

CORONER TRAINING BOARD MEETING

Wyndham City Centre
700 E. Adams St.
Springfield, IL. 62702
3/2/17

Board Members:

Present in person: Duane Northrup, Brian Gustafson, Amy Maher, Lauren Woertz

Absent: Scott Denton

Additional Attendees:

Brent Fischer, Executive Director of the Illinois Law Enforcement Training and Standards Board, John Keigher, Chief Legal Counsel for the Illinois Law Enforcement Training and Standards Board, and Patrick Hahn, Manager of In-Service Training for the Law Enforcement Training and Standards Board.

Proceedings:

The meeting was called to order at 1:01PM 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:

Carried over to the March 30, 2017 meeting.

Public Participation:

Director Brent Fischer, John Keigher and Patrick Hahn from the ILETSB attended the meeting to discuss how ILETSB may be able to assist the CTB with operational issues and possibly creating an intergovernmental agreement between both agencies to clarify questions of coroners receiving credit for attending trainings sponsored by ILETSB and police officers receiving credit for attending trainings sponsored by the CTB. Fees for membership to Mobile Team Units (MTUs) are established individually by each MTU and MTUs can charge non-members for attending trainings, according to Patrick Hahn. Director Fischer mentioned there may be a way for CTB to have an associate membership with ILETSB similar to the membership of the Illinois State Police in ILETSB. Chair Northrup reported he has received questions from coroners and deputy coroners of whether they are able to attend a training sponsored by a local MTU as well as questions from police officers of whether they are able to attend a training sponsored by CTB. It may be possible for CTB to cosponsor trainings with MTUs that would allow police officers and coroners to obtain credit for attending the trainings, according to Director Fischer.

Director Fischer offered that CTB may be able to work with the Executive Institute to get courses certified for coroners and police officers who attend. It may require some sort of intergovernmental agreement with the Executive Institute located at Western Illinois University (<https://iletsbei.com>). Patrick Hahn recommended working with the Executive Institute to alleviate conflicts in training locations and courses because any statewide training comes through the Executive Institute. Director Fischer reported other groups have been contacting

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ILETSSB wanting certified training through MTUs such as Telecommunicators and Deputy U.S. Marshals. Chair Northrup informed Director Fischer that CTB has a statutory role to provide training for Deputy Coroners and pathologists as well and questioned if the Executive Institute is more for Supervisory level training versus frontline investigators such as deputy coroners. Director Fischer stated the Executive Institute is good for figuring out how to use the statewide formula and is a statewide entity more focused on executive level training for supervisors and providing online resources for ILETSSB. The Executive Institute compliments MTUs who provide everyday training based on the needs of local departments/agencies. ILETSSB is looking into how all of this training could be made uniform in how it is done for everyone else and how it will be paid for. Chair Northrup inquired how many MTUs are located within Illinois and was informed there are 14 MTUs. Chair Northrup stated he views the Illinois Coroners and Medical Examiners Association as a fifteenth MTU capable of providing training to Illinois coroners as well as police officers. Director Fischer inquired if there was other training CTB was considering. Chair Northrup reported CTB is looking into the possibility of sponsoring a forensic pathology fellowship in the future through CTB or possibly a training grant to a hospital forensic pathology training program. Chair Northrup inquired if ILETSSB would be willing to provide the most recent coroner/deputy coroner agency roster to CTB. Director Fischer stated he would check with the ILETSSB Information Technology Department to see if they could provide the roster to CTB. Director Fischer stated he will have the ILETSSB attorney work on creating a possible intergovernmental agreement between ILETSSB and CTB for future training opportunities.

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:

Chair Northrup informed the Board that CTB is now recognized as a state board and we have an SPO (Dick Welch) assigned to CTB. However; CTB has to work with the SPO assigned to IDPH through the rest of FY17 ending June 30th, 2017 due to the fact the FY17 appropriations bill stated the coroner training funds from the Death Certificate Surcharge Fund were appropriated to IDPH for use by the CTB.

Chair Northrup informed the Board that the CTB joined ICMEA as an associate member in January 2017. This associate membership was required to meet certain requirements for training expense approval. The annual cost for associate membership is \$25.

Chair Northrup reported to the Board that he was contacted by the State of Illinois Executive Ethics Commission in mid-February and informed the Board must designate an Ethics Officer for the Board. The Board Chair can designate the Ethics Officer by sending a letter to the Executive Ethics Commission stating the designation. Chair Northrup designated himself as the Ethics

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Officer for CTB until an Executive Director is hired and those duties can be assigned to him/her. The Ethics Officer must attend an orientation meeting for new ethics officers of state boards which will be held on March 28, 2017 at the UIS Campus in Springfield, Illinois.

Someone from the Office of Inspector General (OIG) contacted Chair Northrup in mid-February inquiring about the CTB budget and if there are any staff. The person from the OIG stated there are other requirements for state boards and someone from the Board will have to come before the Senate Committee annually to present the Board's budget.

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

Chair Northrup reported Kimberly from IDPH had contacted Lynn Reed, ICMEA Training Director and requested he submit an invoice for the total expenses due from the August 2016 Coroner Training Conference. Lynn Reed has submitted the invoice to IDPH. The expenses for the Coroner 40 Hour Basic Training Conference will have to be invoiced to IDPH upon completion of the conference.

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

Continued to next meeting 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.

Hiring a CTB Executive Director and Staff:

Vice Chair Gustafson reported he has contacted existing coroner training boards nationwide with limited response regarding job descriptions and salaries of their Executive Directors. It appears there is wide variation in how other coroner training boards hire, pay, and classify/utilize their Executive Directors. Some directors are part-time while their assistant may be full-time and vice versa. For example: the Indiana Coroner Training Board has a part-time Director who is paid \$41,700 annually while the Executive Administrative Assistant is full-time with a salary of \$58,200 annually, according to Vice Chair Gustafson. This will be carried over to the March 30, 2017 meeting for further discussion and to provide more time to obtain additional information for comparison.

CTB Website:

Carried over to next meeting.

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

The Coroner 40 Hour Basic Training Course is going on this week without any major complications. There are approximately 65+/- attendees and the overall response has been extremely positive about the curriculum and the presenters. Several coroners have expressed how informative the conference has been.

Legal Representation for CTB:

Carried over to the next meeting due to similar reasons regarding hiring an Executive Director for the CTB.

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 Woertz to adjourn the meeting at 2:41PM. The motion passed by voice vote. Next meeting of the CTB is scheduled for 1:00PM on March 30, 2017 at IDPH Division of Vital Records in Springfield, Illinois.