

## **CORONER TRAINING BOARD MEETING**

535 W. Jefferson  
Springfield, IL. 62701  
8/30/16

### **Board Members:**

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

*Present by phone:* Lauren Woertz

*Absent:* J. Scott Denton

### **Additional Attendees:**

*Present in person:* Joseph Aiello (DPH Vital Records), Bill Dart (Deputy Director of DPH Office of Policy, Planning & Statistics), Kim Palmer (DPH OPPS Fiscal Department), Debbie Magerl (DPH OPPS Human Resources & Grants Coordination)

### **Proceedings:**

The meeting was called to order at 2:00PM by board members present. A roll call was taken of members present and a quorum was determined to be present.

### **Election of Board Chair and Vice Chair:**

A motion was made by Board member Gustafson and seconded by Board member Maher to elect Duane Northrup Chair of the Coroner Training Board. The motion passed by voice vote.

A motion was made by Board member Northrup and seconded by Board member Maher to elect Brian Gustafson Vice Chair of the Coroner Training Board. The motion passed by voice vote.

A motion was made by Board member Gustafson and seconded by Board member Maher to allow electronic attendance and participation for Coroner Training Board meetings, by Board members, including voting by phone attendance and to have the Board follow Robert's Rules of Order for Board meetings. Discussion by Board members clarified Board member attendance by phone shall count toward the minimum members required to be present to form a quorum. The motion passed by voice vote.

Discussion during the meeting confirmed the Board does not have to vote to establish a minimum number of meetings throughout the year due to the fact state statute establishes the Board will meet a minimum of quarterly each year. The Board may convene additional meetings throughout the year as needed to conduct Board business.

Board Chair Northrup informed the Board he went to the Secretary of State's Office in Springfield, Illinois, prior to this meeting, to file the Statement of Economic Interest Forms (SEI) for himself, Board Vice Chair Gustafson and Board Member Woertz. Secretary of State staff contacted Ed Murphy in Governor Rauner's Office who informed Board Chair Northrup that SEIs are not required for CTB members because CTB is not a Senate confirmed Board and CTB

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members are non-paid positions therefore; filing SEIs with the Secretary of State is not required.

### **State Government Operations and IDPH Staff:**

IDPH staff provided informational packets to Board members containing reference materials pertaining to the following procurement and fiscal matters:

- a. Ethics Training for Boards and Commissions
- b. Procurement and Fiscal Timelines, Guidelines, Minimum/Maximum Procurement Levels/Amounts, and Contracts for Services
- c. Travel Vouchers and reimbursement Guidance for CTB members
- d. W-9 Request for Taxpayer Identification and Certification Forms

Board Chair Northrup inquired how the process of collecting the Death Certificate Surcharge Funds by IDPH through local registrars is then distributed by the Coroner Training Board to entities/agencies providing training to Illinois Coroners and police officers. IDPH Deputy Director Dart stated the appropriation is to Public Health and the Department of Public Health has the spending authority. Anything the Coroner Training Board is going to expend must be run through the IDPH process, according to Deputy Director Dart. Board Chair Northrup inquired if this process was different from the process the Illinois Law Enforcement Training and Standards Board followed when that board was charged with approving/overseeing training for Illinois coroners and pathologists. Deputy Director Dart stated he was not sure how the process worked for the Illinois Law Enforcement Training Board however; this process is similar to the process utilized by the Health Facilities Review Board and all of their contracts are signed by the Director of Public Health, their vouchers go through Public Health's accounting system and all travel meets IDPH travel policies/rules.

Deputy Director Dart explained IDPH would/could act as a host agency to process all paperwork for the Coroner Training Board to ensure procedures meet the State of Illinois Procurement Code and Personnel Code (CMS process for hiring personnel). The question was raised whether our personnel positions would be "non-code" or "double exempt" positions. The positions will have to be established with CMS to identify these positions exist.

Board Chair Northrup inquired if the State of Illinois Procurement Code and Personnel Code can be obtained online and Deputy Director stated it can and IDPH staff will forward the website information to the Board members.

Debbie Magerl stated professional and artistic contracts under \$20,000 and small purchases under \$50,400 proceed through the payment process quicker because they are not subject to the competitive bidding process. Contracts with government entities (through inter-agency agreements) are exempt from the procurement code according to Debbie. Debbie stated Information Technology contracts have a separate threshold.

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Deputy Director Dart mentioned during the meeting that CMS can assist with setting up a Board website. Dave Haley with CMS is the person to contact for assistance with setting up a board website for a fee. This could be accomplished through an inter-governmental agreement. There is an hourly charge for this service. Dave Haley was able to convert an existing website from the Health Facilities Services Board to a new website managed by CMS.

Discussion transitioned to discussing the need for a position/job description to be created for a CTB Executive Director position. A location for office space for the CTB could possibly be housed in an IDPH building or another building housing other state personnel through CMS for a rental fee. Office supplies, copy services, and printing services could be procured through master contracts already in place by IDPH and CMS.

CTB members are considered and treated as state employees regarding travel reimbursements, per diem allowances/limits, lodging limits, reimbursable and non-reimbursable expenses. The following travel guide link was provided by Kimberly Palmer <https://www.illinois.gov/cms/Employees/travel/Pages/default.aspx>. Kimberly provided informational sheets to the Board regarding state quarterly per diem rates for travel, lodging, meals, etc...some of the travel reimbursements are only in effect if Board members are traveling more than seven days, according to Kimberly. Board members can sign up for travel updates on the travel guide link to receive automatic updates regarding changes to the state travel policies. The mileage reimbursement rate usually changes each January and Board members should check the rate before submitting a travel voucher in the month of January to see if the rate has gone up or down, according to Kimberly. All Board members must fill out a W-9 and provide it to Kimberly before you will be able to receive reimbursement for Board related expenses. Kimberly stated she would check with the Comptroller's Office to see if they already have a W-9 on file for Champaign and Rock-Island Counties.

Board Chair Northrup inquired how CTB members and staff could make tax exempt purchases for Board related items and Debbie advised CTB members would utilize IDPH's tax exempt number. Debbie stated CTB members and staff should be going through IDPH for pre-approval of purchases and she would provide CTB members and staff the IDPH tax exempt number.

Deputy Director Dart offered to send the CTB members a sample position/job description for an Executive Director from another state board and a blank position/job description to assist CTB with developing our Executive Director position description.

Board Chair Northrup inquired if the CTB budget would be on a calendar year or state fiscal year. It was determined CTB will operate with a budget that runs on the state fiscal calendar from July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

### **Quarterly Board Meetings:**

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Board members discussed setting quarterly meeting dates. Thursday afternoons at 1:00PM seemed to be the best meeting day and time form most Board members. Board members decided delay setting the quarterly meeting dates in lieu of meeting monthly for several months to complete all the pressing items that need to be completed by the Board. The next CTB Board meeting will be held on 9/29/16 at 1:00PM at the IDPH Vital Records building located at 935 E. Ridgely Dr., Springfield, Illinois. Joe Aiello from Vital Records offered use of his boardroom for the September meeting and future meetings if the CTB decides to meet in Springfield, Illinois for those meetings as well.

### **Public Comment:**

There was no public comment.

### **New Business:**

There were no new business items for discussion.

### **Adjourn:**

A motion was made by Board member Maher and seconded by Vice-Chair Gustafson to adjourn the meeting at 3:35PM. The motion passed by voice vote.