

# DU-COMM

## DuPage Public Safety Communications

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### DU-COMM HR Subcommittee Meeting Minutes

Thursday, January 16, 2025 – 10:00 a.m.

420 N. County Farm Road, Wheaton, IL

Manager Niehaus called the meeting to order at 10:07 a.m. He updated the Committee that Deputy Director Benjamin is the Acting Executive Director during Executive Director Robb's absence. Notice was given to the BOD 30 days in advance of the absence and approved by the Executive Committee.

- |              |                                    |                            |
|--------------|------------------------------------|----------------------------|
| 1. Roll Call | Manager Scott Niehaus (Chair)      | Village of Lombard         |
|              | Asst. Manager/HR Dir. Mera Johnson | Village of Clarendon Hills |
|              | Asst. Administrator Alma Morgan    | City of Warrenville        |
|              | HR Director Holly Schulz           | City of Wheaton            |
|              | Asst. Manager Suzanne McVey        | Village of Villa Park      |

Absent: Administrator Jason Bielawski - Village of Roselle

Staff: DD Benjamin (*arrived 10:22*), Finance Manager Athitakis, HR Manager Groves, Executive Secretary Regalado

#### 2. Public comment - None

#### 3. Approval of Minutes

##### A. November 14, 2024

Asst. Administrator Morgan made a motion to approve the November 14, 2024 minutes and Asst. Manager McVey seconded. Motion approved by unanimous voice vote.

#### 4. Old Business

##### A. Personnel Manual Revision

HR Manager Groves reported:

- The initial draft of the revised Personnel Manual is still under review by Director Robb, DD Benjamin, and Finance Manager Athitakis.
- The revisions include adding legal language, standard updates, and clarifying attendance policies.
- The revised manual will be sent to Attorney Kelly for review.
- The HR Committee will be consulted on specific sections of the manual as needed.
- The revised manual will be reissued electronically through PowerDMS.
- The HR Committee recommended training for any changes that affect an employee's daily work.

##### B. Peer Support Program

HR Manager Groves reported:

- The launch of the program is still pending.
- Management is taking a hands-off approach to ensure the integrity and confidentiality of the program.
- HR Generalist Glos is coordinating the program and gathering the team together.
- A meeting will be held to review the new Written Directive for the program. The Written Directive includes specifying what role is being provided-peer support, not supervisory or HR informational.
- The program will track employee usage anonymously to measure its effectiveness.
- The program aims to provide support for personal and work-related issues, including stress management.

##### C. Wellness Initiatives

HR Manager Groves reported:

###### 1. Mental Health Awareness Month

- HR Manager Groves plans to celebrate May Mental Awareness Month with green shirts, stress balls, etc. for our monthly 50<sup>th</sup> Celebration and asked the Committee to share any of their ideas.

###### 2. Wellness Training Sessions

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- In January and February, mandatory wellness visits/training sessions are being held for all employees with a therapist from First Responders Wellness Center.
- The confidential 45-minute sessions are required but participation with the therapist is voluntary (employees can use their phone, read, etc. in the room instead of speaking to the therapist). 45-minutes of paid training time.
- The program has received mixed feedback, with some employees expressing resistance but HR is trying to work past the stigma of mental care. Therapy is not a bad thing.
- HR Manager Groves will receive a list of participants, with no other information.

## D. FMLA and Restriction Management

HR Manager Groves reported:

- All employees on FMLA and restrictions are current on their certifications and documentation.
- A new policy has been implemented stating that misuse and abuse of FMLA will not be tolerated.
- This topic will be removed from the February agenda.

## 5. Reports and Updates:

### A. Labor Management Meetings

DD Benjamin noted:

- A labor management meeting was held on January 13th, 2025.
- The meeting covered topics such as voluntary shift trades being denied, hiring updates, training updates, assigned seating, and DU-COMM provided internet restrictions.
- The HR Committee suggested calling other dispatch centers to inquire about assigned seating.

### B. Open Positions & Hiring – Update

HR Manager Groves reported:

- The Quality Assurance Manager and Operations Manager positions have been filled, both started on January 9th.
- Two new Telecommunicators (TCs) started today.
- The number of job applications is expected to increase due to increased job postings.
- The overtime levels are steadily decreasing due to increased staffing.

### E. Strategic Plan – Update

i. Strategic Plan Introduction

ii. Strategic Plan Vision, Mission Statement and Values

Manager Niehaus noted:

- The Strategic Plan is not yet finalized. DU-COMM's culture is part of the plan.

## 6. New Business

### A. IMRF Increases

Finance Manager Athitakis reported:

- The IMRF rate has increased significantly, from 5.77 to 9.7%.
- This is due to a combination of factors, including disabilities, retirements of current and former employees, and the overall IMRF average.
- Currently the staff are half Tier I / half Tier II.
- The Committee is monitoring potential legislation that could impact IMRF rates.

### B. Paycom HRIS Transition – Update

Finance Manager Athitakis noted:

- The transition to Paycom for payroll services has been delayed to February due to significant problems with their setup for IMRF and taxes.
- The decision to move to Paycom was based on its comprehensive system, including applicant tracking and onboarding, as well as cost considerations.
- The Committee suggested using the Paycom Total Compensation template to inform employees of their total compensation not just their total wages.

## 7. Next Steps / Future Goals

### A. Senior Manager Operations Position -pending

HR Manager Groves reported:

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- The Senior Manager Operations position is still pending and will be posted internally first.

## 8. Other Business

### A. DU-COMM 50<sup>th</sup> Anniversary in 2025

- The committee is planning activities to celebrate DU-COMM's 50th anniversary. In January professional photos were taken.

### B. Collective Bargaining Agreement Negotiations – Pending

- The Committee discussed their Village contracts and longevity payments.

### C. Other

- An updated performance evaluation tool is being developed, and training for new supervisors will be implemented.
- Leadership training has been set up for Operations Managers with the 9-1-1 Training Institute.

## 9. Closed Session

## 10. Adjournment

At 10:59 a.m. HR Director Schultz 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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