



**ILEAS Consortium Board Meeting Minutes
August 25, 2016 @ 01100
ILEAS Training Center – 1701 E. Main, Urbana, Illinois 61802**

Governing Board Meeting

➤ **Meeting called to order** – Board President Dave Snyders called the meeting to order at 11:05 a.m.

➤ **Attendance**

Sheriff Dave Snyders	Present
Chief Steve Neubauer	Present
Sheriff Derek Hagen	Present
Sheriff Tom Schneider	Absent
Chief Todd Murray	Present
Sheriff Dwight Baird	Absent
Chief David Summer	Present
Sheriff Mark Curran**	Present ** Jim Elliot Delegate
Sheriff Jeff Standard	Present
Chief Dustin Sutton	Absent
Chief Mike Metzler	Absent
Sheriff Neal Rohlfing	Present
Chief Terry Bell**	Present** Chris Conrad Delegate
Chief Jeff Ray	Present
Chief Harold Masse**	Present** Cody Brown Delegate
Sheriff Keith Brown	Absent
Chief Curt Baker	Present
Colonel Tad Williams	Absent
Deputy Chief Steve Georgas	Present
Sheriff William Rutan	Present
Chicago PD Fred Waller**	Present** Eric Carter Delegate

Out of 21 members, 15 Board members were present with 4 delegates.

Also in attendance: ILEAS Executive Director, Jim Page, ILEAS Chief of Staff, Larry Evans, Nancy Crossman, Jim Luecking, Pete Smith, Calvin Stearns, Mick McAvoy and Jan Plotner.

Introductions

- **Guests**

➤ **Public Comments**

➤ **Approval of Minutes of June 14, 2016**

Motion made by Summer and seconded by Hagen to approve the minutes of the June 14, 2016 Board meeting. Voice vote taken. Motion passed unanimously.

➤ **Financial**

- **Grant & Fiscal Report**

Jan Plotner and Jim Page gave a brief overview of ILEAS' Grant and Fiscal status. Motion made by Neubauer and seconded by Standard to accept and approve the Grant and Fiscal report. Voice vote taken. Motion passed unanimously.

- **State Budget Discussion**

The state is 15 Billion dollars behind in debt to vendors right now. Everything has been approved for our budget, but we are still waiting for the money to start flowing. At this point, we are still not purchasing anything. Jan Plotner stated that the money should start flowing next week.

- **Business Loan**

The Board requested a plan for the use of the \$250,000 line of credit that was discussed at the last Board meeting. With regard to the issue of the Board members being liable for repayment, staff discussed this issue with General Council Mick McAvoy. McAvoy researched this issue and informally consulted with outside attorneys specializing with these types of issues. It was determined that Governing Board members are not individually liable for debts of ILEAS. The Governing Board voted to approve the authorization to a \$250,000 line of credit to be used only in cases of emergency or if a significant financial situation occurs. Individual Board members are not personally liable for ILEAS debt. By policy, if the Board so agreed, ILEAS would not use any line of credit without the legal means to prepay it so as to avoid the situation altogether. As a general rule, the line of credit would be used for paying vendors and not salaries. Motion made by Summer and seconded by Rohlfing to modify the June 2015 authorization to include the restriction that the approval to access the line of credit cannot be authorized without an attached written plan for repayment. Voice vote taken. Motion passed unanimously.

- **Grant Accountability and Transparency Act (GATA)**

ILEAS is now required to go online to complete a process to determine whether or not ILEAS qualifies to manage grants, which is required by GATA. ILEAS staff has been working with

ILEMA staff to prepared for certification. The policy and practice updates for the Board to approve are:

- **Whistleblower, Fraud Waste and Abuse Policy**

This policy is required by the GATA process as well as specific Code of Federal Regulations (CFR). The plan is to make anonymous reporting available to staff and the member agencies on the ILEAS Transparency webpage.

- **Audit Policy**

A policy which formally involves the Board in the selectin of the auditor, review of the audit and the implementations of a corrective action plan if necessary.

- **Standardized Detailed Budgetary Report to Board Resolution**

To standardize what the Board is presented at each meeting to include information required by CFR and GATA.

- **Inventory Policy**

Improve the inventory process to meet GATA and CFR standards.

- **Purchasing Policy**

Purchasing and Signatory Authority Policy outlining when bids, RFP's, quotes, etc. are to be used.

- **Grant Management Policy**

EHP requirements

Motion made by Rohlfing and seconded by Barker to adopt the policies as written. Voice vote taken. Motion passed unanimously. Motion made by Summer and seconded by Barker to adopt the Resolution outlining what information that the Board Financial Reports must include. Voice vote taken. Motion passed unanimously.

➤ **Current Issues & Updates for Board**

- **Dues Waiver**

In order to clean up the books, staff is requesting the Board conditionally issue a waiver on back dues for 21 agencies that are delinquent with their dues payments from 2013 thru 2015. Director Page requests that the agencies be notified that their back dues will be waived if they pay 2016 promptly. After a lengthy discussion, motion made by Summer and seconded by Ray for staff to request that the Board conditionally wave the dues of the 21 agencies for 2016 through 2015. This waiver will be contingent on the agencies paying their 2016 dues prior to September 30, 2016. Voice vote taken. Motion passed unanimously.

- **Jim Luecking Retirement**

Jim will be retiring December 8, 2016. Jim's replacement should be on board by November 1, 2016. Dave Snyders thanked Jim for his dedicated service to ILEAS and stated that he would be sorely missed.

➤ **Old Business**

○ **ILEAS Training Center Facility**

The Champaign County Board voted to place a quarter-cent sales tax increase on the ballot for the November election. This increase is dedicated to improving all county facilities and facility projects. Projects that affect ILEAS are: Demolition of the old hospital building and annex that ILEAS currently uses for scenario-training space, Remodeling the B and C wing of the 1971 addition into office space for the Champaign County Sheriff and Champaign County has proposed in the preliminary plans to construct a 140' X 80' steel framed building that would replace the old hospital for scenario training space. ILEAS will be losing onsite storage and scenario training space. ILEAS and the School District management have been tentatively exploring the option of ILEAS leasing the old Washington School in Urbana for scenario training temporarily until the proposed new building is completed. This should not increase ILEAS' costs. Director Page and Chief of Staff Evans met with Director Fischer and deputy Director Eric Pingolt to talk about this and the LMS project. Page also met with Mike Scholsser, the Director of PTI about the ITC as well. The purpose of that meeting was to ensure that what ILEAS may plan to do in Urbana, does not duplicate, but rather compliments what PTI is planning in Decatur with its new facility. ILEAS will continue to talk with the County.

○ **Communications Plan Update**

Director Page gave a brief update of the Communications Program activities completed to date. The following is what needs to be done next:

Complete the equipment assessment which will provide the basis for: equipment purchasing decisions in both FFY15 and FFY 16, Cache radio distribution, building, selecting, equipping and training the Regional Technology Support Teams and determining what to do with the surplus StarCom21 radios that are being returned. ILEAS will produce a report to the Governing Board and to IEMA which outlines a specific plan prior to making any significant decision about spending the \$225,000 in the

- **Demonstration of inflatable antenna, StarCom21 radio warehouse and solar generators**

○ **Learning Management System Selection**

The Governing Board authorized staff to engage in a contract with an LMS vendor not to exceed \$45,000. ILEAS staff researched various LMS vendors and identified three that appeared to have the ability to provide the service within the cost range and completed vendor demonstrations with all three. After reviewing the data collected, staff recommends engaging an LMS system called Topyx provided by Interactyx. Staff is still working out the details of the contract. The final cost is estimated to be \$36,250 – well below the \$45,000 authorized by the Board. ILEAS plans on closing down the Adayana LMS site and moving the online training to the Topyx LMS site. This will also

include radiation detectors and StarCom21. The next step is to acquire cybersecurity training designed for first responders so that it can, as well, be posted and marketed.

➤ **New Business**

○ **2017 Conference Dates**

March 12-14 2017 at the Crowne Plaza Springfield, IL

➤ **Adjournment**

At 1:30 motion made by Summer and seconded by Neubauer to adjourn the meeting. Voice vote taken. Motion passed unanimously.

These minutes were respectfully submitted



Dave Snyder

President