

**Law and Justice Commission  
MTU 8**

Minutes

February 13, 2019

Members Present:

Mark Doran	Travis Cornwall	Rick Bleichner	Chad Wamsley
Mike Kemp	Chris Lane	Mike Kline	Josh Dinger
Jason Williamson	Mark Travis	Dale Sparks	Eric Klingele
Chad Gragert	David Belvery	Aaron Woodruff	Jesse Munk
			Alex Lorsbach

Staff Present:

Denelle Hetrick

- I. Call to Order: Meeting was called to order by Chairman Doran at 1:05 p.m. at Heartland Community College in Normal, IL
- II. Roll call and establishment of quorum: Sign-in sheet passed around and quorum was established.
- III. Motion was made by Dinger and seconded by Bleichner to approve the 12/11/18 meeting minutes – all in favor - motion carried.
- IV. Financial Report: Motion to approve December 2018 & January 2019 expenses made by R. Bleichner and seconded by Kline – voice roll call vote taken with all voting yea – motion carried.
- V. New Business
  - A. Hetrick stated MTU 8’s FY2020 budget request is due April 1, 2019. It was requested to have the Advisory Board allow the Executive Board approve the FY2020 budget request since the next Advisory Board meeting isn’t scheduled until 4/9/19. Motion to allow the Executive Board to approve the FY2020 budget request made by Woodruff and seconded by Belvery – voice roll call vote taken with all voting yea – motion carried.
  - B. The needs assessment and course plan for FY2020 were reviewed. Motion to approve the proposed course plan made by Lane and seconded by Bleichner – all in favor – motion carried.
- VI. Executive Session regarding the staff vacation policy began at 1:18 p.m. and ended at 1:58 p.m. Staff and all those who are not voting members were asked to leave the room.
- VII. Old Business
  - A. It was suggested the language of the General Personnel Policy, Section A read:

Director – The Director will be the operating manager of the Commission and will have primary responsibility for directing the Commission staff. Prospective Directors will be interviewed by the Executive Committee. During this process, prospective Directors shall have the opportunity to negotiate salary and benefits, to include vacation and leave time. The Executive Committee will then recommend the prospective Director to the Commission. He or She

can then be appointed by and serve at the pleasure of the Commission. Once appointed by the Commission, the Director will take all necessary action as directed by the Executive Committee of the Commission in accordance with the established By-Laws of the Commission. The Director will devote his or her time to performing the duties and fulfilling the responsibilities of the Director of the Commission. He or She will be the Project Director of all grants administered by or applied for by the Commission.

Motion made by Travis and seconded by Kemp to approve the amended General Personnel Policy, Section A - voice roll call vote taken with all voting yea – motion carried.

- B. Amended vacation policy for full time MTU 8 employees (General Personnel Policy, Section D.3.:

Vacation – Full-time staff employees will earn vacation time as follows:

- 0 to 5 years completed service = 2 weeks per year from date of hire
- 6 to 10 years completed service = 3 weeks per year from date of hire
- 11 years completed service and over = 4 weeks per year from date of hire

Vacation time cannot be carried over unless permission is granted by written authorization from the Chairperson of the Advisory Board.

The updated policy will begin on current full time employees' 2019 anniversary date. Siron will be grandfathered in with 12 vacation days per year until his 6th year of employment.

Motion made by Belvery and seconded by Dinger to approve the amended vacation policy for full time employees – voice roll call vote taken with all voting yea – motion carried.

- C. Motion made by Wamsley and seconded by Belvery stating current employees must use all existing vacation time earned prior to their 2020 anniversary date – voice roll call vote taken with all voting yea – motion carried.

#### VIII. Curriculum

- A. Hetrick stated the Domestic Terrorism course that was scheduled for 3/6/19-3/7/19 was cancelled due to low enrollment.
- B. Hetrick stated Sex Assault Trauma Informed Response for Patrol courses have been added to the training schedule. They will be held on 3/20/19 & 4/2/19. More of these courses will be scheduled in the Fall.
- C. Hetrick stated Active Shooter Response course have been added to the training schedule. They will be held on 3/26/19, 3/27/19, 6/26/19, & 6/27/19.
- D. Klingele asked when an FTO Certification would be scheduled. Hetrick stated she is planning to contact APTAC to schedule a course. She is hoping to schedule the course in late August or September 2019.

- IX. Motion made by Kemp and seconded by Sparks to adjourn - all in favor - motion carried

**Next regular meeting will be held on Tuesday, April 9, 2019 at 1:00 p.m. at Heartland Community College, room NRC 1201.**