

# ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## SCAN COMMITTEE MEETING

### Minutes

TELECONFERENCE NUMBER: USE TOLL-FREE 888-494-4032 ACCESS CODE: 3563748544

February 21, 2018 9:30 a.m. until 12:00 noon

JRTC, 100 West Randolph Street, Room 275, 6<sup>th</sup> Floor, Chicago

and/or

DCFS, 406 East Monroe Street, Video Conf. Room, 7th Floor, Springfield

Members in attendance: Denise McCaffrey, Alice Staley, Alicen McGowan, Elaine Johnson, Mary Jane Forney, Cynthia Savage, Maria Joan, Veatrice Crawford

DCFS staff in attendance: Maggie Poteau, Shirley Davis-Barsh, and Linda Moore

1. **Call to order**-Diane Scruggs, Chairman  
Cynthia called the meeting to order at 9:45 a.m. She welcomed everyone, and we introduced ourselves.
2. **Maggie Poteau and Shirley Davis-Barsh discuss the focus of the SCAN committee**  
Shirley asked that they not be on top of the agenda. They want to discuss what we are currently doing and how to make recommendations to the director. Maggie wants to explain the protocol for requesting the Director's presence or requiring her feedback. Elaine asked for this to be given to committee in writing. Elaine then asked about the tax check off situation. Maggie will find out for us.
3. **Status of the by-laws** - Maggie said that currently SCAN does not have any approved bylaws. Mary said that the committee has amended the bylaws many times, but none have been approved.

Shirley mentioned that at the last meeting group discussed abolishing the bylaws. She is concerned with how long everyone has been on this committee. Maggie said that bylaws only allow someone to be the chairperson for one year. Cynthia is not sure why this group abolished the bylaws.

Veatrice joined the meeting via phone at 10 a.m. Diane entered at 10 am.

Cynthia focused on the items in red on the draft bylaws. Maggie would like to go through the bylaws section by section. Maggie said the Directors response about reports needs to be made clear. The Committee submit reports to Maggie who will pass them

along to Director one month in advance before there will be a reply to the report. Elaine responded that this is not what this group wants in the bylaws. They want to submit them directly to the Director. Each Director will have a different protocol. The steps don't need to be detailed in the bylaws. Shirley asked which recommendations this will apply to. Elaine said it could be any recommendations. Shirley asked if these would go in the annual report.

Diane apologized for being late. She pointed out that process is different from the bylaws. The group can set their own timeframe for the process. Maggie said she is only giving clarity to the process. The issue is the timeframe for the response. Some committees have time limits. Maggie asked if time sensitive reports happen frequently. She explains there will be a 45 to 60 response time for the Director. Diane explained that some topics require a faster response. Maggie would like to assist in the process and make sure it's addressed in a timely fashion. Diane said the process has nothing to do with the bylaws. She would like to have Maggie provide the background to the changes they are requesting in the bylaws.

Diane said the bylaws have not been amended since 1992. She explained that at the last meeting there was a discussion about abolishing the bylaws. Diane would like the bylaws to be brought up to be current. She cannot find a reason why we really need the bylaws. There is nothing in legislation that requires them. Maggie agreed this is true. But she would like to have some rules and structure for how the group operates. Diane wants to have some other document besides bylaws. Cynthia said the review process started about two years ago. Diane said there was a lot of confusion with the previous liaison. We are beginning a discussion of bylaws vs rules of order. The question at the last meeting was whether we really want bylaws. Elaine would like to go through the bylaws at this meeting. Diane mentioned that two other groups that do not have bylaws. Cynthia asked about the implications of having bylaws vs. rules of operation. Maggie said SCAN does not have a legislative mandate to have bylaws. These bylaws have been unapproved for a long time. Elaine said the bylaws are an excellent document. She discussed the number of members, and Diane pointed out that legislation said this number of members is required by legislation. Maggie discussed the length of the term of the chair and vice chair. She said the Director would like to continually have fresh new ideas. Diane said she has been the Chairperson for many years. Shirley would like to see a fresh chair with fresh ideas. She asked what would happen if Diane was unable to be the Chair. Shirley wants to bring people to the table to work on behalf of the children. Diane said all of the members want to work. Shirley would like to recruit new members. Diane said that we are doing this. Shirley would like to see new and growing leaders. Maggie said this is multi faceted. We need to bring in new people and take advantage of the knowledge of long time members. Maggie said members nominations should not only come from this committee. Diane disagreed. The members only make recommendations. We do not limit where we get members. Diane interviews potential members before sending a letter of recommendation to the Director. Shirley asked whether the candidate comes to the board, or does only Diane speak to the candidate? Diane said the final approval lies with the Director. Shirley is not aware if any candidates have not been recommended. Shirley would like to see what this process includes and understand it. She and Diane discussed how other groups recommend new members. Maria asked if this process should be in the bylaws. She would like someone from the ACLU on the committee to prevent any future law suits. Cynthia wonders if this is the time to do this. She asked what we are trying to accomplish today in regards to the bylaws. Mary is frustrated with information being loss regarding specifically the Open Meetings Act and Ethics certificates. She would like to see Diane stay in place as

the Chairperson because she knows the field. She feels that as volunteers, committee members are not appreciated.

Diane also feels frustrated because each new Director wants changes. She asked if everyone has read through the draft bylaws. It may be better to refer to these as "Rules of Procedure"

Veatrice is now attending the meeting in person at the Springfield location. 10:40 a.m.

Diane explained that the bylaw vote needs to be done in person at one of the two locations and we must have a quorum. Veatrice said the members can send their comments in via email. Article 1 section 2 should say a minimum of 25 members. Members can vote via Skype but not on the phone. Elaine recommended using Zoom for members to attend. Various methods of attending meetings and voting were discussed. She will leave the technology to DCFS liaison to set up. Elaine asked if we need to call a special meeting. This vote is not urgent. Cynthia does not like the idea of using Zoom or Skype. She wants to make members more accountable.

Elaine is not aware of how to validate her parking, Linda will send that to her. She also reminded them that expenses are reimbursable.

Diane explained that the group will have bylaws/rules of procedure. She asked the members to send any corrections to the draft bylaws two weeks before the next meeting. \*\*The bylaws will be voted on at the next meeting. Maggie said she now understands the group structure. Elaine asked about paragraph 3 sections 2 as it relates to the election of the chair and vice-chairman, and the terms of office. She would like to add "unless approved by the committee." Diane explained that the Director only approves reappointments to the committee; she does not approve office election.

Veatrice discussed the name of the group. She would like to change everything to SCCAN. Cynthia wants to stay with the SCAN because it has been that way for a long time.

Diane asked how many members want to change the name to be used as SCAN. No one wants it changed, so we will stay with the usual spelling. Maggie and Shirley were okay with all of the other sections of the bylaws. Diane will email the members with any possible changes.

Shirley asked about member being absent from consecutive meetings. The bylaws state that members absent for 2 consecutive meetings without good cause may be removed.

Diane asked Maggie to put in writing what processes are in place now for the group's reference. She also asked for any new processes.

Maggie is working on a centralized portal. Diane asked about bringing all of the panels together. Maggie just started with DCFS in June of 2017. She has attended many advisory board meetings and found a lot of confusion about what is required of each group and the lack of structure. This portal will house all information for the panels. There will be a shared drive that is internal and external. It will house ethics and open meetings act compliance, any reports, a master calendar, staff attendance at these meetings, and she is attempting to create structure for each board and also allow collaboration. She wants DCFS liaisons to meet three times a year and cross-collaborate. She asked all of the advisory boards to put the group's goals into writing.

Diane explained that the Annual Report has been created every year. Maria pointed out that this report is on the internet. Shirley explained that some other committees are not doing this report. Maggie is working to keep the DCFS website is current. Diane wants Anne and Linda to make copies of documents for historical preservation. Linda showed them the SCAN book with these records.

#### **4. Review minutes from October meeting and Human Trafficking Case Review Report**

Cynthia skipped down to the October minutes. Maria asked that her name be changed to Maria Joan and leave off the Glisson. Shirley asked for her W-9 for the name change so they can process her voucher. Maria put her last name in parenthesis and signed it with Glisson. Shirley will try to make sure her voucher is processed. Shirley will check with Charles to make sure her voucher is processed. Cynthia asked if this would require any official change to the can roster, Shirley said it would not. There were no changes to the minutes, Mary made a motion to approve the minutes and Elaine seconded it. The members expressed their appreciation for the detail in these minutes. Cynthia asked what will happen with the recommendations; Maggie said they will be passed along to Director Walker.

5. **Review December meeting minutes** - The December minutes were reviewed. There were no corrections. Mary moved to accept the minutes as written and Maria seconded the motion. Unopposed, the minutes were approved as written.
6. **Review of Letter to the Director** – The Letter to the Director has been forwarded by Maggie to the Director. Diane said that historically, she has been able to send a letter to the Director, directly. The Director’s office has asked that all correspondence from committees for the Director be funneled through Maggie. Diane will copy letters for the Director to Maggie and the liaison.
7. **Update on membership List** - Maggie has two letters of appointment on file. Diane will need to send the appointment recommendations to Maggie. Shirley suggested Diane send the reappointment letters to the liaison so they can be forwarded. Diane replied that she does not make these recommendations; they come annually from the Director. Diane said no one here is officially on this committee. SCAN needs the Director to send the reappointment letters. Shirley has seen these letters. Reappointment letters do not come with a resume. Roy Harley, Doris Houston, and Michael Holmes should not be reappointed.  
Shirley left at 11:30 am.  
Diane will send Maggie a list of 16 people to be reappointed. Maggie named each member. She will change Maria’s name. Diane said Cynthia will be the OMA officer and she will take the test annually. Maria will send her ethic certificate in tomorrow.

Maria would like to know if a ward of DCFS could be approached to be on SCAN. Diane said the cost of attending and understanding the role caused this to succeed historically. It is difficult to get the person involved in committee issues. Non-government employees can find this group difficult to follow along with and understand. Maggie can help with getting youth to attend SCAN meetings.

New member recommendations for Judy Bradley and Denise McCaffrey have been received by Maggie to send on to the Director.

- 8.** Review of SCAN Citizen's Review Annual Report – The Annual Committee Report has been submitted.
- 9.** Ethics certificates due, Open Meetings Act training status – included in the board's emails prior to this meeting and distributed to those in attendance.
- 10.** Announcements/Other matters - Diane asked Maggie to find out if there is money for SCAN to reimburse members for travel and meals. She wants clarification on what is reimbursable. \*Maggie will send this to Anne and Linda for distribution to the committee.

Cynthia reminded the group that we need an update for the tax check off. She requested that we add tax check off to the next meeting agenda. Diane asked if this committee is responsible for doing mini-grants with tax check off funds.

Elaine asked for the name of the new Human Trafficking Coordinator.

Mary Jane Forney would like to have access to the DNET. Maggie will look into this with the IT department.

- 11.** Public comments – none.
- 12.** The meeting adjourned at 11:40 am.