

CORONER TRAINING BOARD MEETING

935 E. Ridgely Dr.
Springfield, IL. 62701
9/29/16

Board Members:

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

Present by phone: Lauren Woertz

Absent: J. Scott Denton

Additional Attendees:

None

Proceedings:

The meeting was called to order at 1:02PM 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 8/30/16:

A motion was made by Board member Gustafson and seconded by Board member Maher to approve the minutes from the August 30, 2016 meeting as presented. The motion passed by voice vote.

Rules & Time Limits for Public Participation:

Discussion occurred regarding rules for public participation at Coroner Training Board meetings. A motion was made by Board member Maher and seconded by Board member Woertz to set a time limit of five minutes per individual for public participation with the Board having the option to suspend the rules by a majority vote in the Board's discretion. The motion passed by voice vote.

Public Participation:

None

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

A revised Administrative Code was reviewed by Board members during the meeting. Discussion occurred regarding the proposed amendments and the process for submitting the amended Administrative Code to the Joint Commission. The Administrative Code must be revised/amended to reflect the changes in the statute regarding coroner training and the new Coroner Training Board. For example: all references to the coroner training being overseen by the Illinois Law Enforcement Training and Standards Board were amended to training being overseen by the Coroner Training Board.

Discussion included mandatory firearms training for coroners as peace officers and whether the Coroner Training Board would oversee the mandatory firearms training for coroners and deputy coroners who choose to carry firearms. Board members concurred the intent of the

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statute creating the Coroner Training Board was to have the Coroner Training Board oversee and approve all training for coroners, including mandatory firearms training. Board member Gustafson mentioned the fact the Illinois Law Enforcement Training and Standards Board (ILETSB) has removed all coroner and deputy coroner access from their training website and has expressed through their Executive Director and Deputy Director to Board Chair Northrup and Board Vice Chair Gustafson that ILETSB does not oversee any coroner training after the creation of the new Coroner Training Board.

A motion was made by Board member Maher and seconded by Board member Gustafson to add mandatory peace officer firearms training requirements for coroners and deputy coroners to the administrative code for the Coroner Training Board. The motion passed by voice vote.

A motion was made by Board member Gustafson and approved by Board member Maher to approve the amended changes to the Administrative Code as presented and submit the amended Administrative Code to the Joint Commission to be added to the Administrative Code. The motion passed by voice vote.

CTB Bylaws Creation/Approval:

Proposed bylaws were presented and reviewed by CTB Board members during the meeting. Board Chair Northrup mentioned the bylaws from the Colorado Coroner Training Board were utilized as a guide/reference in creating the Illinois Coroner Training Board Bylaws.

A motion was made by Board member Gustafson and seconded by Board member Maher to approve the Coroner Training Board Bylaws as presented. The motion passed by voice vote.

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

Board Chair Northrup informed the Board he had contacted Jake Poeschel, IOC Funds Management, in the Illinois Comptroller's Office. Jake is the individual who will assist in setting up CTB as a separate state agency for submitting vouchers to be paid from the Death Certificate Surcharge Fund for coroner training. Jake reported the State of Illinois appropriation approved through Public Act 099-0408 states the monies collected from the Death Certificate Surcharge Fund for Coroner Training have been appropriated to the Illinois Department of Public Health (IDPH) for disbursement this year. Board Chair Northrup explained this means the funds must be disbursed by IDPH at the request of CTB through submission of vouchers to IDPH. The appropriation was worded incorrectly in Public Act 099-0408 for this year, according to Board Chair Northrup. The monies for coroner training are in the appropriation bill however; CTB must submit all vouchers for payment of training expenses through IDPH rather than directly to the Illinois Comptroller's Office. Board Chair Northrup advised other Board members that CTB will need to ensure future appropriation bills passed by the Illinois Legislature include wording that states appropriation of monies from the Death Certificate Surcharge Fund for Coroner Training are **"appropriated to the Coroner Training Board"** rather than to IDPH.

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Board Chair Northrup explained to the Board that CTB should continue to pursue obtaining a separate state agency number/status with the Illinois Comptroller's Office. Board members agreed CTB should establish a separate state agency status with the Comptroller's Office before the next fiscal year to ensure the ability to submit vouchers directly to the Comptroller's Office rather than through IDPH in future fiscal years.

Quarterly Board Meetings:

Board members continued discussion on setting quarterly meeting dates. It was previously determined that Thursday afternoons at 1:00PM seemed to be the best meeting day and time for most Board members. The Board will continue to meet as often as necessary to complete Board business however; quarterly dates should be established to meet the minimum number of required annual meetings.

Board Chair Northrup suggested the Board consider holding one of the quarterly meetings in late August or early September due to the fact newly appointed CTB members take effect on August first of appointment years and the Illinois Coroners and Medical Examiners Association usually holds a conference around that time. The meeting could coincide with the conference.

Board members discussed holding the quarterly meetings at different locations throughout the state for convenience of each Board member. One meeting could be held at the Cook County Medical Examiner's Office, one meeting could be held in Peoria or Bloomington, one meeting could be held in Springfield and the fourth meeting held in Collinsville or Fairview Heights during the summer ICMEA conference.

Board members decided to look at their schedules and calendars and bring suggested quarterly meeting dates to the next CTB meeting.

Hiring a CTB Executive Director and Staff:

A copy of the ILETSB Executive Director position announcement and Illinois Department of Central Management Services (CMS) position description of the ILETSB Executive Director position were provided to the Board for reference/format in creating an Executive Director position for CTB.

The Board will need to determine a minimum of the following: job description, duties, responsibilities, position announcement, salary and work location for the CTB Executive Director and staff.

Establishment of a Coroner Training Board ethics, FOIA and OMA Officer:

Board members discussed and ultimately decided the CTB Executive Director shall be designated as the Ethics, FOIA and OMA Officer once hired by the Board. The CTB Chair shall

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serve in this capacity until the Executive Director is hired. The CTB Vice Chair shall serve in this capacity in the absence of the Chair.

CTB Website:

Board members discussed options of having a private fee based website versus CMS staff creating a website for CTB for a fee. Additionally, Board members discussed hiring a private company to set up and manage a CTB website that would include a database to keep track of all coroner and deputy coroner completed training as well as agency personnel rosters. This website would have the possibility of hosting CTB approved web based video trainings. Examples of two web based tracking programs for coroners and deputy coroners were discussed. Board Chair Northrup will investigate options for these training tracking programs and report back to the Board.

Coroner Training:

Board members continued discussion related to coroner and deputy coroner online training tracking programs and agency roster tracking.

The proposed interagency agreement received from the Illinois Law Enforcement Training and Standards Board to provide up to \$20,000 to CTB to assist with coroner training in fiscal year 2016-2017 until CTB could obtain funds from the Death Certificate Surcharge Funds. The Board determined the monies from the Death Certificate Surcharge Fund are available now to CTB for reimbursement for training and Board related expenses and therefore; the interagency agreement for ILETSB to provide financial assistance for coroner training this fiscal year.

Board members discussed and proposed entering into an intergovernmental agreement with the Illinois Law Enforcement Training and Standards Board (ILETSB) to allow police and coroners to attend classes administered by ILETSB and CTB and set specific parameters for the agreement.

Legal Representation for CTB:

Board members discussed and agreed to look into hiring an attorney/law firm to assist CTB with legal issues related to coroner training, coroner statutes, Board business, etc. The Board will research hiring legal representation in the areas of municipal codes, statutory construction/interpretation, constitutional law, etc. and the fees associated with these services.

Old Business:

Ethics training should be completed by now for all CTB members.

W-9 Forms for all CTB members requesting travel expenses should be completed and submitted by now.

New Business:

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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 2:52PM. The motion passed by voice vote.