



Governing Board Meeting Minutes
January 26, 2017 @ 1100
ILEAS Training Center 1701 E. Main St, Urbana, Illinois 61802

➤ **Meeting called to order**

Board President Dave Snyders called the meeting to order at 11:00 a.m.

➤ **Attendance**

Sheriff Dave Snyders/President	Present
Chief Steve Neubauer/Secretary	Present
Sheriff Derek Hagen/Treasurer	Absent
Sheriff Tom Schneider/Vice President	Present
Sheriff Keith Brown/Sgt. At Arms	Present
Chief Todd Murray	Present
Sheriff Dwight Baird**	Present**Jeff Burgner
Chief David Summer	Present
Sheriff Mark Curran**	Present**Jim Elliot
Sheriff Jeff Standard	Present
Chief Dustin Sutton	Absent
Chief Mike Metzler	Present
Sheriff Neal Rohlfing	Present
Chief Terry Bell	Present
Chief Jeff Ray	Present
Chief Harold Masse	Present
Chief Curt Barker	Present
Colonel Tad Williams	Present
Sheriff William Rutan	Present
Deputy Chief Eric Carter	Absent**Delegate
Chicago PD Fred Waller	Absent

Out of 21 members, 17 Board members were present with 2 delegates.

Also in attendance: ILEAS Executive Director, Jim Page, Chief of Staff, Larry Evans, Nancy Crossman, Skip Frost, Calvin Stearns, Pete Smith, Jan Plotner, Mick McAvoy, Mark Griffeth and Mike Forrest, MABAS.

➤ **Introductions**

○ **Guests**

Greg Douglas, MHFA Senior Manager, Mary Connelly, IMERT,

- **Public Comments**
- **Motion made by Schneider and seconded by Metzler to amend the Board meeting to address the Audit report ahead of the approval of the minutes. Voice vote taken. Motion approved unanimously.**
- **Approval of Minutes of October 27, 2016**

Motion made by Summer and seconded by Barker to approve the minutes of the October 27, 2016 Board meeting minutes. Voice vote taken. Motion passed unanimously.
- **Financial**
 - **Fiscal Reports – Snapshot**

Jan Plotner, Finance Manager gave a brief overview of ILEAS' Grant and Fiscal status. Motion made by Neubaurer and seconded by Elliot to accept and approve the Grant and Fiscal report. Voice vote taken. Motion passed unanimously.

 - **Business Account**
 - **Grant Reports**
 - **Auditor Report**

Jan Plotner gave a brief overview of the audit process and introduced Greg Douglas, Senior Manager for The audit team of Martin, Hood Friese and Associates (MHFA). The audit review resulted in recommendations and proposed changes to the ILEAS fiscal process to make it even stronger than it already is. Motion made by Summer and seconded by Standard to accept the audit report as presented and authorize the recommended changes suggested by the audit. Voice vote taken. Motion passed unanimously.
 - **Line of Credit**

ILEAS still has access to the line of credit but has no need to access it at this time.
 - **Staff Raises**

Unless the State of Illinois adopts a firm budget by June 30th, ILEAS will be in the same position as the last two years with regards to raises. ILEAS is the Fiduciary for a grant to employ Chris Jansen, who is a full time employee for the Illinois Medical Emergency Response Team (IMERT). It has been a few years since Jansen received a pay raise. Jansen is technically an ILEAS employee and has been subject to the freeze. Mary Connolly, the IMERT Director, put a 7% increase for Jansen in the IMERT budget, which was approved by IEMA. Motion made by Masse and seconded by Schneider to approve the \$4,000 raise for IMERT Medical Programs Grant Coordinator Chris Jansen as proposed. Voice vote taken. Motion passed unanimously.
- **Current Issues & Updates for Board**
 - **Dues Amnesty Report**

The Board voted to waive past due dues at the August 25, 2016 Board meeting if the delinquent agency paid their 2016 dues. Six agencies accepted the deal and are now current. Eleven agencies have not responded and two agencies have responded, but not paid.
 - **Changes at IEMA and ITTF**

ITTF chair and IEMA Grants and Preparedness manager Don Kauerauf has resigned from IEMA to accept a position of Deputy Director of the Illinois Department of Public Health. Michele Hanneken resigned from ITTF/IEMA and took a position with the governor's commission on Volunteerism. The State's hiring freeze is preventing IEMA from replacing the vacancies. As a result, everything is moving very slowly – purchase orders, grant work, policy discussions, legal paperwork, etc.
 - **Governing Board Elections Status**

The online process for Governing Board nominations opened on January 9th and will close on January 27th. The online election process will take place from February 13th to February 24th. The election results will be announced shortly afterwards and the new Board will be seated on March 14th at the Annual conference.

- **Physical Equipment Inventory**

Grant guidelines, Grant Accountability and Transparency Act (GATA) and ILEAS policy require physical inventories of equipment with a value of over \$5,000 bi-annually. ILEAS, as the grantee, is responsible for the inventory of that equipment. Inventory Coordinator Kent Jepsen has been working on a plan to conduct a comprehensive inventory process.

- **Regional Planning Coordinator Annual Report**

ILEAS initiated the collection of data regarding the activity of the Regional Planning Coordinators (RPC). ILEAS was unable to quantify their activity for budget justification and planning. Our contract programming vendor, Indilus (Tyrus DeJarnette and Stewart Wood), developed an online tool whereby data can be captured and compiled. The RPC's can access the tool on their mobile devices. They have the ability to enter their activity into the software throughout their day.

- **Communications Activities Update**

The StarCom21 user fees have been billed and paid through June 30, 2017, the process of identifying agencies retaining individual user licenses is done and they have been notified, the notifications of their termination of StarCom21 user fees for other agencies has been accomplished. 2500 radios remain funded by ITTF that includes Statewide Special Teams, Statewide Caches and approximately two radios per county (EMA and primary dispatch per county). The ILEAS basement radio room remains the storage and location where radios will be prepared for redistribution.

- **Cubs Deployment**

126 Mobile Field Force team members from 85 agencies responded on November 4, 2016 to the request from Chicago PD for help with the Cubs Parade and Rally. The agencies responded as normal with no assumption of reimbursement. However, after the event, ILEAS staff worked with Chicago PD, the Mayor's Office and the Cubs to determine whether funds might be available for reimbursement. The Cubs organization agreed to reimburse straight and overtime for the responding officers. An invoice for \$51,423.73 was submitted to the Cubs on December 28, 2016. ILEAS is awaiting that payment. Upon receipt of the funds, ILEAS will issue checks to the submitting agencies.

- **Region 4 North Mobile Field Force Team**

At the last Governing Board meeting on October 27, 2016, the Board decided to create a new Mobile Field Force team in Region 4 North. This team will encompass the counties of DePage, Lake and Cook (North of I-55). ILEAS was able to acquire the equipment truck, trailer and the F350 truck with funds from FY14. The rest of the funds to create this team will be invested in the rest of the team and member equipment. ILEAS staff will not recruit NIPAS Mobile Field Force Team member agencies for this new team as per the agreement with NIPAS. However, if a NIPAS agency wants to move to ILEAS, we will not bar them from joining. If such a situation arises, ILEAS will notify NIPAS immediately. Within the next week, ILEAS will send out an email to all eligible agencies announcing the formation of the team. A list of all the eligible agencies has been developed. All agencies must be NIMS compliant, be current on the dues and be an ILEAS member agency having adopted the most recent LEMAA. A significant amount of the funding for this team are UASI funds which must be spent in Cook County. An agency in Cook county must accept the vehicles and the equipment. A Team leader must be selected and a local governance process established.

- **Old Business**

- **LMS Update**

Training on the LMS system is getting close to the end. Will be meeting with IEMA on the 7th of February.

ILEAS Governing Board Meeting Change Notice

The regularly scheduled ILEAS Governing Board Meeting scheduled for May 25, 2017 at 11:00 AM is cancelled.

A Special Meeting of the ILEAS Governing Board is scheduled for May 4, 2017 at 11:00 AM.

Posted on April 20, 2017

James Page

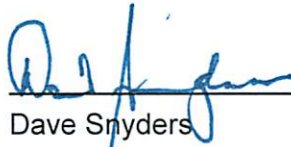
ILEAS Executive Director

➤ **New Business**

➤ **Adjournment**

At 12:34 motion was made by Murray and seconded by Elliot to adjourn the meeting. Voice vote taken. Motion passed unanimously.

These minutes were respectfully submitted

A handwritten signature in blue ink, appearing to read "Dave Snyder", is written over a horizontal line.

Dave Snyder
President