

CORONER TRAINING BOARD

MEETING AGENDA

IDPH Division of Vital Records

925 Ridgely Ave.

Springfield, IL. 62702

10/20/16 @ 1:00PM

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes from 9/29/16**
- IV. Public Participation**
- V. Authorize payment of the bills**
- VI. Update on amending the Administrative Code Title 20, Subpart A & B**
- VII. CTB Bylaws Creation/Approval (Sample Bylaws for Review)**
- VIII. Update on establishing CTB as a state agency with the IL Comptroller's Office**
- IX. Determine Quarterly Meeting Dates/Times/Location(s)**
- X. Update CTB Executive Director and staff – Job Descriptions, Salaries & Hiring**
- XI. Mandatory State of Illinois Ethics Training for Board Members (Electronic or Paper)**
- XII. Mandatory IL Attorney General Open Meetings Act (OMA) & FOIA Training**
- XIII. W-9 Form completion and submission (re-imbusement of expenses)**
- XIV. CTB Website**
- XV. Coroner Training**
- XVI. Hiring Legal Representation for CTB**
- XVII. Old Business**
- XVIII. New Business**
- XIX. Adjourn**