

**Illinois Forensic Science Commission
 Training and Career Development Subcommittee
 Open Meeting
 Monday, April 1, 2024, at 11:00 a.m.
 Meeting Minutes**

- I. Call to Order
 - a. Meeting called to order at 11 a.m. by Caryn Tucker

II. Roll-call

Subcommittee Member	Present (X)
Jillian Baker, Commission Member	X
Jeffrey Buford, Commission Member	
Judge Art Hill, Commission Member	X
Jodi Hoos, Commission Member	
Cris Hughes, Commission Member	X
Phil Kinsey, Commission Member	X
Jeanne Richeal, Commission Member	X
Caryn Tucker, Commission Member, Subcommittee Chairperson	X
Amy Watroba, Executive Director-Forensic Science Commission	X
James DeFrancesco, Loyola University, Program Director	X
Bill Demuth, Illinois State Police, Training & Applications Laboratory Director	X
Luci Kohn, Southern Illinois University Edwardsville	X

- III. Approval of Notes
 - a. January 8, 2024, meeting minutes: Art Hill made motion to approve. Second by Cris Hughes. Minutes adopted by unanimous vote.

- IV. Chairperson Report
 - a. Chairperson Caryn Tucker introduced new Executive Director Amy Watroba.
 - b. Ms. Tucker provided a summary of the Commission Meeting held on January 18, 2024, including the report presented on behalf of the subcommittee.
 - c. ED Watroba and Chairperson Tucker shared information about the Forensics and the Law Certificate project. There is no work related to this project for the subcommittee at this time.

- V. Sharing Resources
 - a. Discussion of ideas to work on next:
 - i. The three training documents are complete and Jill Baker noted that one document just needed an update to an internal reference. Discussion was held on how to share the three training documents and the subcommittee

concluded that the documents could be posted on the Commission's website after the next full Commission meeting. After discussion, the subcommittee decided that ED Watroba would work on a draft recommendation to accompany the training documents which also would allow for archiving of documents and posting of updated versions of the training documents by the subcommittee in the future. The recommendation and training documents then will be presented to the Commission for approval at the next Commission meeting on June 18, 2024.

- ii. Discussed creating three types of training videos with the assistance of the Executive Director. These videos were discussed at the full Commission meeting on January 18, 2024. The first video will focus on an Introduction to the Illinois Forensic Science Commission. The second video will focus on a general overview of laboratories and services provided. The third video(s) will take a deeper dive into each section. Bill Demuth provided information about an upcoming software change at CMS starting in June. Technical aspects and logistics surrounding creation of the videos was discussed. Judge Hill noted that the goal of the first two videos might be different than the third type of videos and that this fact may impact the type of videos created. ED Watroba will reach out to the appropriate offices within ISP about providing technical support for creation of first and second videos since ISP is tasked with providing administrative support to the Commission. Meanwhile, Caryn Tucker, Jillian Baker, and Cris Hughes will begin working on ideas for content for the first and second videos.

VI. Public Participation

- a. No public comments were offered.

VII. Next Meeting/ Adjournment

- a. Next meeting scheduled for May 20, 2024, at 11 a.m.
- b. Motion to adjourn by Phil Kinsey. Seconded by Art Hill.
- c. Meeting adjourned by Chairperson Tucker at 11:36 a.m.