

Illinois Department on Aging
Fatality Review Team Advisory Council Meeting
2:00 p.m., November 15, 2018

Members Present:

Chair Diane Michalak (Area 02), Co-Chair Teva Shirley (Area 08), Loren Carrera (Area 02), Holly Kozinski (Area 4), Yvonne Anderson (Area 01), Donna Schnell (Area 10), Duane Northrup (Area 05), Scott Kinley (Area 11) Kathryn Johnson (05); Jim Allmon (Area 07); Jon Hofacker (Area 13); David Mitchell (Area 11)

Members Absent:

Nancy Hinton (Area 09), Clarissa Palermo (Area 12), Amy Brown (Area 05), Brenda Fleming (Area 06), Mark Thomas (Area 03)

IDoA:

Maureen Squires, Karen Kloppe, Lois Moorman, Holly Zielke

Meeting called to order at 2:15 p.m.

Minutes from August 21st meeting were approved.

Introductions:

Karen Kloppe introduced herself to the Council. Karen, who has worked in the Department's General Counsel's Office for a number of years, has joined OAPs and will serve as Legal Services Developer.

Old Business:

Members were thanked for completing trainings on Ethics and Sexual Harassment. The OEIG and the Governor's office both rolled out the annual training for Sexual Harassment in addition to the Ethics requirement. Documentation was compiled and provided to the IDoA General Counsel who

keeps them on file. The training is required for all members serving on a public body; only three members to date have not completed the required training and will be reminded to get the certificates in before the end of the month.

New Business:

Diane brought to the Council's attention that she and Teva started terms as Chairperson and Co-Chair prior to their official terms (January and July of 2017 respectively). Therefore, since they have served in these capacities since 2015, Maureen asked Council members if any might be interested in replacing either in those roles. The issue to either replace or retain the Chair and Co-Chair will be voted on at the first meeting of the Council in 2019.

FRT Annual Reports:

Members were provided with copies of the FRT Annual Reports covering 2016-2018. Data utilized was what was entered by FRT Coordinators into a system for which Maureen serves as administrator. This current fiscal year will be the first one in which information from all FRTs is to be entered in the system. Members provided constructive criticism as to the charts and data, and Maureen acknowledged the data gathering tool (what is entered into the system by someone from each FRT) needs to be improved. She suggested that the Council and Teams look at the tool and offer suggestions as to how to refine what information is being sought and eliminate any questions that might lead to confusion. The instrument will be important in drawing patterns and correlations for future reports and reference. Council members said they liked the enumeration of the FRT recommendations offered to date.

The Council agreed the Annual Reports should be posted on the Department's website upon final completion and in the very near future.

Adjournment

Meeting adjourned at 3 p.m. Maureen said she would schedule the meetings for 2019 soon and get notices out to members.

