



BOARD OF FIRE AND POLICE COMMISSIONERS
Thursday, May 10, 2018, at 9:00 am
Carbondale Civic Center; Room 103
Meeting Minutes

1. Call to Order / Roll Call

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Thursday, May 10, 2018, at the Carbondale Civic Center, 200 South Illinois Avenue. Chairman Kerry Braswell called the meeting to order at 9:07 a.m.

Roll Call

Present: Kerry Braswell, Gerald Edwards, and Herman Williams

Absent: Harvey Welch

Acknowledgement of Guests

Also present were Deputy City Clerk Clinette Hayes, Human Resources Manager Tara Brown, Fire Chief Ted Lomax, Assistant Fire Chief Mike Hertz, Deputy Police Chief Stan Reno, and Police Chief Jeff Grubbs

2. Approval of meeting minutes from April 12, 2018

MOTION: H. Williams moved, G. Edwards seconded, to approve the meeting minutes from April 12, 2018. VOTE: All voted Aye. No Nays. Motion declared carried.

3. Closed Meeting to Conduct Oral Interviews for Entry-Level Firefighter

MOTION: G. Edwards moved, H. Williams seconded, that the Board hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1), specifically to conduct oral interviews for Entry-Level Firefighter. VOTE: All voted Aye. No Nays. Motion declared carried. Open session recessed at 9:09 a.m.

There was no formal action taken as a result of the closed meeting. There being no further business to come before the Board, G. Edwards moved, H. Williams seconded, that the Board return to open session. VOTE: All voted Aye. No nays. Motion declared carried. Open session resumed at 11:33 a.m.

Police Chief Jeff Grubbs and Deputy Police Chief Stan Reno joined the meeting at 11:35.

4. Discussion and Action on the Application Fee for Entry-Level Police Officer and Firefighter Examinations

At the last meeting on April 12, 2018 the Board discussed the option of temporarily waiving the \$15 application fee for the Entry-Level Police Officer examination with the hopes of increasing candidate participation. Waiving the application fee for two testing cycles will allow enough time to compile information and statistics to determine its effects on examination participation.

MOTION: G. Edwards moved, H. Williams seconded, to waive the \$15 application fee for the Entry-Level Police Officer examination for two testing cycles. VOTE: All voted Aye. No Nays. Motion declared carried.

5. Discussion and Action on the Passing Score of the Entry-Level Police Officer Writing Proficiency Exam

Police Chief Jeff Grubbs met with the City Manager regarding this topic. He stated that the City Manager would like to have more time to do research on the writing proficiency examination.

6. Discussion Regarding Substitution of Military Experience for the Education Requirements for Entry-Level Police Officers

Police Chief Jeff Grubbs met with the City Manager regarding this topic. He stated that the City Manager would like to have more time to do research on substituting military experience for education.

7. Citizens' Comments

None

8. Board Comments

9. Adjournment

Meeting adjourned at 12:15 p.m.

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on _____



Carbondale Human Relations Commission

Minutes – May 7, 2018

Carbondale Civic Center - 5:00pm

Commissioners Present: Jerrold Hennrich, Stephanie Brown, Dora Weaver, Joseph Brown, Ted Gutierrez

Commissioners (Excused): Karriem Shariati

Commissioners (Unexcused): Joshua Bowens

Guest Present: Elius Reed, Carla Childs, Roseanna Dorsey, Camille Dorris, Daniel Silver

SIU-C Dept. of Public Safety Representative: None

Study Circles Staff: None

Staff Present: Chief Jeff Grubbs, Commission Liaison Courtney Beverly

CALL TO ORDER

The meeting was called to order at 5:30p.m. by Chair Hennrich.

MINUTES

Motion was made by Commissioner Stephanie Brown and seconded by Commissioner Gutierrez to approve the minutes from the April 2, 2018 meeting. Motion carried. All Voted Aye. Corrections:

ANNOUNCEMENT

Camille Dorris from the Southern Illinois Coalition for the Homeless will present the history and mission of the Southern Illinois Coalition for The Homeless to the Human Relations Commission.

Interim Director Daniel Silver from the SIU Paralegal Studies Department will conduct a presentation about the future of Southern Illinois University Carbondale. Mr. Silver mentioned the Illinois Innovation Network, Illinois Senate Bill 2234, Chicago's 78th, Individualized Education Program and SIUC Improvements in Enrollment, Recruitment and Retention during his presentation to the Human Relations Commission.

Commissioner Stephanie Brown and Commissioner Gutierrez exit the meeting at 7:10p.m., Quorum has been lost.

Presentation continued, but no action was needed. Adjournment immediately follow.

OLD BUSINESS

None To Report

ISSUES

None To Report

Public Education/HRC Website

None To Report

Public Forums/Events

PUBLIC COMMENTS

Elius Reed addressed the shooting incident that occurred on Chestnut and Robert A Stalls Road in Carbondale.

Carla Childs mentioned the importance of mental health in the community.

COMMISSION COMMENTS

Commissioner Joseph Brown and Commissioner Stephanie Brown addressed the recruitment process within the Southern Illinois region.

PROCESS ASSESSMENT

Sparrow Coalition Report

None To Report

Women For Change

None To Report

Neighborhood Action Group Report

None To Report

Non-Violent Carbondale Project Report

None To Report

Racial Justice Coalition

None To Report

Law Enforcement

Chief Grubbs announced the graduation of the Citizen Police Academy graduates.

Safety Assessment for places of worship, business institutions and residential.

Further details for the Senior Citizen Police Academy and the Personal Safety for Women Classes will be announced.

Items for City Council

None To Report

ADJOURNMENT

Next meeting – June 4, 2018. There being no further business, Chair Hennrich closed the meeting to adjourn.

Meeting adjourned at 7:17p.m.

Recorded by Courtney Beverly _____



Carbondale Human Relations Commission
Minutes – June 4, 2018
Carbondale Civic Center - 5:00pm

Commissioners Present: Jerrold Hennrich, Stephanie Brown, Dora Weaver, Joseph Brown, Ted Gutierrez, Karriem Shariati

Commissioners (Excused):

Commissioners (Unexcused): Joshua Bowens

Guest Present: Elius Reed, Carla Childs, Erik Novack

SIU-C Dept. of Public Safety Representative: None

Study Circles Staff: None

Staff Present: Commission Liaison Courtney Beverly

CALL TO ORDER

The meeting was called to order at 5:00p.m. by Chair Hennrich.

MINUTES

Motion was made by Commissioner Ted Gutierrez and seconded by Commissioner Joseph Brown to approve the minutes from the May 7, 2018 meeting. Motion carried. All Voted Aye. Corrections:

ANNOUNCEMENT

Commissioner Stephanie Brown announced the Justin Dentmon's Battle On The Blacktop which is scheduled for June 23, 2018 beginning at 10:00a.m. located at Attucks Park in Carbondale, Illinois.

Chef Clash In The Arena 2018 Beneficiaries are Autism Society of Southern Illinois and the Southern Illinois Healthcare Patient and Community Support Funds.

Commissioner Shariati addressed the purpose for the Northwest Carbondale Neighborhood Association to the Human Relations Commission.

Elius Reed mentioned that Illinois Governor Bruce Rauner has signed a full state budget on June 4, 2018 at SIUC.

Commissioner Weaver addressed the Human Relations Commission regarding sponsoring a Recruitment and Retention Round Table discussion with Interim Director Daniel Silver from the SIUC Paralegal Studies Department. Further details will be announced.

OLD BUSINESS

None To Report

ISSUES

Commissioner Stephanie Brown and Commissioner Joseph Brown addressed recruiting local students to attend SIUC.

Commissioner Shariati mentioned the decline of media advertising to attend SIUC.

Public Education/HRC Website

None To Report

Public Forums/Events

PUBLIC COMMENTS

Erik Novack mentioned that SIUC freshman pre-registration has decline for the upcoming fall 2018.

Elius Reed announced the three-day outdoor Celebrate 618 event which is scheduled for the weekend of June 14, 2018 located in downtown Carbondale beginning at 7:00p.m.

COMMISSION COMMENTS

Chair Hennrich announced that a subcommittee has been created for the Recruitment and Retention Round Table discussion, the committee will be composed of Commissioner Ted Gutierrez, Commissioner Karriem Shariati and Commissioner Stephanie Brown.

Commissioner Gutierrez announced that the SIUC Career Services will have an open house scheduled on Wednesday June 6, 2018 beginning at 4:30p.m.

Commissioner Shariati mentioned the Curb Appeal Assistance Program and how to obtain an application from the Planning Services Department at the City Hall of Carbondale.

PROCESS ASSESSMENT

Sparrow Coalition Report

None To Report

Women For Change

None To Report

Neighborhood Action Group Report

None To Report

Non-Violent Carbondale Project Report

None To Report

Racial Justice Coalition

None To Report

Law Enforcement

None To Report

Items for City Council

None To Report

ADJOURNMENT

Next meeting – July 2, 2018. There being no further business, Chair Hennrich closed the meeting to adjourn.

Meeting adjourned at 6:22p.m.

Recorded by Courtney Beverly _____



Carbondale Human Relations Commission

Minutes – July 2, 2018
Carbondale Civic Center - 5:00pm

Commissioners Present: Jerrold Hennrich, Stephanie Brown, Dora Weaver, Joseph Brown, Ted Gutierrez, Karriem Shariati, Joshua Bowens, Carla Childs

Commissioners (Excused):

Commissioners (Unexcused):

Guest Present: Scott Martin, Deanah McClendon, Michael Ruiz, Lori Sailiata, Roger Webb, Elius Reed

SIU-C Dept. of Public Safety Representative: None

Study Circles Staff: None

Staff Present: Chief Jeff Grubbs, Diversity & Compliance Officer Alicia Jackson, Commission Liaison Courtney Beverly

CALL TO ORDER

The meeting was called to order at 5:02p.m. by Chair Hennrich.

MINUTES

Motion was made by Commissioner Karriem Shariati and seconded by Commissioner Stephanie Brown to approve the minutes from the June 4, 2018 meeting. Motion carried. All Voted Aye. Corrections:

ANNOUNCEMENT

Commissioner Bowens announced that July 2, 2018 will be his last day as the student appointment for the Human Relations Commission.

Chief Jeff Grubbs introduced the Diversity & Compliance Officer Alicia Jackson to the Human Relations Commission.

Commissioner Gutierrez announced on June 6, 2018 that he will no longer serve as the Director of the Jackson County Mass Transit in Carbondale, IL.

The Illinois Laborers and Contractors Apprenticeship and Training Program will have an open house on Friday, July 13, 2018 located at the Laborers Training Center for all 2018 high school juniors and seniors.

Commissioner Shariati announced that Carla Childs was confirmed as the new Human Relations Commissioner.

Elius Reed announced that the Egyptian Building Trades Council to assist the City of Carbondale in assuring that Carbondale minorities are placed on construction jobs.

Scott Martin announced that on July 3, 2018 the Race Unity Group will be showing a documentary film titled *Walking While Black: L.O.V.E. is the Answer* located at the SIUC Newman Center beginning at 7p.m.

Chief Jeff Grubbs announced that the City of Carbondale Police Department participated in creating a Driver's Education film for the local high school.

Chair Hennrich introduced Assistant Dean for Career Services and Special Projects Michael Ruiz and Adjunct Professor from the SIU School of Law Deanah McClendon to the Human Relations Commission.

OLD BUSINESS

Commissioner Stephanie Brown announced that the Roundtable Subcommittee met on June 26, 2018 beginning at 4p.m. located at Carbondale Rebound.

The Roundtable Subcommittee created a proposal letter to invite the community of Carbondale and to participate in a series of discussions.

ISSUES

The Human Relations Commissioners discussed different advertisement options for the City of Carbondale Channel 16 broadcast.

Public Education/HRC Website

None To Report

Public Forums/Events

Assistant Dean Michael Ruiz and Professor Deanah McClendon discussed recruitment, retention and mentorship opportunities for local middle school and high school students at the SIU Law School mentorship program.

PUBLIC COMMENTS

Elius Reed expressed his thoughts regarding the trial of Pravin Varughese.

Elius Reed discussed the City of Carbondale Police Department and SIU Police Department jurisdiction boundaries.

COMMISSION COMMENTS

Commissioner Shariati discussed the Human Relations Commission Annual Retreat

Commissioner Gutierrez addressed the City of Carbondale downtown Streetscape Improvement project construction.

Commissioner Stephanie Brown updated the Human Relations Commission on the Justin Dentmon's Battle On The Blacktop Tournament which was held on June 23, 2018 located at Attucks Park in Carbondale, Illinois.

Commissioner Childs addressed the SIU Law School mentorship program with Assistant Dean Michael Ruiz.

PROCESS ASSESSMENT

Sparrow Coalition Report

Roger Webb discussed the 2018 Carbondale Area Resources Guide to the Human Relations Commission.

Women For Change

None To Report

Neighborhood Action Group Report

None To Report

Non-Violent Carbondale Project Report

None To Report

Racial Justice Coalition

None To Report

Law Enforcement

Chief Grubbs announced that the City of Carbondale and the Chamber of Commerce have partnered together with SIU New Student Orientation on their Dinner in the Dale.

Chief Grubbs addressed the social media incident that involved a Carbondale Police Officer to the Human Relations Commission.

The Carbondale Police Department Ride Along, Citizens Police Academy and Personal Safety for Women programs will continue, along with two new programs which will be announced at a later date.

Chief Grubbs mentioned that the Coffee With a Cop has been suspended for the summer to focus on the 2018 SIU New Student Orientation.

Items for City Council

None To Report

ADJOURNMENT

Next meeting – August 6, 2018. There being no further business, Chair Hennrich closed the meeting to adjourn.

Meeting adjourned at 7:02p.m.

Recorded by Courtney Beverly _____



CARBONDALE
All Ways Open

Non-Bargaining Unit Employees Personnel Board Meeting May 24, 2018

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, May 24, 2018, in Conference Room A of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:00 p.m., by Chair Dave Chamness.

2. Roll Call

Present: Amber Ronketto, Arnold Taylor, Christina Kuhns, Jarin Dunnigan, Harvey Welch and David Chamness

Also Present: Tara Brown

3. Elect New Chair and Vice-Chair

- A. Chuck Vaught made the motion to open the nominations for the Non-bargaining committee Chair and Vice-Chair. Dave Chamness second the motion.
 - a. Dave Chamness nominated Jarin Dunnigan for Chair. Harvey Welch second. All approved.
 - b. Dave Chamness nominated Amber Ronketto for Vice-Chair. Jarin Dunnigan second. All approved.

4. Approval of Minutes

Correction – Vaught was misspelled

Correction - Adjournment second was made by Amber Ronketto

Correction noting that VEBA was not voluntary; change statement to all employees must participate collectively.

Correction from Non-bargaining Board members preparing a proposal on longevity pay to Tara Brown researching the former Longevity evaluation process to propose a new longevity evaluation plan.

Motion was made by Dave Chamness and second by Chuck Vaught to approve the minutes with corrections from the January 25, 2018 meeting. VOTE: All approved; Motion passed.

5. Old/Unfinished Business

A. Longevity Pay Plan

Chuck Vaught noted the previous longevity plan provided no room for growth. The Performance Appraisal Management (PAM) study established grades with a broader scope of the pay scale and ended the longevity for non-bargaining employees. The Board members briefly discussed proposing a plan to present a longevity plan to the City Manager. Tara Brown noted that Gary Williams has considered a merit performance plan. The board suggested that Tara Brown review the old longevity plan and provide some suggestion to present to the City Manager for the next meeting.

B. Rules and Regulations

The board discussed how to get an updated copy of the non-bargaining rules and regulations to all non-bargaining employees. Tara Brown noted that a copy will go to all admins. Jarin Dunnigan noted that all non-bargaining employees might not receive a copy but asked if IT could upload a copy to Esuites. Tara Brown noted that the new intranet would have that capability but would research to see if uploading to Esuites was possible.

C. Non-bargaining Meeting Location

Jarin Dunnigan made to motion to move the meeting to a meeting room in the civic center. This will make the meetings more accessible to all non-bargaining employees so that the board is in compliance with the by-laws. Chuck Vaught second the motion. All in favor
Jarin Dunnigan asked the HR schedule the room and make sure to get notices out to the employees in reference to the meeting date and location.

6. New Business

A. New Employee Orientation

Tara Brown noted that the HR department is working on updating department information and looking into improving the new hire orientation process.

B. VEBA/Leave Payout

The Board discussed the various departments and how sick leave is paid out when an employee retires. The Board reviewed the difference between IMPF vs Pension and how it effects Police and Fire employees when they retire or leave the City of Carbondale. The Board discussed the length of service and how the sick leave balances are paid out based on years and balance totals paid in percentages. Jarin Dunnigan proposed a change to Section 13.8 of the Rules and Regulations which would extend the payout percentages up to 100% based on total sick leave balance. Jarin Dunnigan asked that Gary Williams and Jeff Davis look at the proposed changes and get their feedback.

D. Vacation Payout

The Board would like to revisit Section 13.-2. Vacations to add the language in reference to approved vacation time being waived from being paid out if approved before May 30, 2018. The Board proposed the option that HR send out notices to employees to remind them of their vacation balance totals. Tara Brown noted that Esuites (HR Portal) provides current totals of all leave balances.

6. Public Comments & Questions

7. Announcements

Next meeting will be held July 26, 2018 at 2:00 pm

8. Adjournment

Motion was made by Amber Ronketto and seconded by Dave Chamness to adjourn. Meeting adjourned at 4:00 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____



Non-Bargaining Unit Employees Personnel Board Meeting July 26, 2018

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, July 26, 2018, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:00 p.m., by Chair Jarin Dunnigan.

2. Roll Call

Present: Jarin Dunnigan, Amber Ronketto, Christina Kuhns, Harvey Welch and Chuck Vaught

Also Present: Tara Brown and Alicia Jackson

Absent: Dave Chamness and Arnold Taylor

3. Approval of Minutes

Motion was made by Harvey Welch and second by Chuck Vaught to approve the minutes from the May 24, 2018 meeting. VOTE: All approved; Motion passed.

4. Old/Unfinished Business

Personnel Rules and Regulations

Vacation Payout

Tara Brown noted that at the last meeting, the board wanted to revisit Section 13 -2C in reference to letters of notification being sent to employees. Tara Brown noted that this addendum to the policy was codified on August 30, 2016 and nothing was added in reference to notification being sent to employees. Tara Brown stated that about 50 employees received a payout in 2018. Christina Kuhns suggested that Human Resources provide upcoming vacation payout notification to employees during open enrollment. Chuck Vaught suggested that we send vacation payout notifications to each department with a signature form that each employee received the notification. Jarin Dunnigan noted that the notices were not sent out during the administration change but to correct the issue, we must send out notification to the employees going forward. Tara noted that Human Resources would make sure to get a memo out notifying employees of the Vacation payout in October and March.

Vacation Cap

Jarin Dunnigan noted that we have an issue with the cap being paid out for employees that might have a vacation planned or a surgery scheduled. Amber Ronketto asked if an employee saving vacation for a planned vacation or surgery can appeal to the City Manager to use their time. Jarin Dunnigan noted that FMLA language could protect the

employee but can be as an amendment to the policy. Tara Brown noted that FMLA would be separate from this payout because FMLA requires an authorization and time will be allotted for medical reasons due to FMLA which is approved by the City Manager.

Jarin Dunigan suggested that if an employee has a planned leave of absence, they can request to an approval from the City Manager to reduce the accumulated total of vacation leave below the cap within a reasonable period of time.

Chuck Vaught made the motion to recommend to the City Manager to add an exception to Section 13-2 C for employee Vacation Payout for employees with planned leave.

Christina Kuhns second the motion. VOTE: All approved: Motion passed.

Rules and Regulations

Jarin Dunnigan wanted to know how we are making the rules and regulation accessible to all employees. Tara Brown noted that after everything has been approved, the rules and regulations will be posted on the employee portal, will be distributed to all departments and eventually will be uploaded to Esuites. Jarin Dunigan noted that we will try to get the rules and regulations out immediately. Jarin Dunigan asked for a motion to make sure that rules and regulations will be accessible to all employees as soon as possible. Chuck Vaught made the motion and Jarin Dunnigan second the motion. VOTE: All approved; Motion passed.

Longevity

Christina Kuhns asked if we had any information on longevity. Tara Brown noted that we have been working with the City Manager on a new Employee Evaluation that is tied to the Core Values. Jarin Dunnigan asked if this would include a merit increase. Tara Brown noted that the City Manager has not finalized the evaluation and we will have to see how we can score the new evaluation to prepare a proposal for longevity or merit increases. The Board members discussed the current pay scale and options for included longevity. Jarin Dunigan asked if we can invite the City Manager and Alicia to the next meeting to discuss the pay plan listed in the rules and regulations to discuss the progress of the evaluation and making the changes in the rule Sec. 3-4 and 3-5.

Orientation

Jarin Dunigan asked for an update on the New Hire Orientation and noted that if the rules and regulations are presented to the new employees. Tara Brown noted that HR is currently working on updating the orientation and employees attending will receive various information about the City as well as a copy of the rules and regulations.

Sick Leave Payout at Retirement

Jarin Dunigan asked if the proposed outline to change the payout scale was presented to Jeff Davis or Gary Williams. Tara Brown noted that Jeff Davis received a copy but Gary Williams has been working on grants. Jarin Dunigan noted that he found out that non-union police and firefighters do not have an option to roll their unused sick leave into their pension plan. Jarin Dunigan explained that the proposal to extend the sick leave out to offer a better option for all employees instead of receiving a max of 50% at the time of retirement. Tara Brown asked if the non-bargaining police and fire employees could write a proposal to the pension board to allow unused sick leave. Amber Ronketto gave an example of an office who have a lot of time and will lose half of his time as well as most do not want to take a promotion due to the benefits that they lose. Chuck Vaught noted that police pension offers a lot better options than IMRF. Chuck Vaught stated that the City did not offer a payout option in previous years and this is better than losing all of the sick time. Chuck Vaught noted that due to the climate of the City, this is a very bad

time to make this proposal. Jarin Dunnigan noted that this was never only for Police and Fire but wanted to offer an option for those that want to not abuse their time because they will lose it. The Board members discussed the overall concerns of sick leave payout. Tara Brown asked if the non-bargaining police could work with local officers to propose an option to roll over unused time to the Police Pension Board for those that would like to take opportunities for advancement. Jarin Dunigan noted that Article 3 & 4 are State Laws that will not change. The City Manager could allow the effected non-bargaining police to participate outside of the scope of the rules and regulations but this is not fair. Extending the scale out to 100% would allow all employees to receive the time that they have accrued which is a scary thing financially but not all employees will not get to that point. Harvey Welch asked about IMRF and express his concerns about the issues between the pensions.

5. New Business

6. Public Comments & Questions

Alicia Jackson asked the board to keep in mind that this board was established to focus on non-bargaining employees and remember to remain compliant with the by-laws. Jarin Dunigan asked Alicia to give an overview of her new position. Alicia Jackson gave an overview of her position as the Diversity and Compliance Officer.

Harvey Welch noted that it disturbs him that we have officers that will not take a promotion due to losing benefits which means that we will lose good officers.

7. Announcements

Next meeting will be held September 13, 2018 at 2:00 pm

8. Adjournment

Motion was made by Harvey Welch and seconded by Amber Ronketto to adjourn. Meeting adjourned at 3:36 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____