also a memorandum for the FY25 expenditures.

**Motion was made by Watson, seconded by Kelly, and carried by all members present to approve the Financial Report.**

**Motion was made by Watson, seconded by Neukirch, and carried by all members present to approve the FY25 Governor Approved Budget and the FY25 Expenditures.**

### B. Personnel Matters ~ Ellen Petty

Petty stated her report can be found in the Board book but wanted to address several questions that came from a Board member. For clarification, Petty stated that everything that is done in HR and Labor Relations is governed by the State of Illinois Code of Conduct, the AFSCME Master Contract, the Personnel Code, and the Personnel Rules through JCAR. It needs to be noted that the agency has very little autonomy when it comes to setting policy, most of what HR does is governed by the law. Smoot interjected that this is related to an issue of an employee being on an extended leave of absence. The second question related to why there have been five positions abolished since the passage of the SAFE-T Act, and that is because their duties have been moved to other positions that have been created. Petty also reminded Board members of their required DEIA trainings and the recommended Inclusive Leadership training and mentioned the DEIA end of year report that is due July 3, 2024.

### C. Legislative and Litigation Update ~ John Keigher

Keigher stated he will present the litigation at the end of the meeting in a closed session. He noted that most of the bills with an impact on the Board have been stalled at this point. Senate Bill 251, the Budget Bill, has passed and is now PA 103-589. Other bills of interest include:

- SB 4959 Senator Sims: BIMP:  
This bill has passed and makes several modifications to fiscal programs throughout the State, and this year specifically addresses the Board's Camera Grant program. It changes the Board's authority to offer grants for cameras that are "leased" as well as purchased and requires the Board to now offer an advance funding option in addition to the current reimbursement option.
- SB 3201 Senator Toro: Autism Courses  
This bill has passed and adds to the in-service tri-annual mandates. It adds "autism-informed law enforcement responses, techniques, and procedures"

and requires the Board to establish a course that meets this requirement. The Executive Institute is already reviewing the existing course on this topic and revising it to comply with the requirements.

- **SB 3116 Senator Morrison: Accessing Medical Information**  
Requires the Board to create a course to train officers on how to access and utilize medical information that is stored on a cell phone. The Department of Public Health is to create guidelines on this, and these may be incorporated into the training.

There was a brief discussion regarding additional training around the Hate Crimes bill that has been stalled, and the need to fold hate crimes and human trafficking training into existing training.

D. **Department of Professional Standards**

1. ***Professional Conduct Database Quarterly Report~ Anthony Cobb***

In total, as of May 31, 2024, the Board received 86 citizen complaints which is 61 additional complaints since March 7, 2024. The Board has also received 147 Professional Conduct Reports, which is 81 additional since March 7, 2024.

2. ***Law Enforcement/Corrections/Court Security Waiver Disposition Quarterly Report***

This report is found under Tab H in the Board Book and is now broken down into three sections: law enforcement, corrections, and court security. From February 1, 2024 through April 30, 2024 the Certification Division processed a total of 579 waiver requests with 511 law enforcement requests being approved and 34 denied, 20 correctional officer waiver requests were approved and five denied, and eight court security officer waiver requests were approved with one being denied.

Cobb was asked to discuss the difference between the two types of complaints and a discussion followed which also included talk of discretionary decertification.

**Motion was made by Watson, seconded by Kelly, and carried by all members present to approve the Law Enforcement/Corrections/Court Security Waiver Disposition Quarterly Report.**

3. ***Decertification Report ~ Pat Hahn***

Hahn reported that these will be looked at on a case-by-case basis. One of the provisions of the SAFE-T Act is that it gives the authority to go into discretionary decertification. Hahn then gave a presentation on decertification and discussed how the recently settled Feiza case has changed our decertification processes and how the Board will move forward.

**Motion was made by Watson, seconded by Kelly, and carried by all members present to approve the Decertification Report.**

## XII. PROGRAM PROGRESS REPORTS AND CONCEPTS

### A. Illinois Law Enforcement Executive Institute ~ Heather Hotz

Hotz stated the Annual Women in Criminal Justice conference held in April was the largest to date. This year the conference consisted of two keynote speakers and 20 breakout sessions with three highlighted speaker sessions. This year the conference was expanded to include a preconference leadership track and an awards banquet. Hotz noted the New Chiefs Orientation is set for September 17-20, 2024 with over 60 on a wait list. Executive summits and trainings continue to rise in addition to the OLN (Online Network) trainings. there are currently over 35,500 officers in the OLN and completed coursework is up 21.1% from last year, and they anticipate hitting 270,000 training hours by the end of the fiscal year with most classes being only one hour in length. The in-person trainings are up 416.66% since 2021.

Hotz reported on the IROCC program and stated the office has officially moved into the ILETSB building at 500 S. 9<sup>th</sup> Street in Springfield. IROCC is in the process of updating their website and the application process.

### B. A Statewide System of In-Service Training (ASSIST) Program ~ Paul Petty

Petty stated his report is found under Tab J of the Board book. He reported on the FY24 third quarter and the proposed budgets. Petty noted there is an attempt to prepare officers for verification and for that first notification coming in a year. Due to this, the MTU training numbers are increasing.

### C. CIT ~ Cheryllynn Williams for Jennifer Wooldridge

Williams read a statement from Wooldridge. Williams introduced ILETSB's new CIT Therapy dog, Trooper, who came to the Board through the Cook County Sheriff's office Tails of Redemption Program. Trooper was officially adopted in April 2024 but was unavailable for comment as he was on vacation. Williams stated that Wooldridge and Trooper have been certified as a therapy dog team through the Brevard County Florida program and listed some of the events they have attended as a team. The partnership with the Tails of Redemption program is only just beginning as the long-term goal is to work with CIT officers throughout the state who are interested in acquiring a therapy dog for their department and local area. The plan is to create a state-wide CIT Therapy Dog unit. The hope is that by partnering with Operation TT they will be able to assist in the funding of these therapy dogs in the future.

### D. Specialty Training Update ~ Barbara Wood

Wood noted the SRO information and the 25 individuals requesting Board approval as Crash Reconstruction Specialists are listed under Tab L.

### E. Information Technology Update ~ Kelly Ingram

Ingram stated the most important process is securing the building and there are two items on the way to enhance this security: Microsoft's Enterprise Management Server and Cisco Identity Services Engine Management Software. It is their hope to have these implemented by August, though the hearing room installations are set to begin on August 12<sup>th</sup>. They are also working on the Chicago office security systems. Ingram also noted that Tuesday there was online testing in multiple locations, three different exams in two different locations occurring simultaneously and all went smoothly.

The option to add the Board book to the website was brought up and members asked if

staff could look into the possibility of making this happen if there are not any legal, state or server capacity issues.

**Motion was made by Watson, seconded by Redd, and carried by all members present to approve the Program Progress Reports.**

### XIII. UNFINISHED BUSINESS

A. SAFE-T Act & Administrative Rules Update ~ John Keigher

Keigher noted that the Board has completed 80% of the projects required under the SAFE-T Act. A few of the items completed include updated trainings for new and experienced officers, the officer portal has been created, staff redeveloped the Professional Conduct Database, revised appointment forms, created the public complaint forms, initiated investigations, expanded the camera grants and created the public officer lookup portal. Keigher noted staff is still working on setting up the process for the Discretionary Decertification Hearings. That 11 of the 13 appointments have been made to the Certification Review Panel, and the preliminary set of rules has been created so staff can begin moving these through the JCAR process.

B. Grant Update ~ John Keigher

1. Recruitment & Retention Grant:

The Board awarded all \$10 million to 76 of the 98 agencies who applied. The first set of quarterly reports will become due [to the Board from the agencies] later this summer. FY25 appropriations stayed the same at \$10 million.

2. NIBIN Grants:

The Board awarded funds to 12 agencies for a total of \$1.2 million. A few agencies withdrew and a couple had technical issues with their application. FY25 appropriations have been lowered from \$4 million to \$2 million.

3. Camera Grant:

The Board received 158 applications in the Fall and 58 in the Spring. To date 112 of those applicants have received their awards of \$7.5 million, though that number is expected to reach \$10 million as the fiscal year is closed out. FY25 funding had increased from \$30 million to \$60 million.

**Motion was made by Redd, seconded by Watson, and carried by all members present to adopt the Unfinished Business report.**

### XIV. NEW BUSINESS

Keigher stated the Certification Review Committee will be responsible for handling appeals once we begin the discretionary decertifications. This Committee is established in the law and has to meet requirements for its membership. Once the appointments are complete, staff hopes to move this process forward.



**XV. PUBLIC INPUT**

None

**XVI. ANNOUNCEMENTS**

Smoot announced the next Committee meetings will be held on September 18, 2024, and the next Quarterly Board meeting will be held September 19, 2024 in Springfield, Illinois.

**XVII. CLOSED SESSION ~ LAWSUITS & LITIGATION**

**Motion was made by Watson, seconded by Kelly, and carried by all members present via roll call to move into closed session at 10:51 a.m. to discuss litigation and related closed session minutes from March 7, 2024 pursuant to 5 ILCS 120/2(c)(11) and 5 ILCS 120/2(c)(21) of the Open Meetings Act.**

**Motion was made by Watson, seconded by Redd, and carried by all members present via roll call to move out of closed session at 11:27 a.m.**

Meeting room doors were opened, and attendees returned to the meeting.

**XVIII. APPROVAL OF CLOSED MINUTES FROM MARCH 7, 2024**

**Motion was made by Watson, seconded by Carroll, and carried by ten of the twelve members present via roll call, with two members, Armenta & Carroll abstaining, to approve and keep closed, the closed session meeting minutes from March 7, 2024.**

**XIX. ADJOURNMENT**

**Motion was made by Watson, seconded by Redd, and carried by all members present to adjourn the meeting at 11:29 a.m.**

