

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

Friday, March 13, 2026 – 9:00 a.m.

420 N. County Farm Road, Wheaton, IL

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

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|--------------|------------------------------------|---------------------------|
| 1. Roll Call | Manager Scott Niehaus (Chair) | Village of Lombard |
| | Asst. Manager/HR Dir. Mera Johnson | Village of Clarendon Hill |
| | Administrator Jason Bielawski | Village of Roselle |
| | Asst. Administrator Alma Morgan | City of Warrenville |
| | HR Director Holly Schulz | City of Wheaton |
| | Administrator Sean Halloran | Village of Willowbrook |
| | HR Manager Heather Hudson | Village of Woodridge |

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

2. Meeting Notes

- A. November 13, 2025

4. Old Business

- A. None

5. Reports and Updates:

A. Open Positions & Hiring – Update

HR Manager Groves reported

- Four new telecommunicators are starting on March 13th, bringing headcount to 81 TCs, the highest in years.
- Budgeted headcount is 99, though 100% staffing is unlikely due to turnover and hiring cycles.
- Overtime usage is 9.1% lower in 2025 compared to 2024.
- TC turnover is 7%, improved from 10% previously.
- Quarterly Training Academies continue; candidate selectivity remains high.
- Marketing video released; orientation video will be updated and shortened from the prior 37-minute version.

B. Personnel Manual

HR Manager Groves noted

- Updated for 2026 legal changes and bargaining agreement.
- No changes to current operational practices; updates are organizational, clarifying, and legal.
- Rollout plan (pending Executive Committee approval on March 25):
 - Early April: release to union reps for transparency.
 - Posting on PowerDMS.
 - Monday roll-call overview training.
 - Q&A sessions before/after shifts.
 - Training slides distributed to all staff.
- Reviewed by Attorneys Roxana Underwood and John Kelly; no conflicts with existing CBA.
- No past practice of updating yearly. Some agencies update when there are new laws, sharing the updates only with employees.

- Discussion on whether unions should receive drafts pre-approval; majority felt post-approval is appropriate to avoid implied negotiation.

6. New Business

A. Remote Meeting Options

- Remote attendance option proposed for subcommittees due to recurring quorum challenges and travel distance issues.
- Legal review confirmed remote participation is allowed for non-voting subcommittees.
- Group supports implementing hybrid options to enhance participation.

B. Executive Director Employment Contract Study

- Executive Committee inquiry raised: should DU-COMM Executive Director have a formal employment agreement?
- Comparable regional dispatch agencies (Northwest Central, SouthCom, E-COM) do not use formal agreements.
- Discussion points included severance, evaluation processes, contract terms, retention, and comparison with village manager contracts.
- Subcommittee members will gather sample employment agreements from their municipalities/organizations and forward to HR Manager Groves for review.
- No decision required today; work will continue over coming months.

C. IPBC Medical Premium Increases

- Significant premium increases discussed:
 - Preliminary 18.2% (HMO) and 26.7% (PPO) increases.
 - Final numbers expected April 3.
- Contributing factors:
 - High GLP-1 medication utilization (35–40 employees).
 - Large claims, including cancer treatment expenses.
 - Prior year 9% loss-ratio overage.
- Discussion on GLP-1 coverage:
 - RX Save Card program (direct reimbursement) may reduce cost impact.
 - Weight-loss prescriptions may move off insurance; diabetic use remains covered.
- Discussion on employee share of premiums:
 - Employees currently pay 15%; set to increase to 17.5% in 2027 per CBA.
- PPO members will see a larger increase due to both percentage increase and HMO/PPO differential.
- Co-pay adjustments considered but dismissed due to minimal savings (approx. 2%).
- DU-COMM has a Union Insurance Committee and a Wellness Committee that information will be shared.
- Multiple agencies shared experiences with insurance opt-out incentives ranging from \$1,500 to \$7,000 annually, with some reporting substantial savings.
- DU-COMM may evaluate opt-out incentives for next year.

7. Other Business

- Request to keep Healthy Dispatcher Report as a recurring agenda item for progress updates.
- Suggestion to add IPBC and insurance incentive updates as recurring standing item.

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8. Closed Session

- No closed session was held.

10. Adjournment

At 9:44 a.m. Assistant Administrator Morgan made a motion to adjourn the meeting and HR Manager Hudson seconded. The motion was approved by a unanimous voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

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