

DU-COMM

DuPage Public Safety Communications

420 N. County Farm Road, Wheaton, IL 60187

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www.ducomm.org



DU-COMM HR Subcommittee Meeting Notes

Thursday, November 13, 2025 – 8:00 a.m.

420 N. County Farm Road, Wheaton, IL

Manager Niehaus called the meeting to order at 8:06 a.m.

- | | | |
|--------------|---------------------------------|----------------------|
| 1. Roll Call | Manager Scott Niehaus (Chair) | Village of Lombard |
| | Administrator Jason Bielawski | Village of Roselle |
| | Asst. Administrator Alma Morgan | City of Warrenville |
| | Manager Heather Hudson | Village of Woodridge |

Absent: Asst. Manager/HR Dir. Mera Johnson - Village of Clarendon Hills; HR Director Holly Schulz - City of Wheaton HR; Administrator Sean Halloran - Village of Willowbrook

Staff: Director Robb, DD Benjamin, HR Manager Groves, Executive Secretary Regalado

2. Public comment - None

3. Approval of Minutes

A. November 13, 2025

Asst. Administrator Morgan made a motion to approve the November 13, 2025 minutes and Administrator Bielawski seconded. Motion approved by unanimous voice vote.

4. Old Business

A. Policy Review/Drafts

HR Manager Groves provided an update on the HR Manual revisions

- Final draft is nearly complete and will be sent to attorneys for review.
- Last update was in 2018; goal is to be finalized by January 2026.
- Manual updates focus on legal compliance, clarity, and user-friendliness.
- Plan includes presentations during roll calls and dissemination via Paycom or PowerDMS.

Administrator Bielawski made a motion to recommend the draft HR Manual to the Executive Committee, subject to legal review and Asst. Administrator Morgan seconded. Motion approved by unanimous voice vote.

5. Reports and Updates:

A. Open Positions & Hiring – Update

HR Manager Groves reported

- TC Training Academy
 - Next Training Academy begins in January - (8) eight candidates with offers.
 - Six (6) member maximum class size.
 - Classroom portion expanded from 3 to 5 weeks. AI simulations now used in training and more time plugged in with CTOs (Certified Training Officer).
 - Approximately nine (9) months of training.
- 75% staffed, with turnover at 4%. Allows staff to attend training offsite and unplugged training.
- Overtime is down 12.5% year-to-date.
- Recruitment is strong; interviews now include evenings and weekends.
- Out of 120 applicants each month, twelve (12) candidates successfully pass the testing to qualify for an interview.
- Glenview offers \$15K sign-on bonuses, but DU-COMM remains competitive.

The committee discussed

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- MIS Staffing Model
 - Finance subcommittee raised the idea of a hybrid MIS staffing model.
 - Discussion included potential for one in-house employee and two contracted employees.
 - Committee will research industry standards and revisit in 2026.

6. New Business

A. Employee Recognition ideas

The Committee discussed

- Increased documentation of “good job” notes.
- Encouraging nominations for state/national recognition.
- HR Manager Groves asked Committee members to share their employee recognition practices.

B. HR Subcommittee in 2026

HR Manager Groves noted

- Bimonthly meetings scheduled but meetings subject to cancellation if not needed.
- Committee will continue to serve as a resource and sounding board for DU-COMM HR.

8. 7. Other Business

• Peer Support

- Thirteen (13) trained members.
- Collaborating with a county-wide initiative.
- One member presented at a state conference.

• Wellness Committee

- The committee was launched with quarterly meetings planned across all shifts.
- Focus on mental health, physical safety, and fun events.
- Exploring financial wellness seminars (e.g., retirement planning).
- Lombard’s incentive program offers up to \$200 in gift cards for wellness participation. Considering biometric screening incentives but proceeding cautiously due to privacy concerns.
- Annual appointments with the First Responder Therapist are mandatory for all staff to ensure confidentiality and support.

9. Closed Session

- No closed session was held.

10. Adjournment

At 8:35 a.m. Administrator Bielawski made a motion to adjourn the meeting and Asst. Administrator Morgan seconded. The motion was approved by a unanimous voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

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