

MEMORANDUM

TO: Illinois Cemetery Oversight Board
Brent E. Adams, Chairperson
Willie E. Carter, Member
David B. Evans, Member
LuAnn Johnson, Member
Zenobia Johnson-Black, Member
Patrick Keenan-Devlin, Member
Roman F. Szabelski, Member
Gregory M. Vogeles, Member
Antoinette D. Wright, Member

FROM: Kristen Strawbridge, Board Liaison

DATE: February 25, 2010

RE: Business Meeting Notice - March 3, 2010

The Illinois Cemetery Oversight Board will convene for a regular business meeting commencing at 2:00 p.m. on March 3, 2010. The meeting will be conducted via video-conference in two locations: 320 W. Washington Street, **Room 402F**, Springfield, Illinois; and 100 W. Randolph Street, **Room 9-375**, Chicago, Illinois.

In order to ensure the presence of a quorum, please advise me in advance of the meeting date if you are unable to attend. My phone number is (312)814-3443, and my e-mail address is kristen.strawbridge@illinois.gov.

This meeting will be accessible to disabled individuals in compliance with Executive Order #5 and pertinent state laws upon notification of anticipated attendance. Disabled persons planning to attend and needing special accommodation should contact me at least five days prior to the meeting to inform of their anticipated attendance.

Attachment

Illinois Cemetery Oversight Board

AGENDA

March 3, 2010

Springfield Office (320 W. Washington) and Chicago Office (100 W. Randolph)
2:00 p.m.

- I. Call to Order - Brent E. Adams, Chairperson
- II. Introduction of Board Members and Department Staff
- III. Overview of Open Meetings Act Requirements
- IV. New Business
 - a) CTS Presentation on the Development of Cemetery Manager and Customer Service Employee Examinations - Dr. Ron Rodgers
 - b) Discussion of Proposed Administrative Rules
 - c) Discussion of Dates and Times of Future Board Meetings
- V. Chairperson Time
- VI. Adjourn