

**STATE OF ILLINOIS TORTURE INQUIRY
AND RELIEF COMMISSION**

Meeting of the Torture Inquiry and Relief Commission
September 10, 2010
10:00 a.m.

James R. Thompson Center
JRTC 2nd Floor Conference Room 2 – 025
100 W. Randolph Street
Chicago, Illinois

PRESENT:

Commissioners

Chairman Patricia Brown-Holmes
Leonard Cavise
Doris Green
Paul Roldan
Rob Warden
Andrea Zopp

Attendees

Human Rights Commission N. Keith Chambers, Executive Director
Harriet Parker, General Counsel
Evelio Mora, Assistant General Counsel
LaNade Bridges, Private Secretary

CMS

James Sledge, Executive Director

Governor's Office

Venisha Haddox, Associate General Counsel

Absent Commissioners

Robert Acton
Bernetta D. Bush
Daniel Coyne
Neil Toppel
Marcie Thorp

STATE OF ILLINOIS TORTURE INQUIRY
AND RELIEF COMMISSION

Commission Meeting Minutes – September 10, 2010

Page 2 of 5

Alternate Commission Member: Robert Acton
Bernetta D. Bush
Doris J. Green
Marcie Thorp

Members of the Public: None

I. Call to Order

On September 10, 2010, at 10:20 a.m. Chairman Patricia Brown-Holmes called to order a meeting of the Illinois Torture Inquiry and Relief Commission.

Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., it was determined that:

- 1) A quorum of the public body was present at the meeting without the physical presence of Commissioners Acton, Bush, Coyne, Toppel, and Thorp. Prior to the meeting Commissioners Acton, Bush, Coyne, Toppel, and Thorp gave notice (and good cause as defined by the Illinois Open Meetings Act) to Chairman Patricia Brown-Holmes of their inability to attend today's meeting.

II. Introduction of Members:

Chairman Holmes introduced herself and each Commissioner and gave a brief description of each Commissioner's background. Chairman Holmes stated that the Human Rights Commission ("HRC") will provide administrative assistance to the Torture Inquiry and Relief Commission ("TIRC") and will provide administrative assistance and support until the TIRC hires staff.

III. Mission of the TIRC

Chairman Holmes gave a brief overview of the Mission of the TIRC and discussed the Torture, Inquiry, and Relief Act ("TIR Act"). Chairman Holmes also gave an abbreviated overview of the Open Meeting Acts ("OMA") and distributed copies of the OMA and copies of the TIR Act to the Commissioners. The Chairman encouraged the Commissioners to read and familiarize themselves with both Acts. A discussion ensued among the Commissioners regarding various aspects of the TIR Act.

Chairman Holmes explained required procedures for TIRC meetings under the OMA, including the requirements that minutes must be taken in both the open and closed public meetings and that a verbatim record must be made of all closed session meetings. All TIRC related business involving more than two Commissioners must be conducted pursuant to the OMA.

In response to inquiries from Chairman Holmes, Harriet Parker, General Counsel of the HRC discussed notice, posting and publication requirements under the OMA. Ms. Parker shared that the OMA requires that a notice (which must include the date, time and location) of all public meetings, in the form of the agenda and a twelve month

calendar of meetings, must be posted on the Agency website at least forty-eight (48) hours prior to the meeting. The twelve month calendar of the public body's meetings must either be posted on the website at the start of the fiscal year, July 1, or at the start of the calendar year, January 1. Chairman Holmes announced that the TIRC will publish its twelve month calendar on the website commencing January 1, 2011. Minutes of the public meeting must be posted within seven days of approval by the public body and must remain on the website for at least 60 days from date of initial posting. Chairman Holmes explained that today's TIRC meeting had been posted on the HRC's website and that future TIRC meeting agendas, calendars and minutes will be posted on the HRC's website until the TIRC secures its own website and trained staff to maintain its website.

As former Circuit Court Judge Stuart Nudelman has been appointed a Special Prosecutor to investigate Jon Burge era allegations of police torture, a discussion ensued regarding a possible duplication of efforts, and this Commission's criterion for acceptance of TIRC cases.

IV. Short Term Goals

Chairman Holmes discussed short term goals of the TIRC including setting a twelve month calendar, identifying space for the TIRC, and vetting staff- an Executive Director, (possibly a former criminal trial prosecutor with experience in statutory compliance), an Investigator, (ideally with a legal and or investigatory background), and at least one Administrative support staff. In response to inquiries from Chairman Holmes, CMS Executive Director James Sledge fielded questions from the Chairman and from other Commissioners regarding staff procurement, job descriptions and collective bargaining, budget and office space. Mr. Sledge stated that several possible office sites have been identified, mainly in the Bilandic Building. It was agreed that Mr. Sledge and Chairman Holmes will meet to review possible office space.

With respect to staff procurement, Mr. Sledge advised that the Executive Director, Investigator and Administrative Assistant positions will be fulltime, and that because the Executive Director position is classified as a SPSA, (Senior Public Service Advisor) this position will be an at-will position. Mr. Sledge was not certain whether the remaining two positions will be classified under the collective bargaining agreement. Mr. Sledge advised the Chairman that his office will review other agencies' job descriptions that resemble these positions and draft job descriptions for these three positions with input from the TIRC.

STATE OF ILLINOIS TORTURE INQUIRY
AND RELIEF COMMISSION

Commission Meeting Minutes – September 10, 2010

Page 5 of 5

Chairman Holmes stated she hoped to fill the ED and Administrative Assistant positions by mid to late October 2010. It was understood that it would not be feasible to have in place the job descriptions for all three positions by mid October. Mr. Sledge suggested that prospective staff be identified after the next Civil Service Commission meeting, scheduled for sometime in October 2010. It was agreed that the next meeting of the TIRC will be on Monday October 25, 2010, at 10:00 a.m. After checking, Ms. Velisha Haddox, Associate General Counsel, Office of the Governor shared that the next meeting of the Civil Service Commission is planned for October 15, 2010.

Chairman Holmes stated that possible agenda items for the October 25, 2010, meeting may include discussion of the TIRC budget, vetting of staff, office needs, including but not limited to office space, furniture, telephones, computers, and IT, and procedures for handling TIRC cases and business.

A short discussion ensued regarding the role of alternate Commissioners. Both Chairman Holmes and Commissioner Zopp advised that the alternate stands in the shoes of the Commissioner that he or she was appointed to replace in the event the Commissioner was unable to attend a meeting. In these instances the alternate may participate in the meeting and may vote. However, when the alternate is not substituting on behalf of his or her “designated” Commissioner, the alternate may attend the meetings but may not vote.

V. Adjournment

The meeting was adjourned at 11:45 a.m. Motion made by Chairman Holmes, with a second by Commissioner Warden. Motion carried 6-0.

Respectfully submitted,

Patricia Brown-Holmes, Chairman