

CORONER TRAINING BOARD MEETING

935 E. Ridgely Dr.
Springfield, IL. 62701
10/20/16

Board Members:

Present in person: Duane Northrup, Brian Gustafson, Amy Maher, Scott Denton

Present by phone: Lauren Woertz

Absent: N/A

Additional Attendees:

None

Proceedings:

The meeting was called to order at 1:09PM 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 9/29/16:

A motion was made by Board member Gustafson and seconded by Board member Scott Denton to approve the minutes from the September 29, 2016 meeting as presented. The motion passed by voice vote.

Public Participation:

None

Authorize Payment of the Bills:

Board Chair Northrup reported he had received an invoice from the Illinois Association of Coroners and Medical Examiners (ICMEA) titled "Coroner Training Expenses August 2016" for expenses incurred for providing continuing education training to Illinois coroners this past August. Chair Northrup explained to board members the training was scheduled by ICMEA prior to the appointment of the new Coroner Training Board by Governor Rauner on August 1, 2016. At the time the training was held, ICMEA was not aware if funds were appropriated to the Coroner Training Board or the Illinois Law Enforcement Training and Standards Board due to the fact no state appropriation bill had been signed as of the time of the appointment of the Coroner Training Board nor the scheduled coroner training. A calculation error was discovered during review of the invoice which was amended by the Board during discussion. The amended expenses for the August 2016 coroner training totaled \$18,932.15. A motion was made by Board Member Maher and seconded by Board Member Denton to approved the payment of the invoice in the amount of \$18,932.15 to ICMEA for August 2016 coroner training expenses. The motion passed by voice vote.

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

Board members discussed adding the annual firearms requalification requirement to the CTB section of the Administrative Code at the prior CTB Board meeting. Chair Northrup presented

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the addition of the firearms qualification course of fire and the annual requalification requirement as had been approved by the Board at the prior meeting. Chair Northrup informed the Board the additions to the administrative code regarding coroner firearms qualification course of fire requirements and annual requalification requirements mirror the requirements currently in place for other law enforcement personnel under the Illinois Law Enforcement Training and Standards Board Administrative Code sections.

Chair Northrup informed the Board the Joint Commission on Administrative Rules only meets twice per year to approve changes to the administrative code. There is a process for approving an emergency rule that is in place for a maximum of 150 days and an option to extend the emergency rule for an additional 150 days if needed until the permanent rule can be adopted by the commission. There are several procedures that must be followed and supporting documentation that must be submitted to the joint commission when submitting proposed changes to the Administrative Code. Chair Northrup requested the Board proceed with the prior approval to hire legal counsel to assist with preparing the necessary documents and filing of the proposed changes to the Administrative Code with the Joint Commission. A motion was made by Vice Chair Gustafson and seconded by Board Member Denton to seek legal counsel to begin working on the CTB proposed changes to the Administrative Code. The motion passed by voice vote.

CTB Bylaws Creation/Approval:

Nothing new presented. Chair Northrup will have ICMEA Secretary Bob Gessner post a copy of the CTB Bylaws on the ICMEA website.

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

Nothing new presented.

Quarterly Board Meetings:

CTB 2017 quarterly meeting dates were set for February 23rd in Mount Vernon, IL., May 25th in Chicago, IL. at the ME's Office, August 24th in Collinsville, IL., and November 16th 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.

Hiring a CTB Executive Director and Staff:

The Board discussed having a one year renewable contract for the future Executive Director. Chair Northrup will follow up with CMS to obtain information and comparable documents for review and creation of the position for a CTB Executive Director and any other staff and report back to the Board.

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.

Mandatory IL Attorney General Open Meetings Act (OMA) & FOIA Training:

The CTB Executive Director will be the FOIA Officer for CTB. Board Chair Northrup informed the Board that changes to the Open Meetings Act (OMA) have established that a minimum of three members of a five-member board must be present to constitute a meeting. Therefore; two members of a five-member board discussing board business outside of a meeting does not constitute a meeting of the board and does not violate the Open Meetings Act.

W-9 Form completion and submission (re-imbusement of expenses):

All Board members have submitted their W-9 forms to be reimbursed for board related expenses.

CTB Website:

Carried over until next meeting.

Coroner Training:

Carried over until next meeting. Will need to approve the New Coroner 40 Hour Basic Training Course for 2017. The dates for the training and location are pending at this time.

Legal Representation for CTB:

A motion to proceed with hiring legal counsel for the Board was made and passed under "Amending the Administrative Code" earlier in this meeting. The motion passed.

Old Business:

None

New Business:

There were no new business items for discussion.

Adjourn:

A motion was made by Vice Chair Gustafson and seconded by Board Member Denton to adjourn the meeting at 2:28PM. The motion passed by voice vote.