

SUBCHAPTER f: GENERAL ADMINISTRATION
PROCEDURES 428 DEPARTMENT ADVISORY COUNCIL, ILLINOIS
JUVENILE JUSTICE COMMISSION AND OTHER
STATEWIDE AND REGIONAL COMMITTEES
September 1, 1983

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= = Section 428.1 Purpose

= = Section 428.2 Definitions

Section 428.3 Children and Family Services Advisory Council

The Council may recruit and recommend reappointments or new appointments to the Governor for membership on the Council and to the Director for membership on committees.

Section 428.4 State Advisory Committee on Day Care

The Advisory Committee may recruit and recommend reappointments or new appointments to the Director for membership on the Advisory Committee. In order to maximize communication and networking of advisory groups, the Director will seek to create dual memberships between this Advisory Committee and each regional advisory committee.

Section 428.5 Statewide Citizens' Committee on Child Abuse & Neglect

The Citizens' Committee may recruit and recommend reappointments or new appointments to the Director for membership on the Citizens' Committee. In order to maximize communication and networking of advisory groups, the Director will seek to create dual memberships between the Citizens' Committee and each regional advisory committee.

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Section 428.6 Illinois Juvenile Justice Commission

The Chairperson of the Commission may recommend reappointments or new appointments to the Governor for membership on the Commission.

Section 428.7 Regional Advisory Committees

Each regional advisory committee may recruit and recommend reappointments or new appointments to the Director for membership on the regional advisory committee. In order to maximize communication and networking of advisory groups, the Director will seek to create dual memberships between each regional advisory committee and each statewide program committee.

Regional advisory committees will be involved with various Department functions through the cooperative working arrangement of the regional administrator and committee chairperson. Such functions may include:

- a) Program Needs Assessment--Pursuant to rules and procedures promulgated by the Department and consistent with guidelines issued by the Department, regional advisory committees may participate in programmatic and administrative needs assessments which begin the process of budget development.
- b) Regional Priority Setting--Consistent with general program directions issued by the Director for the Department, regional advisory committees may participate in regional program priority-setting in a manner so agreed upon by the Executive Staff.
- c) Legislative Program Development and Review--Regional advisory committees 1) will be encouraged to submit concepts for legislation; 2) will be provided an opportunity to review Department legislative proposals; 3) may prepare regional impact or position statements on concepts for legislation; and 4) may promote the passage of the Department's legislative program during the legislative process.
- d) Community Relations--Regional advisory committees may establish a program to meet and educate local media and the public on Department programs and initiatives. A speaker's service may be developed with the regional administrator, consisting of regional staff and committee members reaching out to community and civic organizations.
- e) Resource Development--Regional advisory committees may help develop additional resources for children and families to promote family preservation and reunification.
- f) Rules/Procedure Review--Pursuant to guidelines established within the Policy Control System (PCS), the Chairperson of each regional advisory committee may serve or designate another member to give as part of a citizen advisory review group which will, on a timely basis, review and comment on rules and procedures prior to final approval by the Director of the Department.

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- g) Special Program Reviews--When specifically requested to conduct a special program review by the Director or regional administrator, the regional advisory committee may appoint a special task force of its members to conduct such a review.
- h) Relations with Regional Juvenile Justice--Child Welfare Key Participants--Each regional advisory committee may develop a program to become acquainted with local juvenile court judges, juvenile police officers, state's attorneys, guardians ad litem and other key participants in the juvenile justice/child welfare system. Such programs should review the performance of DCFS in court matters with judges and communicate to the regional administrator ideas on how to improve performance.
- i) Local Office Support--The supervisor of each field office of the Department will establish and maintain contact and ongoing communication with advisory members in the geographic area covered by the field office. The regional advisory committee members may assist the supervisor of local office with community relations and volunteer coordination and may develop a process for DCFS staff recognition.

= = Section 428.8 Regional Youth Planning Committees

= = Section 428.9 Liaisons to the Department's Advisory Council

Section 428.10 Rules of Procedure

The rules of procedure for the Council, Commission and each Committee shall define attendance standards and criteria and procedures for removal and replacement of members not attending meetings.

= = Section 428.11 Committees and Subcommittees

= = Section 428.12 Regular and Special Meetings

Section 428.13 Notice of Meetings and Agendas

Meeting notices and agendas will be prepared by the chairperson and staff person designated by the Director of the Department, with input from members and the coordinator of committees.

Section 428.14 Compliance with Open Meetings Act

The Illinois Open Meetings Act applies to all meetings of the Commission. The Act creates numerous notice and compliance requirements which must be completed in order for actions taken at the meetings to be valid. The requirements which must be followed are:

- 1) All meetings shall be held at specified times and places which are convenient to the public.
- 2) No meetings shall be held on a legal holiday unless the regular meeting falls on that holiday.

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- 3) Public notice of the schedule of regular meetings will be given at the beginning of each calendar year and state the regular dates, times and places of such meetings.
- 4) For the purpose of paragraph (3), at least 10 days public notice must be given, via publication in a newspaper of general circulation in the area of the regular meeting site. Notice of the annual schedule must also be posted at the Commission's principal office for 10 days before any regular meeting is held in the calendar year. The notice must include the name of the Commission and the times and places for all regular meetings scheduled for the calendar year.
- 5) Notice of regular, special or rescheduled meetings must be given at least 24 hours before such meetings.
- 6) For the purpose of paragraph (5), public notice will be given by posting the notice at the Commission's principal office and at the Director's Office in Springfield. The notice must include the name of the Commission; the date, time and specific location of the meeting; a statement that the meeting is open to the public; and an agenda. The validity of any action taken which is germane to a subject on the agenda will not be affected by errors or omissions in the posted agenda.
- 7) If a reconvened meeting was opened to the public and (a) is to be reconvened within 24 hours, or (b) an announcement of the time and place of the reconvened meeting was made at the original meeting, and (c) there is no change in the agenda, the requirements enunciated in paragraph (6) above do not have to be met.
- 8) The Commission must supply copies of the notice of regular, special, rescheduled and reconvened, and emergency meetings to any local newspaper of general circulation or any local radio or T.V. station which has filed an annual request for such notice.
- 9) The failure of news media to receive the notice required in paragraph (4), or (8) if the news media has filed an annual request for such notice could invalidate actions at any meeting held subsequent to the required date of notice.
- 10) Unless the meeting affects the rights of witnesses at proceedings conducted by a court, commission, administrative agency or other Illinois tribunal, any person may record the proceedings at meetings by tape, film or other means.
- 11) Minutes must be recorded in writing as provided in Section 428.16.

Section 428.15 Quorum

Section 428.16 Compensation

Reimbursement for travel and per diem necessary in connection with meetings and business will be made in accordance with Department of Central Management Services rules, as approved by the Governor's Travel Control Board.

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Members of the Council, Commission and Committees shall be informed of their rights to obtain reimbursements for expenses whenever meetings are held. They are to be given the appropriate forms as explained below for claiming expenses and instructions on completing the forms.

Since committee members are not state employees, reimbursement for travel expenses are to be paid from Contractual Funds. Any person expected to be reimbursed \$2,500 or more during the fiscal year must have a contract and a Contract Obligation Document (COD) must follow, the latter being prepared by the originating office.

A C-10 Travel Voucher must be prepared by the committee member requesting reimbursement and must be signed by that committee member. C-13 Invoice Vouchers shall be prepared by the designated staff person to cover the payment of the C-10. It must be noted in Block 10 of the C-13 that the person is a "NON-STATE EMPLOYEE." The C-13 must have the Head of Unit Signature affixed (this is the staff person designated by the Director for each committee.)

Section 428.17 Minutes

Minutes will be kept of the transactions of the Council, Commission and each Committee meeting and shall be filed with the Director of the Department. The coordinator of committees will be responsible for dissemination of all minutes to the following persons:

- 1) Executive Staff
- 2) All Chairpersons
- 3) All Regional Administrators

Minutes must be recorded in writing and must include:

- 1) The date, time and place of the meeting;
- 2) The members of the public body recorded as either present or absent; and
- 3) A general description of all matters proposed, discussed or decided, and a record of any votes taken.

The minutes of meetings open to the public must be made available for public inspection within seven (7) days of approval of such minutes by the committee.

Section 428.18 Staffing

The Director of the Department shall designate a staff person who shall provide for clerical support for the Council, Commission and each Committee to maintain records, prepare notices and agendas for each meeting and otherwise carry out the functions of the Committee. Effective immediately, the following staff persons have been so designated by the Director.

<u>Committee</u>	<u>Staff Person</u>
Children & Family Services Advisory Council	Legislative Liaison

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<u>Committee</u>	<u>Staff Person</u>
State Advisory Committee on Day Care	Deputy Director/Division of Program Operations
Statewide Citizens' Committee on Child Abuse and Neglect	Deputy Director/Division of Child Protection
Illinois Juvenile Justice Commission	Deputy Director/Division of Youth & Community Services
Regional Advisory Committee	Regional Administrators of the 8 Regions
Regional Youth Planning Committee	Regional Youth Coordinators within the Division of Youth & Community Services

The Director shall also designate a staff person to serve as Coordinator of Committees, who will be responsible for the proper implementation of Rule 428 and these procedures.

In addition to the staff persons designated above, the Division of Policy and Plans will designate staff persons to serve as liaisons from that Division to the Council, Commission, Statewide Citizens' Committee on Child Abuse and Neglect and State Advisory Committee on Day Care. The liaisons will support the network of committees by serving as a resource, when requested for policy, planning, research, training and information purposes.

The staff persons for the Council, Commission and each Committee will be responsible for:

- 1) Preparation and dissemination of meeting notices and agendas;
- 2) Compliance with the Illinois Open Meetings Act;
- 3) Development of an annual Council, Commission or Committee budget;
- 4) Processing C-13 Invoice Vouchers upon presentation by members of C-10 Travel Vouchers and receipts;
- 5) Recording, typing, obtaining approval and disseminating the minutes of each meeting to members and the Coordinator of Committees within fourteen (14) days of each meeting for approval at the next meeting. This fourteen day time frame does not apply to minutes of Commission meetings which are sent to Commission members in their regular mailings.
- 6) Issues or recommendations that require immediate attention from the Director will be sent to the Coordinator of Committees within three (3) days following each meeting; and
- 7) Assistance to the chairperson in developing a schedule of meetings for the calendar year. Such a schedule will be posted as required in Section 428.13 and forwarded to the Coordinator of Committees.

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- 8) Preparation, for the approval of the Council, Commission, or Committee of an annual report of activity and accomplishment to the Director within 90 days of the conclusion of the fiscal year.

The Coordinator of Committees will be responsible for:

- 1) Maintenance of a central book for Council, Commission and Committee activity including:
 - a) a current roster of all appointees
 - b) rules and procedure for each committee
 - c) schedule of all meetings for the calendar year
 - d) meeting notices and agendas
 - e) minutes
- 2) Dissemination of minutes as specified in Section 428.16.
- 3) Dissemination of meeting summaries to the Director and Council Chairperson.
- 4) Coordination, with the Division of Policy and Plans, of a program of training which will facilitate the capacity of Committee members to fulfill the mission set out for them.

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