

## STATE RECORDS COMMISSION MEETING

### MINUTES

Meeting of December 15, 2021

The December 15, 2021 meeting of the State Records Commission was held virtually via conference call after proper notice had been posted on the website of the Illinois State Archives.

Commission members present were: Chairman David Joens, designee of Secretary of State Jesse White; Felicia Page, representing State Treasurer Michael W. Frerichs; Cortez Gillespie, representing Comptroller Susana A. Mendoza; Robert Osgood, representing Director Janel Forde of the Department of Central Management Services; Ian Hunt, the designee of State Historian's Office and Secretary of the Commission; and Lynn Patton, representing Attorney General Kwame Raoul.

Archives staff members present were: Rochelle Joseph, Carol Moreno, Corinne Mayfield, Josh Hackel, Karen Mizeur, Kathryn Powell, Cathy Popovitch and Travis Schweitzer.

Agency representation was Kellee Chube with the Illinois Human Rights Commission; Becky Shew and Laura McLaughlin with Eastern Illinois University; and Katheryn Lokaitis with Illinois Department of Public Health.

Lee Ann Schoeffel was in attendance shadowing Lynn Patton.

Mr. Joens called the meeting to order at 9:30 a.m.

The first item on the agenda was the approval of minutes of November 17, 2021. Ms. Patton made a motion to approve the minutes as written. Mr. Gillespie seconded the motion. The motion carried unanimously on a roll call vote.

### **OLD BUSINESS**

There was no old business.

### **New Business**

The first application on the agenda was Application No. 10-12A Eastern Illinois University (All University Campuses, Colleges, Departments and Offices). Ms. Patton said that in the second paragraph of the description of item 3 there was a reference to Employee Search Committee meeting minutes. She ask if the meetings are subject to the Open Meetings Act. Ms. McLaughlin said that they are not. Ms. Moreno noted that there was a typographical error in the retention. Mr. Hunt made a motion to approve Application No. 10-12A as written. Mr. Osgood seconded the motion. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 20-01 Illinois Department of Public Health (Office of Emergency Preparedness and Response). Ms. Patton said that on the last full line of the introductory paragraph there is a reference to the administrative rules for the department. She said that we could get rid of “Part” before “515”. Ms. Patton said that in item 100.01, the first paragraph of the description there is a reference to “Emergency Medical Services Systems Act”. Ms. Patton said the acronym “(EMS)” should be inserted after “Services” and before “Systems”. Ms. Patton said the application number on the page is not the same as the application. Ms. Mayfield said we had already corrected that. Ms. Patton said that on item 200.03, asked if medical service providers are parallel with vehicle services providers as noted in the description paragraph or if they should match. Ms. Mayfield said we should add “vehicle” to the arrangement. On item 300.01 ninth line of the first paragraph, there is a reference to the rule and in the parenthesis; it refers to the “Emergency Medical Services for Children”. Since that is not the name of the section of the rules, Ms. Patton suggested that we take the italics off it. Mr. Gillespie made a motion to approve Application No. 20-01 as amended, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-33 Illinois Human Rights Commission (Human Resources/ Fiscal Section). Ms. Patton said in item 1 section D both “increase” and “decreases” should both be singular or plural. Ms. Mayfield said they should be plural. Ms. Mayfield said “withholding” should be plural also. Ms. Patton said on item 2, the title refers to “Employee Medical Records” and the first line of the description refers to “Employee Medical Files”. She ask if it should be “records” at both or “files” at both. Ms. Chube said to make both “Files” Ms. Patton made a motion to approve Application No. 21-33 as amended, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote.

There were no comments from the public.

Noting that this was Ms. Patton’s last meeting on the commission, Mr. Boots thanked her for all of her work over the years that she has served on the commission. He said she has not only served in making the state applications better but has been available to give guidance on questions we may have for other agencies. He wished her luck at her new job. Mr. Joens, Ms. Joseph and Ms. Moreno also thanked Ms. Patton for her work with the commission.

Ms. Patton thanked the commission and staff for their comments. She then made a motion to adjourn, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

The following applications were submitted to the State Records Commission members for consideration.

- 10-12A Eastern Illinois University  
(All University Campuses, Colleges, Departments and Offices)  
*Approved as Written*
  
- 20-01 Illinois Department of Public Health  
(Office of Emergency Preparedness and Response)  
*Approved as Amended*
  
- 21-33 Illinois Human Rights Commission  
(Human Resources/Fiscal Section)  
*Approved as Amended*