

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, November 14, 2024 – 9:00 a.m.

420 N. County Farm Road, Wheaton, IL

Manager Niehaus called the meeting to order at 9:00 a.m.

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|--------------|--|----------------------------|
| 1. Roll Call | Manager Scott Niehaus (Chair) | Village of Lombard |
| | Asst. Manager/HR Dir. Mera Johnson | Village of Clarendon Hills |
| | Administrator Jason Bielawski | Village of Roselle |
| | Asst. Administrator Alma Morgan (<i>arrive 9:11</i>) | City of Warrenville |
| | Asst. Manager Suzanne McVey | Village of Villa Park |

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

Staff: Director Robb (*arrived 9:38*), Finance Manager Athitakis, HR Manager Groves, Executive Secretary Regalado (remote)

2. Public comment - None

3. Approval of Minutes

A. October 17, 2024

Asst. Administrator Morgan made a motion to approve the October 17, 2024 minutes and Administrator Bielawski seconded. Motion approved by unanimous voice vote.

4. Old Business

A. ADA Notice and Grievance Procedure Policies – posted/published 10/29/24

HR Manager Groves reported:

- The ADA (Americans with Disabilities Act) policy is posted in the lobby, our website, and in PowerDMS (staff signed document).
- ADA accommodation notice has been added to the bottom of all agendas.
- ADA emails are sent to HR Manager Groves and Executive Secretary Regalado.
- This topic will be removed from the agenda.

B. Peer Support Program

HR Manager Groves reported:

- The peer support team-HR Generalist (Coordinator), 1 OM and 5 TCs have completed training.
- The team met on November 1st to review the Written Directive.
- The team will track the date and time of support / contact with no personal information recorded.
- The policy will be finalized and then the program will be launched.
- This topic will remain on the agenda.

5. Reports and Updates:

A. Labor Management Meetings – next scheduled for 11/18/24

HR Manager Groves noted:

- The Union provides an agenda the Friday prior to the Monday meeting with time for open discussion.
- The meetings are collaborative.
- Discussed the bargaining team.
 - DD Benjamin attended IPERLA (union negotiation training) recently and has been part of negotiations in the past as a Union member.
 - Will discuss at the Executive Committee what EC member will attend.
 - Ensure the HR Subcommittee and Executive Committee advice is considered.
- The HR Subcommittee asked to review the current contract.

The Subcommittee discussed IMRF Tier 2

- Possibly more information will be shared by IMRF in January 2025.
- Discussed how many DU-COMM staff members reach the cap.

B. Open Positions & Hiring – Update

HR Manager Groves reported:

- Four conditional offers to TCs (Telecommunicators) to begin in January.
- Will continue to interview year-round for TC positions.
- Internal OM promotion will start at the beginning of December. One external OM and one QA Manager may start at the end of December.

C. Strategic Plan – Update

- i. Current Strategic Plan Introduction
- ii. Revised Introduction
- iii. Current Mission Statement and Values
- iv. Revised Strategic Plan Vision, Mission Statement and Values

Director Robb noted:

- Revisions are more people / staff driven.
- The revised Vision, Mission Statement and Values were shared with staff at the beginning of November for input.
- The Strategic Plan was reviewed with staff at the All-Agency meeting in September and requested feedback.

6. New Business

A. Personnel Manual Revision

HR Manager Groves reported:

- **Current Personnel Manual was last updated in 2018.**
- The first draft is ready for the Director's review.
- The manual should be updated every two years.
- The HR Subcommittee is available for any questions.
- This topic will remain on the agenda.

B. FMLA and Restriction Management

HR Manager Groves noted:

- FMLA is legally protected but puts stress on staff.
- Enforcing the required letter every three months for restrictions.
- The Union is informed of FMLA to support the employee.

C. Wellness Initiatives

HR Manager Groves noted:

- Meeting with Dr. Steiner from a First Responder Wellness Center to discuss annual on-site check-ins with employees. Encourage employees to make a 45-minute appointment during working hours.
- Asked the Subcommittee what Wellness Apps are used by their organizations.
 - Contact IPBC for available funds.
 - Bio screening and provide gift cards to the group with the most participation.
 - Overall wellness biometrics-water, healthy breakfast, etc.

7. Next Steps / Future Goals

A. Senior Manager Operations Position -pending

B. PayCom HRIS Transition – January 2025

HR Manager Groves noted:

- The transition to Paycom, a new payroll and HR system, is scheduled for the first payroll in January.
- Onboarding and applicant tracking will be utilized after payroll is up and running.

C. Union CBA Negotiations – Contract Expires 4/30/25

- Discussed during 5.A. Labor Management Meetings.

D. DU-COMM 50th Anniversary in 2025

- Professional staff portraits for IDs, website, Center photos, and DU-COMM photo book at 50 years.
- Monthly events will be scheduled.
- Discussion of challenge coins and staff shirts.

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8. Other Business

A. December Meeting

- Cancel the December meeting unless urgent business arises.

9. Adjournment

At 10:03 a.m. Administrator Bielawski made a motion to adjourn the meeting and Asst. Manager McVey seconded. The motion was approved by a unanimous voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

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