

## **CORONER TRAINING BOARD MEETING**

IDPH Division of Vital Records  
925 Ridgely Ave.  
Springfield, IL. 62702  
3/30/17 @ 1:00PM

### **Board Members:**

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

*Absent:* Scott Denton & Lauren Woertz

### **Additional Attendees:**

There were no additional attendees.

### **Proceedings:**

The meeting was called to order at 1:03PM 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 1/26/17 and 3/2/17:**

A motion was made by Vice Chair Gustafson and seconded by member Maher to approve the minutes from the January 26, 2017 and March 2, 2017 Coroner Training Board meetings as presented. The motion passed by voice vote.

### **Public Participation:**

There was no public participation.

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

No new bills to pay.

### **Update on State of Illinois Procurement Code, State Procurement Officer (SPO), Office of Inspector General (OIG), and Executive Ethics Commission:**

HB3949 is currently sitting in the House General Services Committee at this time and clearly states the appropriation of \$450,000 from the Death Certificate Surcharge Grant is to be appropriated directly to the Coroner Training Board.

Chair Northrup reminded the Board that he is currently designated as the Ethics Officer for the Board with the Executive Ethics Commission however; upon hiring an Executive Director for the Coroner Training Board, that designation shall be transferred to the Executive Director by way of a designation letter sent to the Executive Ethics Commission.

Chair Northrup advised the Board that he believes all members of the Coroner Training Board do have to file Statements of Economic Interest (SEIs) with the Secretary of State's Office. Board members may not have been required to file SEIs when the training funds were administered by the Illinois Department of Public Health, at the request of the Coroner Training

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Board, however; that is not the case now. Now that the funds are administered directly by the Coroner Training Board, all members should file SEIs annually.

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

Chair Northrup reported the August 2016 training conference expenses have been paid. The payments were received in two separate checks due to how the expenses were categorized by Public Health.

The only remaining outstanding expense at this time is the expenses for the 40 Hour Basic Coroner Training Program held the last week of February and first week of March 2017. ICMEA Training Director Lynn Reed will be submitting the final invoice for the training once all expenses have been calculated.

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

Continued again to next meeting (8/24/17) due to questions by the CTB SPO regarding how legal counsel would be hired by CTB. Is legal counsel going to be an employee of the Board, paid per single use, or contractual PRN/hourly with a maximum annual contract amount.

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

Done. The Coroner Training Board has been established as a state board (not state agency).

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

Chair Northrup submitted a proposed position/job description for the Executive Director Position of the Coroner Training Board to Board members for review. A motion was made by Board Member Maher and seconded by Vice Chair Gustafson to approve the position/job description as amended. The motion passed by voice vote.

Discussion occurred by Board members about whether the Executive Director position should be full-time or part-time. Vice Chair Gustafson provided multiple job description and salary examples of similar positions in other states for review by the Board. Following extensive discussion, a motion was made by Board Member Maher and seconded by Vice Chair Gustafson to establish the position of Executive Director of the Coroner Training Board as a part-time salaried position up to 999 hours annually with a salary range between \$33,000-\$45,000. The motion passed by voice vote. A motion was made by Board Member Maher and seconded by Vice Chair Gustafson to establish the position of Administrative Assistant to the Executive Director as a part-time position up to 999 hours annually with an hourly rate established between \$20-\$26 per hour. The motion passed by voice vote.

### **CTB Website:**

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Chair Northrup contacted DoIT (Information Technology Department for the State of Illinois) to inquire about creating a Request for Proposal (RFP) for website creation and services. Darren (?) referred me to Larry Evans at the Illinois Law Enforcement Alarm System (ILEAS) who is working on a similar system for the Illinois State Police (ISP) and Illinois Emergency Management Agency (IEMA). Chair Northrup will meet with Larry Evans at ILEAS to see a demonstration of the program and will report back to the Board once more information is available. Chair Northrup explained the Coroner Training Board may be able to enter into a Memorandum of Agreement (MOA) with ILEAS to utilize the same program once it has been created.

Chair Northrup presented a sample of a FormE created/amended from the FormE utilized by the Law Enforcement Training and Standards Board (ILETSB) for approval by the Board to track coroner agency rosters. A motion was made by Vice Chair Gustafson and seconded by Board Member Maher to approve the newly created FormE, for the Coroner Training Board, as amended. The motion passed by voice vote.

A motion was made by Vice Chair Gustafson and seconded by Board Member Maher to disseminate the Coroner Training Board FormE to all coroners and medical examiners requiring submission biannually by January 15<sup>th</sup> and July 15<sup>th</sup> of each year. The motion passed by voice vote.

### **Update on the completed Coroner 40 Hour Basic Training and 2017 CEU Trainings:**

Feedback from attendees was great overall. Many attendees stated they learned a lot of information and things they did not realize they were required to do.

The invoice has not been submitted by ICMEA for the expenses of the conference. Once all expenses have been calculated, ICMEA Training Director Lynn Reed will forward the final invoice to IDPH for payment.

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

Carried over again to the next meeting due to similar reasons regarding hiring an Executive Director for the CTB and amending the Administrative Code.

### **Approval of Submitted Training Courses for Coroner/Deputy Coroner CEUs:**

Chair Northrup inquired about Board members assessing possible online training courses for approval by the Board and being reimbursed by the Board for these expenses. Additionally, the Board should consider approving certain training courses approved by other training entities such as the American Board of Medicolegal Death Investigators. Board Member Maher suggested the Board wait until an Executive Director has been hired and assign the Executive Director to bring courses to the Board for approval and attempt to negotiate group rates for

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courses approved for training Illinois coroners. The Board will work with the Executive Director to establish a list of approved courses for continuing education of Illinois coroners including in person and online/web based courses.

### **Old Business:**

None

### **New Business:**

Motion was made by Vice Chair Gustafson and seconded by Board Member Maher to suspend holding any additional meetings until we know a fiscal year 2018 state budget has been approved. The motion passed by voice vote.

Chair Northrup advised the Board the ICMEA spring conference is scheduled in conjunction with the Illinois Association of County Officials conference in April 2017 and the expenses for coroner continuing education are estimated to be less than \$3600 total, according to ICMEA Training Director Lynn Reed. Chair Northrup does not believe a contract is required for reimbursement of those expenses due to the total amount being less than the amount required for a contract. Coroner Reed will submit the expenses to Public Health upon completion of the training for reimbursement.

### **Adjourn:**

A motion was made by Vice Chair Gustafson and seconded by Board Member Maher to adjourn the meeting at 2:43PM. The motion passed by voice vote. Next meeting of the CTB is pending scheduling after approval of a state of Illinois fiscal year 2018 budget.