

## **CORONER TRAINING BOARD MEETING**

935 E. Ridgely Dr.  
Springfield, IL. 62701  
1/26/17

### **Board Members:**

*Present in person:* Duane Northrup, Brian Gustafson, Amy Maher

*Present by phone:* Lauren Woertz, Scott Denton

*Absent:* N/A

### **Additional Attendees:**

Lynn Reed, Training Director of the Illinois Coroners and Medical Examiners Association, called into the meeting by phone per request of Chair Northrup.

### **Proceedings:**

The meeting was called to order at 1:05PM by board members present. A roll call was taken of members present and a quorum was determined to be present.

### **Approval of the minutes from 10/20/16:**

A motion was made by Board member Gustafson and seconded by Board member Maher to approve the minutes from the October 20, 2016 meeting as presented. The motion passed by voice vote.

### **Public Participation:**

Lynn Reed, Training Director of the Illinois Coroners and Medical Examiners Association (ICMEA) spoke to the Board about the status of the Coroner 40 Hour Basic Training Course and communication he recently had with the Illinois Law Enforcement Training Board (ILETSB). Lynn stated he had questions for ILETSB regarding how to navigate the state system regarding putting on training courses and submitting procurement invoices, etc. Lynn stated ILETSB offered to come to the Coroner 40 Hour Basic Training, if we would like to put them on the agenda, and they would spend the day meeting with the coroners and explaining how the process of procurement for training, staff, equipment, etc. works. ILETSB is offering access to their Board attorney, fiscal officer, and procurement person through an intergovernmental agreement with the Coroner Training Board (CTB). Additionally, ILETSB is offering to provide up to \$20,000 to CTB to assist with paying for lodging expenses of the Coroner 40 Hour Basic Training Course.

Board members discussed the fact that all Board members welcome assistance from ILETSB regarding navigating the State of Illinois procurement process however; the offer of financial assistance in the amount of \$20,000 for training from ILETSB was not necessary due to the fact the CTB has funds available for the Coroner 40 Hour Basic Training Course from the Death Certificate Surcharge Fund.

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Board member Denton suggested the CTB accept the offer of assistance from the ILET SB, excluding the offer of financial assistance of \$20,000. Board member Maher offered to reach out to the attorney(s) for ILET SB to inquire what assistance they may be able/willing to provide the CTB regarding questions we may have. Chair Northrup stated he would contact ILET SB Deputy Director Eric Pingolt and invite Director Fisher and Deputy Director Pingolt to the next CTB meeting during the Coroner 40 Hour Basic Training Course.

Lynn Reed reported to the Board that he was informed by ILET SB that the Executive Director of the CTB was the only person who could sign an Intergovernmental Agreement or Memorandum of Understanding with ILET SB. Chair Northrup reported to the Board he had been informed by SPO Dick Welch that the Chair of the CTB was authorized to sign contracts, intergovernmental agreements, memorandums of understanding, etc. However; if the attorney for the ILET SB believes only the Executive Director of the CTB can sign the intergovernmental agreement, then CTB will not have any intergovernmental agreement with ILET SB until after hiring an Executive Director.

### **Authorize Payment of the Bills:**

No new bills to pay.

### **Update on State of Illinois Procurement Code and State Procurement Officer (SPO):**

Chair Northrup informed the Board that he had been in contact with the individuals from the State Chief Procurement/Purchasing Office and going back to 2010, all state boards, state agencies and vendors doing business with the State of Illinois must have a State Procurement Officer assigned to them. This person assists with making sure all rules and regulations regarding purchases with state funds follow the state procurement code. Through multiple phone calls and conversations with many individuals from the Chief Procurement Office and the Comptroller's Office, Chair Northrup was able to have a State Purchasing Officer (SPO) assigned to the CTB. Chair Northrup was contacted recently by SPO Dick Welch who is assigned as the SPO for ILET SB, Illinois State Police, Illinois State Police Merit Board, and now, the CTB. Chair Northrup reported to the Board that he was informed by Dick Welch, SPO the threshold for requiring bids for purchasing contracts is \$50,400 excluding sole source suppliers. Dick Welch, SPO informed Chair Northrup that all state boards must follow the state purchasing rules/regulations.

### **Outstanding Invoices Submitted to the CTB by ICMEA for August 2016 CEU Training:**

Chair Northrup informed the Board that he had received an email from IDPH Deputy Director Bill Dart earlier this week that IDPH had been reviewing the invoices submitted and they believed they were going to be able to reimburse for the expenses from the Death Certificate Surcharge Fund because of the unique circumstances of how and when the training took place last August and when the CTB was actually appointed. Chair Northrup explained the August 2016 coroner training conference was already scheduled and in place prior to the CTB members

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being appointed on August 1, 2016. The August 2016 coroner training conference was completed prior to the first meeting of the CTB on August 30, 2016 and the State of Illinois FY17 appropriation was not approved by the legislature until after August 30, 2016. Illinois Coroners and the CTB were uncertain as of the inaugural meeting of the CTB on August 30, 2016 whether the training funds would be appropriated and whether the funds would be appropriated to ILETSB, IDPH, CTB or any other agency for that matter. The CTB and ICMEA were under the assumption that the funds would be appropriated directly to the CTB as a new state board however; they were appropriated to IDPH by error in wording of the FY17 appropriation bill. IDPH Deputy Director Bill Dart advised Chair Northrup in the email that the CTB would need to follow state procurement rules going forward. Chair Northrup informed the Board that payment for the August 2016 coroner training conference should be received within the next few weeks.

### **Update on Amending the Administrative Code Title 20, Subpart A & B:**

Continued to next meeting.

### **Update on Establishing CTB as a state agency with the Illinois Comptroller's Office:**

Chair Northrup informed the Board the Illinois Chief Procurement Office is now recognizing the CTB as a state **Board** and we have been assigned a State Purchasing Officer (SPO). Dick Welch is the SPO assigned to CTB and we will be working with Dick going forward regarding procurements by the CTB.

### **Quarterly Board Meetings:**

CTB 2017 quarterly meeting dates were originally set at the October 20, 2016 meeting for February 23<sup>rd</sup> in Mount Vernon, IL., May 25<sup>th</sup> in Chicago, IL. at the ME's Office, August 24<sup>th</sup> in Collinsville, IL., and November 16<sup>th</sup> in Peoria, IL. All CTB meetings will begin at 1PM. Locations and addresses for the February, August and Peoria meetings will be posted once confirmed. The meetings dates have not been posted as of this date due to the fact the exact locations have not been set in every city. The Board moved the date of the February 23<sup>rd</sup> meeting to Thursday, March 2, 2017 at the Wyndham City Center in Springfield, Illinois during the Coroner 40 Hour Basic Training Course. The Board decided to hold off posting the exact dates until locations can be confirmed.

### **Hiring a CTB Executive Director and Staff:**

Carried over for next meeting. Chair Northrup and Vice Chair Gustafson will pursue obtaining some comparable job descriptions and salaries for Executive Directors of other Illinois state boards and similar coroner training boards from other states.

### **Mandatory State of Illinois Ethics Training for Board Members (Electronic or Paper):**

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All CTB members should have completed and submitted their mandatory ethics training to Debbie Magerle at IDPH. This must be done annually and will be required to be completed by the Fall of 2017. Original signature page must be submitted through the mail.

### **CTB Website:**

Chair Northrup received an email from SPO Dick Welch on 1/25/17 with an attached memorandum regarding master information technology (IT) contracts that states the Department of Central Management Services (CMS) has transferred IT Master Contracting Authority to the Department of Innovation and Technology (DoIT). Further discussion is carried over until next meeting.

### **Coroner Training:**

The basic outline of the topics for the Coroner 40 Hour Basic Training Course were emailed to Chair Northrup by Lynn Reed for approval of the preliminary topic outline and agenda for the Coroner 40 Hour Basic Training Course as presented. The topic outline/agenda will be substantially the same however; a few of the presenters may change by the time of the training depending on availability.

A motion was made by Vice Chair Gustafson and seconded by Board Member Denton to approve the preliminary topic outline and agenda for the 40 Hour Basic Training Course as presented. Motion passed by voice vote.

### **Legal Representation for CTB:**

Chair Northrup and Vice Chair Gustafson have met with Ken Shepro in regards to working with the CTB. He has prior experience with working with Illinois coroners regarding legal issues. Attorney Shepro is very eager to work with the CTB and has previously worked with several members of the Joint Commission on Rules. Chair Northrup will follow up with SPO Dick Welch to determine how to proceed with hiring Attorney Shepro.

### **Old Business:**

None

### **New Business:**

There were no new business items for discussion.

### **Adjourn:**

A motion was made by Board Member Maher and seconded by Board Member Denton to adjourn the meeting at 2:30PM. The motion passed by voice vote.