

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, February 8, 2024 – 9:00 a.m.

420 N. County Farm Road, Wheaton, IL

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

- | | | |
|--------------|---|---|
| 1. Roll Call | Manager Scott Niehaus
Asst. Manager/HR Dir. Mera Johnson
Administrator Jason Bielawski
Asst. Manager Suzanne McVey
HR Director Holly Schulz
Manager Curt Barrett | Village of Lombard
Village of Clarendon Hills
Village of Roselle
Village of Villa Park
City of Wheaton
Village of Winfield |
| Staff | Interim Director Krull, Finance/HR Manager Athitakis, Executive Secretary Keifer, Executive Secretary Regalado | |

2. Public comment - None

3. Approval of Minutes

A. January 11, 2024

Administrator Bielawski made a motion to approve the January 11, 2024, minutes and HR Director Schulz seconded. Motion approved by unanimous voice vote.

4. Old Business

A. Interim Director/Acting Up Policy – Update

Interim Director Krull noted bylaws change. Board of Directors to allow the Executive Committee to select an interim with notification to Board of Directors. Understanding this is a temporary position until the Board of Directors approves. Bylaw change scheduled for an April vote.

B. Finance/HR Manager position split

Determine the salary range and top five goals for this position before posting. Asst. Manager McVey and HR Director Schulz will provide data for the job description and salary to discuss at the March meeting. Manager Athitakis to provide non-union compensation.

5. Reports and Updates:

A. Wellness Initiatives: Culture Improvements – Update

A survey to all staff was distributed. Still collecting data.

B. Labor Management Meetings – Update

Interim Director Krull noted the monthly Labor Management meeting scheduled for February 12, 2024, agenda includes: Sheriff Department, reinstate overtime, and relationship building. A peer-to-peer program began for new hires. A grievance hearing will be held after the Labor Management meeting.

Interim Director Krull meets every two weeks with the OMs. Professional Development is a consistent agenda item. This week OMs were presented four HR scenarios to view preparedness. Reminded OMs of EAP (Employee Assistant Program) available to all employees.

Annual Evaluations to be completed by the end of February. Interim Director Krull provided OMs with a self-evaluation, due to Director's absence. Will use the evaluations for professional development opportunities in areas of interest: online training, classroom, or mentorship. TC evaluation tool needs to be updated for next year. Manager Niehaus stressed the importance of training personnel that are promoted.

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C. Open Positions & Hiring – Update

Manager Athitakis reported five TCs start on February 9th, which fills 74 of the 89 TC positions. We continue to schedule TC interviews. There are 19 open positions overall at DU-COMM. Our DD Support Services resigned. Interim Director Krull meets with the Support Services team - four techs and three Prescient employees, three times a week. Interim Director Krull to assign Erik Maplethorpe as a temporary Tech Manager and will notify the Executive Committee.

Interim Director Krull noted the OM position currently is more administrative than managerial. Will hire PT employees (*Union contract currently only allows former employees to work part-time*) to help with OM administrative tasks and the training program.

Manager Barrett shared concerns about our growth and loss of management. New pressures with Sheriff Department being added. Manager Niehaus noted Interim Director Krull will support DU-COMM remotely when Director Robb returns. The Monthly Director's Report shares information with all committees. Manager Niehaus will share the member names of the HR/Admin Subcommittee and ask to contact the group with any questions.

6. New Business

A. Unpaid LOA – Insurance

No update

7. Next Steps / Future Goals

A. ADA Grievance Procedure Policy

Manager McVey to supply a sample draft.

B. Personnel Manual revision

No update

8. Other Business

None

9. Adjournment

At 9:57 a.m. Manager Barrett made a motion to adjourn the meeting and Administrator Bielawski seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

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