**East Central Illinois Mobile Law Enforcement Training Team – MTU 13**

Advisory Board Meeting

Thursday, September 5, 2024

Denny Stewart Law Enforcement Training Center

3121 Dewitt Avenue **I** Mattoon, IL 61938

1000 hrs.

In attendance:

Chief Sam Gaines Mattoon Police Department

Sheriff Kent Martin Coles County Sheriff’s Office

Deputy Chief Joel Shute Charleston Police Department

Lieutenant Michael Lusk Eastern Illinois University Police Department

Chief Deputy Tyler Heleine Coles County Sheriff’s Department

Officer Doug Cochran Kansas Police Department

Sheriff Brian McReynolds Shelby County Sheriff’s Office

Sheriff Paul Kuhns Effingham County Sheriff’s Office

Sheriff Gary Carroll Moultrie County Sheriff’s Office

Chief Adam Henderson Casey Police Department

Sheriff Nathan Chaplin Douglas County Sheriff’s Office

Director Brad Oyer MTU 13

Assistant Director Kelsey Jacobson MTU 13

1. **Call to Order**

Chief Sam Gaines called the meeting to order at 1005 hrs. A quorum was present.

Director Brad Oyer informed the Advisory Board that the ILETSB Quarterly meeting that was originally scheduled for September 11, 2024 has been changed to September 25th, 2024 in Springfield.

1. **Minutes from December 28, 2024**

Advisory board reviewed minutes from June 20, 2024.

A MOTION to approve the previous meeting minutes was made by Sheriff Paul Kuhns, seconded by Sheriff Brian McReynolds. Motion passed.

1. **Financial Report/Grant Update**

Assistant Director Kelsey Jacobson reported all MTU financial accounts are in good standing. MTU 13 Annual FY Audit 2024 will commence on 9/30/24 with Gilbert, Metzger & Madigan, LLP.

MTU 13 has received Q1 payment for the FY25 ASSIST grant and is preparing to submit reimbursement to IDOT for the Breath Alcohol Operator class on8/28/24. There will be 3 more reimbursement requests to DHS, IDOT, and CIT by the end of Q1.

1. **Dues Update**

Assistant Director Kelsey Jacobson reported 54 agencies were issued invoices for FY25 dues. Currently, 41 departments have sent full payment, 2 departments have sent partial payments, and 11 departments remain outstanding.

1. MTU 13 Employee Salaries

Chief Sam Gaines reported that he has reached out to ILETSB Manager of In-Service Training requesting increases in staff salaries. In March 2023, Advisory board approved of increase in salary however it was not approved through by State in annual FY budget proposals/requests. Advisory Board identified facts and discussed best course of action for what the board has approved of.

A motion to send a letter to ILETSB to fully fund requested amount of $132,000 for personnel expenses in FY25 was made by Sheriff Paul Kuhns, seconded by Officer Doug Cochran. Motion passed.

1. Classes for approval October through December

Advisory board reviewed class schedule.

A motion to approve classes as scheduled was made by Sheriff Brian McReynolds, seconded by Sheriff Nathan Chaplin. Motion carried.

1. Questions or concerns from the board

A question about the process of getting out-of-state hires trained was discussed and a resolution was identified.

1. Adjournment at 1105 hrs.

A motion to adjourn the meeting was made by Chief Sam Gaines, seconded by Lieutenant Mike Lusk. Motion carried.

**The next Advisory Board Meeting will be held at 1000 hrs. on December 19, 2024 . Location is TBD.**

Respectfully submitted by:

Kelsey Jacobson

MTU 13 Assistant Director