

DU-COMM

DuPage Public Safety Communications

420 N. County Farm Road, Wheaton, IL 60187

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www.ducomm.org



DU-COMM HR/Admin Subcommittee Meeting

Thursday, August 8, 2024 – 9:00 a.m.

420 N. County Farm Road, Wheaton, IL

Administrator Bielawski called the meeting to order at 9:00 a.m.

- | | | |
|--------------|------------------------------------|----------------------------|
| 1. Roll Call | Asst. Manager/HR Dir. Mera Johnson | Village of Clarendon Hills |
| | Administrator Jason Bielawski | Village of Roselle |
| | Asst. Manager Suzanne McVey | Village of Villa Park |
| | Asst. Administrator Alma Morgan | City of Warrenville |

Absent: Manager Scott Niehaus - Village of Lombard; HR Director Holly Schulz - City of Wheaton; Manager Curt Barrett - Village of Winfield

Staff: Director Robb, Finance/HR Manager Athitakis, Executive Secretary Regalado

2. Public comment - None

3. Approval of Minutes

A. June 13, 2024

Asst. Mgr./HR Dir Johnson made a motion to approve the June 13, 2024 minutes and Asst. Administrator Morgan seconded. Motion approved by unanimous voice vote.

4. Old Business

A. HR Manager Position – Update

Finance/HR Manager Athitakis reported:

- Expected start date last week of August / first week of September.
- On boarding process for the first three months focusing on FMLA, open positions and the Union contract.
- Daily schedule with a half day with different department head weekly.
- Meet with the HR Committee members 1:1 in December / January. She will be the staff liaison for this group.

B. Unpaid LOA – Insurance (on hold)

C. ADA Grievance Procedure Policy (need draft – no update)

D. Bullying Prevention Policy – Draft

The committee discussed:

- The HR Manager applicants' assignment to write a No Bullying Policy was compiled and applied to DU-COMM.
- Training the difference between bullying and supervising is needed.
- Bullying is subjective and recommend the employee speaks to the individual before going to a supervisor. Employees need to have some ownership in stopping this behavior.
- Similar to anti-harassment policies, repeated in the definition is agreeable with the committee as a one-time situation may not be bullying if the person stops or isn't aware of what they are doing.
- All-important needed steps are in the policy: report and investigate.
- At the All-Agency September meeting the Bullying Prevention Policy will be discussed with real life examples and short training.
- Bullying Prevention Policy Final Draft review at the next HR-Admin meeting.

E. Strategic Plan / Healthy Dispatcher Report – Update

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Director Robb noted:

- The Healthy Dispatcher report was mirrored into the Strategic Plan.
- Five priorities are identified with target dates when applicable, that may be adjusted as needed.
- DU-COMM is moving forward with these initiatives-Interested staff have met 1:1 with the Director, OM leadership training completed.
- The Strategic Plan's five priorities will be reviewed by the Chiefs Operations Committee in August.
- The Strategic Plan rough draft will be shared with the Executive Committee in August.
- The final draft will be given to the Executive Committee for approval in September.
- Final approval from the Board of Directors in October.
- HR Director Johnson commented that a strategic plan is a goal, living document, dates often change as needs change.

5. Reports and Updates:

A. Labor Management Meetings – Update

Director Robb and Finance/HR Manager Athitakis reported:

- Prior months have had good discussions, most regarding feedback on the Sheriff joining DU-COMM.
- Both sides talking and listening to each other.
- The memorial plaque for the outside bench and roll call room have been ordered. Hopefully the dedication can be held at the All-Agency meeting in September. The family will be invited.

B. Open Positions & Hiring – Update

Finance/HR Manager Athitakis reported:

- Appreciate the HR-Admin Committee posting DU-COMM's open positions on their social media.
- We have OM and QA applicants with no public safety experience applying so far.
- Recent unexpected resignation of a Technician, working to fill that position too.
- We have been hiring 4-6 TCs every 3 months.

6. New Business

None

7. Next Steps / Future Goals

A. Organizational Chart Review

1. Senior Management Operations – job description/salary review

Director Robb reported:

- The team will identify duties and salary for this position and share the draft with this committee.

B. Personnel Manual Revision

Finance/HR Manager Athitakis reported:

- Revising the Personnel Manual will be the new HR Manager's project.

8. Other Business

- Director Robb noted she did not attend the last HR-Admin meeting due to a training seminar. Direction was given at the meeting to share the Healthy Dispatcher report with the Board of Directors. It was noted at the Board of Directors meeting the report was not shared. She apologizes it was missed and was shared with the Board of Directors right after their meeting.

9. Adjournment

At 9:28 a.m. Asst. Administrator Morgan made a motion to adjourn the meeting and Asst. Manager McVey seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

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