

# DU-COMM

## DuPage Public Safety Communications

420 N. County Farm Road, Wheaton, IL 60187

(630) 260-7500 Main

www.ducomm.org



### DU-COMM HR/Admin Subcommittee Meeting

Thursday, January 11, 2024 – 9:00 a.m.

420 N. County Farm Road, Wheaton, IL

Manager Niehaus called the meeting to order at 9:05 a.m.

- |              |                                    |   |
|--------------|------------------------------------|---|
| 1. Roll Call | Manager Scott Niehaus              | Village of Lombard                          |
|              | Asst. Manager/HR Dir. Mera Johnson | Village of Clarendon Hills - joined at 9:08 |
|              | Administrator Jason Bielawski      | Village of Roselle                          |
|              | Asst. Manager Suzanne McVey        | Village of Villa Park                       |
|              | Asst. Administrator Alma Morgan    | City of Warrenville                         |
|              | HR Director Holly Schulz           | City of Wheaton                             |
|              | Manager Curt Barrett               | Village of Winfield                         |

Staff Interim Director Krull, Finance/HR Manager Athitakis, Executive Secretary Keifer

2. Public comment - None

3. Approval of Minutes

A. December 14, 2023

Manager Barrett made a motion to approve the December 14, 2023 minutes and Administrator Bielawski seconded.

Motion approved by unanimous voice vote.

4. Old Business – N/A

5. Reports and Updates:

A. Wellness Initiatives: Culture Improvements – Update

Manager Niehaus noted the Healthy Dispatcher contract scope of services were sent to members. Interim Director Krull noted a reminder sent yesterday for the survey due 01/16/24. Manager Niehaus asked about the responses and Manager Athitakis noted 69 of 96 EEs responded as of Monday.

B. Labor Management Meetings – Update

Interim Director Krull noted scheduled for January 8, but union cancelled due to lack of agenda items. Used that time to work with three union stewards on the Peer-to-Peer (support program) policy. Union started an informal mentorship of new hires. Next step is Critical Incident Stress Management (CISM) debriefing from Northern Illinois (free) with peers on all disciplines. A new organization, We Never Walk Alone, that law enforcement moved to (nominal fee). Unknown what they offer dispatch. Further discussion ensued, would be an incident review on the aftereffects to determine how to help. If problems continue, EAP would be the next step. Labor Management meetings will keep communications open and lead to less grievances. Interim Director Krull noted the Acting DDO until a formal hiring process after the Director returns. With the approaching weather, will bring food in Friday to show gratitude and support to TCs.

C. Open Positions & Hiring - Update

Manager Athitakis sent the job posting to member agencies and many like, Villa Park posted it on their website. She noted 69 TCs of the 89 authorized. Appreciated members that reposted it. In the last few months averaged 100-150 per month, but after reposting received 408 registrations. Applicants must take typing test and other tests before January 14. Those that don't pass the CitiCall test by a small margin will be allowed to re-register and retest. Six in the hiring process should start in late January. With the Sheriff joining, will need another 10 TCs. Four applicants to interview this month. TCs with experience processed quicker. Manager Barrett asked about the success rate of CitiCall test. Manager Athitakis noted less than 10% pass the tests, but closer to 7%. Many applicants are needed.

Discussed advertising with COD & Harper, which offer a 9-1-1 class, and attend some of their job fairs. Also advertise on the Blue Line, Zip Recruiter, Indeed, and APCO. Discussed the minimum age requirements; age 18, HS diploma, type 35 wpm. Last year, attend Elmhurst and Oswego trade fairs for those not bound for college, and events scheduled

in March. Asst Admin Morgan noted a job shadow with Wheaton Warrenville South HS last summer, which got them interested in local government work. Further discussion ensued about waivers and issues of hearing incidents in the center, which is a concern. Manager Athitakis noted the Executive Secretary offer was rescinded and offered to another in the candidate pool. Secretary Keifer offered to stay until that person can be placed in February. Manager Niehaus noted the Director is on leave and the Board appointed Interim Director Krull.

## 6. New Business

### A. Interim Director/Acting Up Policy

Manager Athitakis asked for direction on the Written Directive, and if a board policy, or bylaws change is needed. Need additional language if the Director is out, and how to notify the Executive Committee and staff. Also need language for unplanned absence to outline what happens immediately, intermediately, and actions needed by the Board. The Written Directive needs review by Department Heads, and the Acting-Up compensation was also addressed.

Manager Niehaus noted two actions. Per attorney's opinion on the Acting Up pay, the Director has discretion and implemented for the Acting DDO. Good idea to document in the personnel manual. The other relates to the process of identifying the Interim Director if out for an indefinite time. In this case, the appointment of an Interim Director may be a Bylaws change that needs a 30-day notice for the vote. Interim Director Krull noted bylaw changes are in process with Attorney Kelly and will add these recommended changes. Manager Athitakis noted will also add language, this is unplanned, temporary absences, and if the position becomes vacant for any reason. It was noted union personnel has not used Acting Up, outside of the union positions, but if Acting Up outside of the union, this Written Directive would apply.

Manager Niehaus asked for a motion to recommend the Acting Up pay language as presented. It was noted DU-COMM personnel manual has very generic guidelines, and Written Directives are policies. Asst. Admin McVey made the motion to recommend the language, and Asst. Manager Johnson seconded. Motion approved by unanimous voice vote.

It was noted Written Directives do not require Board approval, but the Executive Committee will be advised of the recommendation.

Manager Niehaus asked for a motion to recommend the language appointing an Interim Director, and anticipates it will require a Bylaws change and an upcoming Board of Directors meeting. Asst. Admin McVey made the motion and HR Director Schulz seconded. Motion approved by unanimous voice vote.

### B. Finance/HR Manager position split

It was noted the information in the packet did not include the portion from Asst. Admin McVey, which was received after the packet was issued. The packet document is redlined, and will work to finalize the document. Manager Niehaus asked for a completed job description and org chart in February or March to post April 1. Manager Athitakis noted the Board must approve the budget that splits these positions in January. Will post in April due to pending FMLA and not able to train the HR Manager at the same time. Manager Niehaus noted may ask members of this subcommittee to be part of that hiring process. Manager Athitakis asked members that have hired an HR position to send questions, etc. to her. Manager Niehaus asked for suggestions on hiring platforms for the job posting and send any feedback on the job description. Further discussion ensued and Asst. Admin McVey to send revisions on HR matters, compensation, etc.

Manager Barrett noted under Supervisory function; leadership to admin dept including direct supervision of the HR Generalist. Could be better defined. Appreciate the on-call 24/7 nature, but may want to quantify for the HR position. Discussed 18 years of age in every job description as a minimum qualification, per the previous Director. It was noted all candidates must pass a psych exam and polygraph. Further discussion ensued to review the mental and physical requirements. Manager Athitakis noted poly used for police agencies that do the background to review any issues. Interim Director Krull noted the need to poly all employees in a public safety facility, and the poly can reveal misrepresentations provided in the hiring process. It was suggested we contact Attorney Kelly for guidance. May affect the job pool. Asst Manager Johnson and HR Director Schulz volunteered for the interview process. Suggested Attorney Kelly be asked if candidate does not pass all requirements in the job description, like hearing, can offer be rescinded, but wait till job description is finalized. Discussed the market, and will get people from the private sector seeking a better work/life balance and IMRF is a big draw. Further discussion ensued, and it was noted LinkedIn is a good resource for positions, word of mouth helps, discuss the needed culture change to excite candidates, advise it is a new position, which they can make their own.

## 7. Next Steps / Future Goals

### A. ADA Grievance Procedure Policy

Manager Athitakis noted contact with Atty. Kelly, pulled information from member agency websites, and to start a draft soon.

### B. Personnel Manual revision

Manager Athitakis noted work on known updates related to the union contract and asked if subcommittee members could send personnel manuals. Interim Director Krull suggested those that recently updated their manuals send them. Further discussion ensued and HR Director Schulz to send her manual and redline version for the last five years.

## 8. Other Business

Manager Athitakis noted the move from Paylocity to Paycom for applicant tracking. The payroll function will not transition until September.

Manager Athitakis noted insurance for unpaid employees for the next agenda. What to do for insurance when past FMLA. HR Director Schulz noted employees pay their share of premium when on FMLA and can pay when they return or pay by check. Once out of FMLA, and paid time, they pay the full premium. Discussed the unpaid timeframe, anytime they miss a premium deduction. Outside of FMLA, called inactive status, and responsible for the full premium and can be inactive for one year. Further discussion ensued and Interim Director Krull noted will provide letter for unpaid leave with the insurance information included. To be discussed at the next meeting.

## 9. Adjournment

At 10:05 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,

*Christine Keifer*

Christine Keifer