

ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES
SCAN COMMITTEE
Meeting Minutes
September 1, 2021, 9:30 AM to 12:00
Via WebEx

Call to Order – Diane Scruggs, Vice Chair

- I. **Introductions/Roll Call**- The following members were attending via Web-ex: **Present (8)** Diane Scruggs, Elaine Bailey-Johnson, Nancie Brown, Mary Bennett, Mary Jane Forney, Mary Hardy Hall, Joe Hemphill, Jackie Sharp **Absent (10)**: Cynthia Savage Brown, Dr. Alicen McGowan, Jaclin Davis, Commander James Davis, Judy Bradley, Alice Staley, Delilah Nelson, Denise McCaffrey, Shauna McGuire, Veatrice Crawford.
- DCFS Staff:** Kara Hamilton (Associate Deputy Director, External Communications and Advisory Groups), Lindsay Hyman (SCAN Liaison), Kenneth Leggin (Regional Admin in Cook Co) Tierney Stutz (Chief Deputy Director, Child Protection & State Central Register), Jassen Strokosch (Chief of Staff), Shirley Davis-Barsh, Dustin Frevert (Executive Admin)
- Guests:** Glenna Kniss

A quorum was not present. 8 out of 18, were in attendance. This meeting was held virtually through WebEx in compliance with changes to the Open Meetings Act in response to the Covid-19 Pandemic.

II. **Old Business**

- A. **Meeting Minutes**- Diane motioned to move approval of meeting minutes to next meeting since there was not a quorum.
- B. **Committee Membership**- Diane discussed the reconsideration of the three expiring members, the Director has reconsidered and approved an additional term for Mary Jane Forney, Elaine Bailey Johnson, Mary Hardy Hall. Members should have received letters via email. Jassen spoke on terms expiration, no one is being kicked off, the Director is working to be consistent with all advisory groups to ensure new membership, diversity. Kara is working on actively recruitment of new members and will be presenting the group with resumes of interested individuals for review and approval. Elaine noted that diversity should be in all aspects, not just for DCFS staff to join. Elaine voiced her displeasure with members being told their terms had expired during the meeting. Kara explained that during that meeting, the vice chair had asked the liaison to share who was not being reappointed. This is not normally the procedure, but the question was asked and answer was given. Mary Jane voiced that the way things were handled was unprofessional. Jassen apologized and going forward, new processes will be in place. Jassen noted that the recruited individuals will not be DCFS staff. Diane explained that the typical process involved the chair/co chair, talking first with potential candidates, then bringing it to the group. Diane would like all members to review the resumes sent for Judge Sanders and Lisa Vinson and a call be scheduled to vote on new members. Diane also suggested an

email ballot; Kara believes this may conflict with OMA, as an official vote and quorum needed. Kara will follow up on options.

- C. File Review-** Diane discussed normal procedure for file review is centered around the PCA Conference in October. Diane posed the question to Jassen on whether the file review could be completed electronically, as the policy review conducted last FY did not yield a lot of recommendations to the Director. Jassen responded that this would be a possibility and he would work with the committee to set up. Shirley stated that there would be issues with conducting the review electronically, as members would likely not have access to client records on home computers due to confidentiality and security walls. Diane suggested the Department loan members laptops to complete review. Jassen noted that if the committee decided the file review was a priority, his team will come up with options. Diane suggested a file review be done in January to give time to prepare. She requested all members send email with thoughts on file review topics and suggestions, then a conference call would be scheduled to narrow down priorities; should be sent to the committee by Sept 15th. Mary Jane suggested they wait another year to do a file review. Diane suggested a possible review of audit reports to see if recommendations were executed. Mary Bennett noted the committee receives no response from Director on recommendations and work is done in vain. Diane would like specified timeframe for recommendations to be returned. Jassen stated that there is a new process in place that is being rolled out where every recommendation has a response within 90 days; this would be standardized across all boards. Mary Jane suggested the Director provide goals or priority areas that he feels the committee may want to focus. Jassen said he will work with the Director to get these and come back to the committee with those.
- D. Legislative Updates-** Legislative report was sent out to members on 8/27 via email. Diane said this should be reviewed by members and discussion during next meeting.
- E. Statute Amendment for Neonatologist-** Lindsay has sent a sample form to Diane and Veal to assist in drafting amendment of statute for Neonatologist. Diane suggested this be moved down on the priority list for now, as this will take some time and file review coming up.
- F. Training- (Ethics, Harassment and Discrimination Prevention)** Lindsay reported that there were still three members who needed to complete the trainings for 2021- Jackie Sharp, Judi Bradley & Cynthia Savage Brown. Individual emails were sent out to those outstanding. Jackie Sharp stated she completed the training last week. Lindsay requested certificate be sent to confirm.
- G. Open Meetings Act-** Diane noted that the Chair should complete the training, but the site is currently under construction. Kara confirmed this and will update the committee when the training is available again.
- H. PCA Conference Info-** Lindsay discussed those interested in attending the PCA conference should contact Denise directly to register; the link will prompt you to pay; PCA, as with other years, is waiving the fee for SCAN members. Only one person has reached out to Denise at this time.

- I. **Liaison Transition-** Tierney Stutz informed the members that Ken Leggin will be replacing Lindsay Hyman as SCAN Liaison. Ken will bring with him an assistant (interim Tracy Massey) to assist with clerical, Dustin Frevert stepped in for today's meeting. Ken Leggin introduced himself and provided history of being with the Department for 17 years as a CP Investigator, Supervisor, Area Administrator and Regional Administrator. He also has history working in the private sector with 3 decades of experience.

Meeting Adjourned 10:48 am.