

DU-COMM

DuPage Public Safety Communications
420 N. County Farm Road, Wheaton, IL 60187
(630) 260-7500 Main
www.ducomm.org



HR/ADMIN SUBCOMMITTEE MEETING - AGENDA

Thursday, March 14, 2024 – 9:00 a.m.

DU-COMM, 420 N. County Farm Road, Wheaton, IL

- 1. Roll Call**
- 2. Public Comment**
- 3. Minutes**
 - A. February 8, 2024
- 4. Old Business**
 - A. Interim Director/Acting Up Policy – Update
 - B. Finance/HR Manager position split
 - i. Salary Comparables
 - ii. Job Posting Information
 - iii. Hiring Steps
 - C. Unpaid LOA – Insurance (on hold)
- 5. Reports and Updates**
 - A. Wellness Initiatives: Culture Improvements – Update
 - B. Labor Management Meetings – Update
 - C. Open Positions & Hiring – Update
- 6. New Business**
 - A. ADA Grievance Procedure Policy
- 7. Next Steps / Future Goals**
 - A. Organizational Chart Review
 - B. Personnel Manual revision
- 8. Other Business**
 - A. Public Service Institute - Schulz
- 9. Adjournment**

Attachment: HR Report February 2024