

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, March 14, 2024 – 9:00 a.m.

420 N. County Farm Road, Wheaton, IL

Manager Niehaus called the meeting to order at 9:02 a.m.

- | | | |
|--------------|------------------------------------|----------------------------|
| 1. Roll Call | Manager Scott Niehaus | Village of Lombard |
| | Asst. Manager/HR Dir. Mera Johnson | Village of Clarendon Hills |
| | Administrator Jason Bielawski | Village of Roselle |
| | Asst. Administrator Alma Morgan | City of Warrenville |
| | HR Director Holly Schulz | City of Wheaton |
| | Manager Curt Barrett | Village of Winfield |

Staff: Director Robb, Consultant Krull (virtual), Finance/HR Manager Athitakis, Executive Secretary Regalado

2. Public comment - None

3. Approval of Minutes

A. February 8, 2024

Administrator Bielawski made a motion to approve the February 8, 2024 minutes and HR Director Schulz seconded. Motion approved by unanimous voice vote.

4. Old Business

A. Interim Director/Acting Up Policy – Update

Manager Niehaus noted the Bylaw changes Director Robb emailed last week to be voted on by the BOD on April 24 gave a 45-day notice (required 30-day notice).

B. Finance/HR Manager position split

i. Salary Comparables

Finance/HR Manager Athitakis worked with Asst. Manager McVey to define a salary range for the HR Manager position. The budget process determined the position is comparable to an Operations Manager at \$116,355. Salaries were reviewed on Salary.com, Glassdoor, Publicsalary.com, and similar DU-COMM agencies' salaries. Found salary ranges from \$95,000 to \$137,000. The HR Manager position is a department head position, and a planning position involving union negotiations, not a generalist position. Finance/HR Manager Athitakis recommends listing the salary as \$114,000 +/- for experience. Asst. Manager/HR Dir Johnson recommends \$116,000 +/- . Consultant Krull agreed to list as \$116,000 +/- and not list a salary range. Finance/HR Manager Athitakis confirmed the new law, requiring a salary range to be published begins January 2025.

ii. Job Posting Information

The consensus of the committee as the top needs for this position during the interview process are Recruitment / Retention, Supervisor Development/Training and Succession Planning, Policy Ideas, and Implementation (Personnel Manual / FMLA / ADA Policies), and Workplace Culture / Labor Relations / Mental Health Support.

iii. Hiring Steps

Finance/HR Manager Athitakis shared the DDO position was posted internally, with four candidates to date. Director Robb stated the importance of offering the position to current employees. Consultant Krull is encouraged by how much interest there is in the position. The DD of Support Services position will be addressed in the Strategic Plan. The HR Manager job description was already shared with this committee. The committee suggested posting the HR Manager position with ILCMA, Indeed, NPELRA, and LinkedIn.

C. Unpaid LOA – Insurance (on hold)

5. Reports and Updates:

A. Wellness Initiatives: Culture Improvements – Update

Director Robb shared Adam Timm from the Healthy Dispatcher reissued the employee survey because of all the internal staff changes. He will review the difference in the data. Adam Timm and his team will be available at DU-COMM on Monday, April 8 if employees want to speak in person and to assess the Center's climate. If changes to policy are needed from the Healthy Dispatcher that affect the union or finances, it will be discussed with this subcommittee.

Director Robb shared the Peer-to-Peer program's roles and expectations have been completed. The program requires oversight by a mental health provider, she will be contacting Dr. Lily to fill this role. HR Generalist Jamie Glos is the internal coordinator. Consultant Krull shared the confidentiality agreement has been approved by our attorney. Director Robb shared the program includes mini meditation sessions, box breathing (five breaths in and out), and scripted meditations for first responders to be completed during roll calls. The program provides peer support of TCs with similar hard calls and provides additional resources.

B. Labor Management Meetings – Update

Director Robb requested feedback from the union regarding the DPSO consolidation process. She asked how the TCs felt about the Sheriff ride-alongs and SOPs at Monday's meeting. Consultant Krull shared the need to review the purpose and rules of labor management meetings. The union raised safety concerns during saturation patrols and had to listen to an additional police channel. Director Robb will address the police subcommittee and request advance notice when additional police channels are requested to ensure staff coverage.

B. Open Positions & Hiring – Update

Finance/HR Manager Athitakis reported 73 out of 89 Telecommunicator positions are filled. Nine candidates have been given offers. An additional ten TC positions have been added and budgeted due to the DPSO consolidation. It is not possible for new hires to start until the current TCs have completed their training. Finance/HR Manager Athitakis asked candidates if they have concerns with the delayed start date of April/May to share concerns, so we don't lose the candidate. Director Robb shared the pay scale entices the candidate to wait. Director Robb stated ten TCs have volunteered to work with the Sheriff department's consolidation process. The nine TCs designated as primary DPSO dispatchers have participated in ride-a-longs with the sheriff - to learn the expectations of dispatching for the DPSO and to be involved in the process.

6. New Business

A. ADA Grievance Procedure Policy

No update.

7. Next Steps / Future Goals

A. Organizational Chart Review

No update.

B. Personnel Manual revision

No update.

8. Other Business

A. Public Service Institute – Schulz

HR Director Holly Schulz shared COD (College of DuPage) has a PSI (Public Service Institute) Leadership Excellence and Development program that provides professional development and training specifically for supervisors, which would be beneficial for new supervisors.

B. Other business

None.

9. Adjournment

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At 9:59 a.m. Asst. Administrator Morgan 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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