

**Law and Justice Commission
MTU 8**

Minutes

December 4, 2007

Members Present:

Robert McCarty	David Warner	Randy Wilson	Rusty Thomas
Gordon Beck	Tim Henson	Henry Craft	Roger Aikin
Mike Emery	Beth Kimmerling	Ronald Swan	Dale
Newsome			
Hugh Roop	Mike Glowacki	Jeff Elston	Brent Wick

Staff Present:

Walt Clark	Denelle Hetrick	Steve Silvey
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- I. Call to Order: Meeting was called to order by Chairman McCarty at 12:10 p.m. at Swingers Grille in Normal, IL
- II. Roll call and establishment of quorum: Sign-in sheet passed around and quorum established.
- III. Motion was made by Swan and seconded by Emery to approve October 2, 2007 meeting minutes – all in favor - motion carried
- IV. Financial Report: Motion to approve October and November expenses made by Kimmerling and seconded by Swan – roll call vote taken with all on sign-in sheet voting yea – motion carried
- V. Correspondence
 - A. Audit – Annual Report
 1. Director compared the number of courses and the number in attendance for FY-06 and FY-07. In FY-07, 138 courses were held with a total of 2,325 in attendance. In FY-06, 111 courses were held with a total of 2,013 in attendance.
 2. Director stated the cost to the State Training Board was \$7.64 per hour of instruction for MTU 8's courses held in FY-07.
 3. Director stated the MTU is returning \$6,085 in unused training funds to the State Training Board.
 4. Director stated the auditors made the following recommendations:
 - 1 Stamp all invoices with an approval stamp for the check signer to initial next to
 - 2 Director should count petty cash on a monthly basis
 - 3 Director should receive and log all receipts
 - B. Letter of October 17, 2007, was sent to ILETSB requesting budget

adjustments per the audit

- C. Letter of October 29, 2007, was sent to the auditors stating action taken in regards to the Findings and Recommendations pages in the Preliminary and Tentative FY 07 Audit.
- D. Letter of October 29, 2007, signed by the Director, the Chair, and the Treasurer was sent to the auditors confirming responsibility for the fair presentation in the financial statements; along with responsibility for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud. This letter also states the financial statements provided by the auditors have been reviewed, approved and responsibility is accepted for those financial statements.

VI. New Business:

- E. Director recommended changing the language in Paragraph D.5. of the Commission's Personnel Policy to read "D.5. Permission Leave – Salaried personnel may be granted permission leave at the discretion of the Director or, in the case of the Director, the Chair of the Advisory Board." Motion was made by Kimmerling and seconded by Emery to approve the change in the language – all in favor - motion carried
- F. Director stated Rapid Deployment courses will be held on Friday and Saturday. This will make buildings more available for the practical portion of the training.
- G. Director will be attending the Quarterly State Training Board meeting in Chicago on December 5-6, 2007.
- H. Director requested the Board give Jeff Findley a \$50 gift certificate for his assistance with the MTU website. Motion was made by Aikin and seconded by Kimmerling to purchase a \$50 gift certificate for Findley – all in favor - motion carried
- I. Director presented some preliminary information regarding a resolution to allow service credit for military service (IMRF). Director stated the cost to the MTU would be between \$1,200-\$2,000 per year. The resolution is for up to 48 months of service. The impact to the MTU is about 25% of the total cost with the impact to the State being approximately 75%. Emery stated this program is nothing new and many agencies throughout the state have adopted the IMRF approved program. Swan stated he feels the service credit is well deserved for anyone who has served. Motion was made by Roop and seconded by Henson to direct the Executive Board to meet regarding the service credit for military service and present a proposal to the Board – all in favor – motion carried

VII. Old Business:

- J. All dues and Intergovernmental Agreements have been received.

VIII. Curriculum:

- K. School of Police Staff and Command – Director stated there is not enough

interest shown by member agencies to move forward with holding the Staff and Command course in Normal.

- L. Forensic Digital Imaging will be scheduled for FY 09 as courses approved for grant funding must be concluded by April 30, 2008. It is not possible to schedule the course before that date for the current fiscal year.
- M. FTO Update – Director asked if there was interest in an FTO Update course. Interest was shown. This course will be scheduled for sometime in June or into the next fiscal year.
- N. Director asked if there was interest in a GIS course. The MTU would not be able to pay for the entire course but could support part of the cost if agencies were willing to pay a small amount for their staff to attend. McCarty, along with others, requested additional course information.
- O. Director asked for course requests. An AR15/M16 rifle course was requested.
- P. Director stated the following courses have recently been added to the schedule:
 - 1. Crime Scene Digital Photography, March 3-6, 2008
 - 2. Forensic Analysis of Cell Phone Data, April 15-16, 2008
 - 3. Law Enforcement Leadership Strategies, Jack Enter, May 28, 2008

G. Director stated the training survey will be mailed in January.

IX. No executive session was held

X. Motion to adjourn made by Wilson and seconded by Beck. All in favor – motion carried.

Next regular meeting will be held on Tuesday, March 11, 2008, at 12:00 p.m. at Swingers Grille, 1304 Cross Creek Drive, Normal, IL.