

**SOUTHWESTERN ILLINOIS LAW ENFORCEMENT COMMISSION**  
**ASSIST #14 ADVISORY BOARD**  
**Wednesday, Sept. 30, 2020- 10:00 a.m.**  
**Due to COVID-19 - Zoom Meeting was held**

**Minutes**

Chairman Steve Evans called the meeting to order at 10:00a.m.

Advisory Board Members Present on Zoom:

Darren Carlton	Neal Rohlfing
Steve Evans	Kevin Schmoll
Nick Gailius	Mike Schutzenhofer
Larry Gilbert	Joe Silkwood
Steve Johnson	Eric Van Hook
Chris Locke	Scott Waldrup
Doug Maue	Rich Wittenauer
Van Muschler	

Staff present were:

David Hayes, Sharon Bockewitz

The Pledge of Allegiance was given and Chief Van Hook gave the invocation.

**Introduction of Guests**

Lee Ryker, PTB

Thomas Jeffery, Brooklyn PD

Marcos Pulido, Alton PD

**Quorum**

A quorum was declared by Chairman Evans.

**Item No. 6 on the Agenda - Minutes of May 13, 2020 (Zoom Mtg)**

Chairman Evans stated that the minutes were e-mailed out on July 20, 2020

Motion was made by Chief Schutzenhofer seconded by Chief Schmoll that the minutes of May 13, 2020 be approved. Motion unanimously carried with no dissenting votes.

**Item No. 7 on the Agenda - Correspondence**

Director Hayes stated the following Correspondence was e-mailed out:

- FY'21 Statement of Partnership Agencies
- FY'20 Training Audit Engagement Letter from Frank Hollis
- FY'20 Training Audit Report from Frank Hollis
- Memorandum of Understanding – Re:Vacation Time
- FY'20 Training Audit Letter re findings from Frank Hollis
- FY'20 Training Auditor letter from SILEC-MTU #14
- E-mail from Chief Jeffery-Brooklyn PD -Re: Partnership Fees (New Business)
- Letter to Chief Jeffery-Brooklyn PD -Re Partnership Fees (New Business)

**Item No. 8 on the Agenda – ASSIST #14 Budget Expenditures**

Chairman Evans stated that the expenditures for May,June/Final 2020 (FY'20) & July/August 2020 (FY'21) were e-mailed out.

Motion was made by Chief Schutzenhofer seconded by Chief Schmoll that the expenditure sheets for May,June/Final 2020 (FY'20) & July/August 2020 (FY'21)be approved. Motion unanimously carried with no dissenting votes.

**Item No. 9 on the Agenda – PTB Issues**

Director David Hayes gave the following PTB Report:

- Training Board meeting was held Sept. 3, via teleweb in Springfield
- Budget Issues -we received 7/8<sup>th</sup> \$100,600 of our state-awarded budget from the PTB for FY'20. Because of the Covid shutdown, we came in under budget by \$25,700
- Next PTB Meeting is scheduled for Dec. 2-3, 2020 in Bloomington
- FY'21 Training Budget – The PTB has tentatively awarded MTU#14 the same operational budget as FY'20. We just received ¼ of our 1<sup>st</sup> Qtr. Payment for FY'21-\$39,164.
- We eliminated part-time training clerk Danielle Panek on July 6, 2020, to reduce the personnel costs.

**Item No. 10 on the Agenda – FY'20 Audit of ASSIST #14**

Director Hayes stated that the FY'20 Training Audit Engagement letter from Auditor Frank Hollis was sent out to everyone by e-mail and mail. We need a motion to approve.

Motion was made by Chief Schutzenhofer seconded by Chief Schmoll that the FY'20 Audit Engagement Letter of ASSIST #14 be approved. Motion unanimously carried with no dissenting votes.

Director Hayes stated that the FY'20 Training Audit Report from Auditor Frank Hollis was sent out to everyone for review. We need a motion to approve. The Auditor did not find any deficiencies in internal control. The Auditor did bring up an issue relating to the compensation of employee accrued vacation time which we will discuss under new business.

Motion was made by Chief Van Hook seconded by Chief Schmoll that the FY'20 Audit Report of ASSIST #14 be approved. Motion unanimously carried with no dissenting votes.

**Item No. 11 on the Agenda – Membership Committee Report**

Director Hayes gave an update on the Statement of Partnership Fees for FY'21:

- We have most of the Partnership money in this year - \$101,500 and 23 agencies that have not paid.
- Chief Simmons, ASSIST Board Member, retired on Sept. 30, 2020

**NEW MEMBER**

- Marcos Pulido, Alton Police Dept. – replacing Chief Simmons

Motion was made by Chief Waldrup and seconded by Chief Schmoll to approve the nomination. Motion was carried with no dissenting votes.

**RE-APPOINTMENT**

- Re-appointment of Horace Humphries for -3 year term – his term expired June 2020

Motion was made by Chief Van Hook and seconded by Chief Schutzenhofer to approve the re-appointment . Motion was carried with no dissenting votes.

**Item No. 12 on the Agenda – Update on Part-Time Training**

Director Van Muschler gave the following report: Part-Time Session #31 currently has 16 students, started on Sept. 12<sup>th</sup> and will graduate on June 26, 2021

Full Time Academy- Session #143 currently taking applications Power Test – Oct. 27, 2020 Start Date Nov. 19, 2020, and graduating on March 12, 2021.

If you have anyone that needs to get in please get them in ASAP, we have a lot of officers coming in from the Chicago Agencies.

**Item No. 13 on the Agenda – Staff Activity Update**

- SILEC hosted 25 courses in July & August. Fifteen courses were cancelled due to Covid -related issues. We are limited to 25 max. students capacity
- SILEC-SIPCA Awards Banquet postponed to April 29, 2021 at the DoubleTree in Collinsville. We will be sending out the Call for Nominations around the 1<sup>st</sup> week in October. Nominations will be due by Dec. 1, 2020. If we do not have the Awards Banquet, we will find a way to award the officers .
- Criminal Justice Summit is set for Feb. 24-25, 2021 in Effingham. We have lined up Force Science Institute Founder Dr. Bill Lewinski and Jim Glennon from Calibre Press on Implicit Bias. We will be having a Zoom meeting with the Summit Committee on Nov. 3, 2020 to discuss the Summit. It is likely that we will not be having this event in 2021 with the 400 people.
- On-Line Training
  - 2020 - IVC/Criminal Code Update - Now published on our Website
  - LE Training Case of the Month – Illinois Prosecutor Services, great way to keep up on your officers mandates.
- Virtual Training
  - SILEC is developing training video on the subject of Use of Force Law and Decision Making, and Implicit Bias Video webinar from Calibre Press. This will be online for 30 days, starting Oct. 1, 2020.
  - SILEC is negotiating with an Instructor to present a Mental Health training class, via Zoom virtual.
- We are planning to present a full in-class training schedule in the Spring, after the State of Illinois reaches Phase 5 of Restore Illinois.

**Item No. 14 on the Agenda – Old Business**

Director Hayes stated that there is nothing new to report about the ISP joining the MTU system.

**Item No. 15 on the Agenda – New Business**

**Employee Vacation Time**

Director Hayes stated that during our FY'20 Training Audit – Auditor Frank Hollis questioned how SILEC compensated employees for earned vacation time between the employee's anniversary date and their date of separation. It was discovered no language was present in the SILEC Personnel

Policy Manual that addressed prorated vacation. Therefore, it is understood that any employee that resigns, or retires from SILEC in good standing, shall be compensated for the prorated amount of vacation time they earned between their anniversary date and the date of their employment separation. Motion was made by Chief Waldrup and seconded by Chief Schmoll to approve the Vacation Time-Compensation changes. Motion carried with no dissenting votes.

Director Hayes stated that Edwardsville PD called and asked if we would help with funding for a 2-day seminar entitled "Fair & Impartial Policing-Training of Trainers (TOT) Program on Monday-Tuesday, November 16-17, 2020. The tuition is \$600.00 p/p. SILEC is offering to pay half of the tuition \$300 to any agency who wishes to register. SILEC is not taking registration. The department must register and pay the fee and then send that paid receipt to the SILEC Office.

**Partnership Fee Adjustment Request – Brooklyn PD**

Chief Thomas Jeffery of the Brooklyn Police Dept. stated he is here today to discuss his concerns regarding the Partnership Fees due to SILEC-MTU #14 for each Fiscal Year. Chief Jeffery made a presentation to the board of the financial hardship of the Brooklyn Police Dept. After much discussion by the ASSIST board members present, no action was taken by the board on this matter.

Chief Jeffery also questioned several departments on the Partnership Fee list (Union Pacific RR, Grantfork, Hamel, St. Jacob) that he believes are not paying for all of the officers on their roster. Chief Gailius made a motion to ask Director Hayes to investigate these departments, to make sure they are not underpaying the amount of Partnership Fees paid. Director Hayes stated he will check into this matter re the Partnership Fees paid by these agencies.

**Item No. 16 on the Agenda – Good of the Order**

None

**Item No. 17 on the Agenda – Adjournment**

Motion was made by Chief Schmoll and seconded by Chief Schutzenhofer to adjourn. Having completed all items on the agenda the meeting was adjourned at 11:25 am

Respectfully submitted,  
*Sharon Bockewitz*  
By: Sharon Bockewitz,  
Recording Secretary

**\*\*\*\* Next Meeting\*\*\*\*  
TUESDAY – Nov, 17, 2020  
(Zoom Mtg. @ 10:00am**