

**Illinois Forensic Science Commission
Training and Career Development Subcommittee
Open Meeting
Wednesday, September 3, 2025, at 11 a.m.
Meeting Minutes**

- I. Call to Order
 - a. Meeting called to order at 11 a.m. by Caryn Tucker
- II. Roll-call/confirmation of quorum

| Name | Present (X) |
|---|------------------------|
| Jillian Baker, Commission Member, Subcommittee Member | X |
| Jeff Buford, Commission Member, Subcommittee Member | X |
| Judge Art Hill (ret.), Commission Member, Subcommittee Member | X |
| Jodi Hoos, Commission Member, Subcommittee Member* | X |
| Jeanne Richeal, Commission Member, Subcommittee Member* | X |
| Caryn Tucker, Commission Member, Subcommittee Chairperson | X |
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| Amy Watroba, Executive Director-Forensic Science Commission | X |
| | |
| Adrienne Bickel, ISP | X |
| Sheila Daugherty, ISP | X |
| James DeFrancesco, Loyola University-Chicago* | X |
| Bill Demuth, ISP | X |
| Karen Duquette, NIRCL | X |
| Lisa Fallara, ISP | X |
| Kevin Gillespie, ISP | X |
| Gail Gutierrez, ISP | X |
| Anastasia Petruncio, ISP | X |
| Lisa Ramos, NIRCL | X |
| Larry Shelton, ISP* | X |
| Lindsay Simpson, NIRCL | X |
| Tom Spudich, SIUE | X |

*denotes individual who joined meeting after roll-call

- III. Approval of Minutes
 - a. The July 30, 2025, meeting minutes were approved.
- IV. New Business
 - a. No new business was discussed.

V. Old Business

- a. Discussion on updated introductory video- Ms. Watroba reported that the introductory video was edited per the discussion at the last subcommittee meeting. The subcommittee approved the introductory video by consensus.
- b. Discussion on content portions of videos for Drug Chemistry and Latent Prints- Based on discussion at the last meeting, changes were made to the conclusions slide of the Latent Prints video as well as the transcript. The updated transcript is available on TEAMS and the audio will be re-recorded once final review of the transcript is complete.

The subcommittee discussed the length of the videos for Latent Prints and Drug Chemistry and whether the subcommittee should establish a target length for these two videos and the remaining section videos. The subcommittee decided to allow each discipline to decide how much time is needed for content.

The subcommittee was presented with updates on the edits to the Drug Chemistry video. The developers are working on tightening the script taking into account discussion from the last subcommittee meeting. To assist with additional edits to the Drug Chemistry video, the subcommittee discussed the topic of target audience(s) for the video series and how the videos could be used by educators and criminal justice stakeholders. While the videos can be viewed by anyone in the public, Commission Members Judge Hill and Ms. Hoos observed that targeting legal professionals and students and providing an overview of the disciplines with enough detail to show what forensic scientists do and how they do it would be consistent with discussions at the project's inception. While the intended audience is not singular, the subcommittee discussed possible ways that the disciplines could provide a general overview while still homing in on areas and procedures that they feel require more detail. Ideas for integrating topics related to safety and quality control also were discussed. The subcommittee also discussed whether all disciplines should include a summary slide at the end of the presentations and ultimately decided that the disciplines should include a summary slide if they believe it adds value to the discipline's presentation.

The subcommittee discussed the timeline to ensure completion of the videos so that they can be reviewed by the Commission prior to the Commission's December 10th meeting and possibly approved by the Commission at the December meeting.

- c. Update and discussion on next steps to create remaining videos addressing fundamentals of core forensic disciplines- Creation of the Firearms video is in process. Toxicology will begin production after the lab systems' annual audits. DNA has begun review of existing presentations to inform creation of DNA's video. Trace Chemistry will consult with ISP Command regarding what topics should be addressed in that section's video. The subcommittee provided guidance

on formatting and consistency for the remaining disciplines that resulted from the process of creating the pilot videos

The subcommittee thanked the subject matter experts working on the videos for the time they have dedicated to the Fundamentals of Forensic Science Video Series project.

VI. Public Comment

- a. No public comment offered.

VII. Next Meeting/ Adjournment

- a. Next meeting is scheduled for October 27, 2025, at 11 a.m.
- b. Meeting adjourned at 11:54 a.m.