

# Illinois Forensic Science Commission- FIGG Subcommittee

## Meeting Minutes

November 10, 2025, 11 a.m. meeting

### I. Call to order

Dr. Cris Hughes, subcommittee chairperson, called the meeting to order.

### II. Roll-call

The following people were present:

1. Ponni Arunkumar,\* FS Commission Member, subcommittee member
2. Claire Dragovich, FS Commission Member, subcommittee member
3. Cris Hughes, FS Commission Member, subcommittee chairperson
4. Jeanne Richeal, FS Commission Member, subcommittee member
5. Robin Woolery, subcommittee member
6. Amy Watroba, Executive Director-Forensic Science Commission

\*denotes individual who joined after roll-call

### III. Discussion/Approval of Minutes

1. The corrected minutes from the July 17, 2025 meeting were approved.
2. The minutes from the September 26, 2025 meeting were approved.

### IV. Discussion Topics- Continued discussion related to presentations from guest speakers and creation of FIGG resource materials for Illinois law enforcement agencies.

1. The subcommittee continued its discussion of the content for the draft FIGG informational flyer which is directed towards Illinois law enforcement agencies. The subcommittee discussed the flyer and suggested amendments. The intent of the flyer is to provide basic information about FIGG and to direct readers to the Commission's webpage where more detailed FIGG resource materials will be housed. Dr. Hughes will insert the text into the formatted flyer and will distribute to the subcommittee.
2. The subcommittee began reviewing a draft of the FAQ Guide document. The questions are grouped under topic headers. From a technical standpoint, if links to different sections of the document are not possible then the subcommittee may consider breaking up the document into separate FAQ documents. The subcommittee focused on edits to the "cost, time, and funding" section of the draft document. The subcommittee members will review other

sections of the document and make additional suggested edits before the next meeting.

V. Old Business

None.

VI. New Business

None.

VII. Public Comment

No public comment offered.

VIII. Next Meeting/Adjournment

The next meeting will be scheduled via Doodle Poll and will be held via Web Ex.

The meeting was adjourned at approximately 11:59 a.m.