

**WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD
PUBLIC EDUCATION/PERSONNEL COMMITTEE**

Wednesday, April 13, 2011 – 12:00 noon
ETSB 9-1-1 Administrative Office – Board Room
2561 Division Street, Joliet, IL 60435

AGENDA (Amended)

I. CALL TO ORDER

II. ROLL CALL

Pam Buzan	Chuck Exner	Kim Knutsen	Nick Palmer
Julie Ponce-Doyle	Robert Puleo	David Riddle	Tom Ross
MaryJo Seehausen	Candi Thuringer		

III. APPROVAL OF MINUTES

MOTION: To approve minutes from February 9, 2011 as presented.

IV. OLD BUSINESS

A. ETSB Communications Survey –

A twenty-five question survey was prepared for ETSB members on the topic of Communications. The survey results will be reviewed.

B. Address Coordinator Position

The Address Coordinators Position opening was posted with several resources. We received 30 applications and offered in-person interviews to the top three candidates. The Chief Administrators recommendation is to proceed with promoting current GIS Tech Mary Jo Szymanski to the position of Address Coordinator.

MOTION: To move to Full Board approval the promotion of Mary Jo Szymanski to the position of Address Coordinator with an annual salary of \$64,176.27

C. GIS Technician Position

The GIS Technician Position opening was posted with several resources. We received 61 applications and offered in person interviews to the top three candidates. The Chief Administrators recommendation is to process with hiring Ashley Burghardt to the position of GIS Technician with a starting salary of \$38,500 with a \$3,000 Step Increase at the completion of each of the following three years of satisfactory service.

MOTION: To move from Committee to the Full Board approval of the hiring of Ashley Burghardt for the position of GIS Technician with a starting salary of \$38,500 with a \$3,000 Step Increase at the completion of each of the following three years of satisfactory service.

D. Records Report Developer Position (Part-time)

The Records Report developer Position was posted with several resources. We received five applications and have offered interviews to the top three candidates. The Chief Administrators recommendation is to process with hiring Brian Van to the position of Records Report Developer Position (Part-time) with an hourly pay of \$17.30, no more than 24 hours per week.

MOTION: To move from Committee to the Full Board approval of the hiring of Brian Van to the position of Records Report Developer Position (Part-time) with an hourly pay of \$17.30, no more than 24 hours per week.

E. ETSB Appointment – WCSO

The Will County Executive with the approval of the County Board has appointed Deputy Chief John McDowell to fill the vacancy created by the recent retirement of Pat Maher. Deputy Chief McDowell currently oversees the Law Enforcement Division of the Sheriff's Office, which includes the dispatch center.

V. NEW BUSINESS

A. Telecommunicators Week Activities

B. Telecommunicator of the Year (County-wide)

C. 9-1-1 Administrative Staff Profiles

V. MOTION TO ADJOURN TO EXECUTIVE SESSION IF REQUIRED

VI. ADJOURNMENT

All closed sessions may be held at anytime during the meeting. Anyone requiring special accommodations in accordance with the Americans with Disabilities Act is requested to contact the Administrative Offices of the Emergency Telephone System Board at (815) 725-1911 at least 72 hours prior to the meeting.