

Due Process Screening Committee Meeting  
October 25, 2004

The meeting was called to order at 10:00 a.m. by Chairperson Kathy Lyons.

Members in attendance:

Dr. Joe Vaal  
Dr. Margie Jobes  
Amy Abele  
Kathy Lyons  
Jason Speaks  
Terri Devine

Others in attendance:

Elizabeth Brooks  
Elizabeth Hanselman  
Brad Colwell  
Tom Britton  
Andy Eulass  
Harry Blackburn

A motion was made by Margie Jobe and seconded by Joe Vaal to approve the August 26, 2004 minutes. The motion carried by voice vote.

Discussion continued as to the status of the draft of the *Complaint Investigation Procedures*. Harry Blackburn responded to questions from the committee regarding the document and timeline for completion. A telephone meeting was scheduled November 17, 2004 at 9:15 a.m. (note: The October 21, 2004 meeting was cancelled.) for approval of the procedures.\*

Discussion ensued over the need for additional hearing officers. Amy Abele motioned and Joe Vaal seconded to direct ISBE to open the application process for a reserve pool of hearing officers. After further discussion, Amy amended her motion and Joe amended his second to direct ISBE to open the application process with the goal of expanding the number of active hearing officers to 20 and creating a reserve pool of three to five members. The motion (as amended) carried by voice vote.

Brad and Tom informed the committee about the hearing officer evaluation process that is currently used by HOEN. They anticipated that all of their evaluations would be completed in January, 2005, and thus available for the screening committee's February meeting.

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\* The November 17, 2004 meeting was cancelled and rescheduled to December 21, 2004 at 9:00 a.m.

Discussion ensued over the role of ISBE and the Attorney General with regard to the deposition of hearing officers. The committee added the item to its December agenda. Beth shared that ISBE would add a component to future evaluations of hearing officers (July 2005—June 2006). The ISBE component would include adherence to the contract, completeness of documentation to ISBE, and timeliness in forwarding documentation to ISBE.

Margie Jobe motioned and Amy Abele seconded a motion to adjourn. Meeting was adjourned at 11:30 a.m. by voice vote.