



ILLINOIS TERRORISM TASK FORCE

Charter

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Section 1. Background

The Illinois Terrorism Task Force (ITTF) was formalized by a State of Illinois Executive Order in May 2000 and established as a permanent entity by the Governor's 2003 Executive Order. The ITTF, which includes member organizations, serves as an advisory body to the Governor and provides statutory recommendations and guidance on homeland security laws, policies, protocol, and procedures. The ITTF also serves as the state homeland security strategic planning and policy body for the U.S. Department of Homeland Security grant programs. Administrative support to the ITTF is provided through the Illinois Emergency Management Agency.

The task force continues to establish and maintain short-term and long-term strategic solutions to the threats and realities of major events as federal, state, and local entities, their private and non-governmental partners, and the general public collaborate to achieve and sustain risk-based target levels of capability to prevent, protect against, respond to, and recover from these incidents in order to minimize the impact on lives, property, and the economy.

2003 Executive Order:

Whereas the threat of terrorist attacks in the United States is real, as witnessed by the events of September 11, 2001; and whereas the centralized coordination and communication among various entities at the State, regional and local levels is essential for the prevention of terrorism; and whereas domestic preparedness to respond to terrorist attacks is a priority of the highest magnitude for federal, state and local governments; and whereas the Illinois Terrorism Task Force has established a working partnership among public and private stakeholders from all disciplines and regions of the State, to facilitate the coordination of resources and the communication of information essential to combat terrorist threats; and whereas, the Illinois Terrorism Task Force has proven to be an effective entity in developing and implementing the domestic preparedness strategy of the State of Illinois.

The following was ordered by the Governor:

Executive Order 2000-10 was revoked and the Illinois Terrorism Task Force was established as a permanent body, vested with the powers and duties described below.

Establishment of the Illinois Terrorism Task Force

- A. I hereby establish the Illinois Terrorism Task Force as an advisory body, reporting directly to the Governor and to the Deputy Chief of Staff for Public Safety.
- B. The current members of the Illinois Terrorism Task Force are hereby reappointed. Additional members of the Illinois Terrorism Task Force may be appointed with the nomination of the Chair and the approval of the Governor.
- C. Members of the ITTF shall serve without pay, but may receive travel and lodging reimbursement as permitted by applicable state or federal guidelines.
- D. The Governor shall appoint a Chair to serve as the administrator of the ITTF. The Chair shall report to the Deputy Chief of Staff for Public Safety on all activities of the ITTF. The Chair shall also serve as a policy advisor to the Deputy Chair for Public Safety on matters related to Homeland Security.

This charter strengthens the commitment by the State of Illinois to provide a system of centralized coordination of and communication among various federal, state and local governments, the private sector and non-governmental organizations.

Section 2. Purpose of ITTF

The Illinois Terrorism Task Force serves as an advisory body to the Governor and provides statutory recommendations and guidance on homeland security laws, policies, protocol, and procedures. The ITTF also serves as the state homeland security strategic planning and policy body for the U.S. Department of Homeland Security grant programs. Administrative support to the ITTF is provided through the Illinois Emergency Management Agency.

The ITTF is made up of 15 committees and represents more than 60 agencies, including federal, state, local, private sector, and nongovernmental organizations. The ITTF meets on a bi-monthly basis, and the committees meet on a monthly, bi-monthly, or "as-needed" basis.

The task force continues to establish and maintain long-term strategic solutions to the threats and realities of terrorism and major events. At the same time, federal, state, and local entities, their private and non-governmental partners, and the general public collaborate to achieve and sustain risk-based target levels of capability to prevent, protect against, respond to, and recover from these incidents in order to minimize the impact on lives, property, and the economy.

Illinois has been proactively engaged in building and maintaining a complete and ongoing assessment of the risks to critical infrastructure and key assets and the general public. Additionally, effective partnerships are being forged with federal, state, and local governments, as well as a private sector to ensure the safety of Illinois' population and assets. The task force continues to align its strategy with the Homeland Security Presidential Directives related to the *National Incident Management System*, *National Response Framework*, *National Infrastructure Protection Plan*, *National Preparedness Goals*, capabilities-based planning tools, and grant program guidance and unifies its capabilities and resources into an all-discipline, all-hazard approach to domestic incident management.

Powers & Duties of the Illinois Terrorism Task Force:

- A. The Illinois Terrorism Task Force, as an advisory body to the Governor and the Deputy Chief of Staff for Public Safety, shall develop and recommend to the Governor the state's domestic terrorism preparedness strategy.
- B. The Illinois Terrorism Task Force shall develop policies related to the appropriate training of local, regional, and state officials to respond to terrorist incidents involving conventional, chemical, biological, and/or nuclear weapons.
- C. The Illinois Terrorism Task Force shall oversee the weapons of mass destruction teams, which the Governor may deploy in the event of a terrorist attack to assist local responders and to coordinate the provision of additional state resources. The Illinois Terrorism Task Force shall develop appropriate protocol, staffing, training, and equipment guidelines for the weapons of mass destruction teams.

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- D. The Illinois Terrorism Task Force shall seek appropriate input from federal agencies, including but not limited to: the United States Department of Justice, the Federal Bureau of Investigation, the Federal Emergency Management Agency, the United States Department of Health and Human Services, and the United States Department of Homeland Security.
 - E. The Illinois Terrorism Task Force shall recommend to the Governor any changes in Illinois state statutes, administrative regulations, or in the Illinois Emergency Operations Plan, that, in its view, may be necessary to accomplish its established objectives.
 - F. The Illinois Terrorism Task Force shall advise the Illinois Emergency Management Agency on issues related to the application for and use of all appropriate federal funding that relates to combating terrorism.
 - G. The Illinois Terrorism Task Force shall develop further recommendations to combat terrorism in Illinois and shall present such recommendations to the Deputy Chief of Staff for Public Safety.
 - H. The Chair of the Illinois Terrorism Task Force shall submit an annual report to the Governor by March 1st of each year. The report shall detail the activities, accomplishments, and recommendations of the Task Force in the preceding year.

Section 3. Goals and Objectives

The approach to emergency management in Illinois continues to be “all hazards” in scope for mitigation and prevention against, preparedness for, response to, and recovery from any hazard to which the state is vulnerable. Developing effective emergency organizations and associations, preparing emergency operations plans and procedures, equipping public safety officials, and providing training and exercise assistance are the means to fulfill this mission statement. The State of Illinois has established the following overarching goals to support this mission.

1. Continue to build and sustain capabilities to support Illinois’ mission to enhance preparedness, prevent, protect against, respond to, and recover from major events in order to minimize the impact on lives, property, and the economy.
2. Continue to incorporate lessons learned from international, national, state, and local events; training and exercises; and emerging threats and technology to validate and revise Illinois’ homeland security goals and objectives.
3. Continue to bring together federal, state, and local governments, their private and non-governmental partners, and the general public to build and sustain intra- and inter-state partnerships to support national and state goals to prepare for, prevent, protect against, respond to, and recover from major events.
4. Continue to prioritize the application of finite resources to continue key initiatives and implement new programs based upon known hazards and threats within the state, and technology to prepare for, prevent, protect against, respond to, and recover from major events.

The following are the goals and objectives adopted by the task force on February 20, 2008, to develop, improve, or enhance Illinois’ capabilities supporting the National Priorities listed in the *National Preparedness Goals*, as the building blocks for the *National Preparedness System*.

Goal I: Preparing our First Responders, Healthcare Providers, and Critical Infrastructure

Sustain, implement, and develop plans, procedures, policies, training, and exercises, and procure equipment necessary at the state and local level to maximize the ability of first responders, healthcare providers, and critical infrastructure to build, sustain, and improve their operational capability to prevent, respond to, and recover from major events.

Objective 1.1

Conduct monthly meetings of the Governor's task force for homeland security, the ITTF, to coordinate the preparedness activities of federal, state, and local entities and their private and non-governmental partners to ensure efficient use of funding and development and implementation of standardized protocols, policies, and procedures, and statutory recommendations to prevent, protect, respond to, and recover from major events.

Objective 1.2

Apply for, administer, and utilize federal and state homeland security and health and human service grants to support programs and projects that support *National Preparedness Goals*, *National Response Framework*, and Illinois' Homeland Security Strategy.

Objective 1.3

Expand the intra- and interstate mutual aid organizations and multi-state collaborations that represent critical state and local public safety and health agencies, and private sector throughout Illinois, including, but not limited to fire service, law enforcement, emergency management, public health, medical, public works, agricultural, transportation, telecommunicators, and private companies that possess key response and recovery resources, to support statewide all-hazard preparedness.

Objective 1.4

Revise the Illinois Statewide Communications Interoperability Plan, including related standard operating procedures, policies, training, and exercises. Replace or procure voice, data, and video equipment ensuring that the state's strategic technology reserve, first responders, healthcare providers, and critical infrastructure can communicate effectively during major events.

Objective 1.5

Implement and maintain a training program, as outlined in the ITTF Training Matrix, for state and local public safety personnel to permit them to prevent, protect, respond to, and recover from major events in compliance with appropriate federal and state rules, regulations, and guidelines.

Objective 1.6

Implement and maintain an exercise program, compliant with the Department of Homeland Security, Homeland Security Exercise and Evaluation Program and outlined in the Illinois Training and Exercise Schedule to validate preparedness to prevent, protect, respond to, and recover from major events, through practical, table-top, hands-on, and scenario-based exercises.

Objective 1.7

Implement initiatives to enhance safety for students, faculty, staff, and visitors at Illinois' K-12 public and private schools, institutions of higher education, and other educational institutions to better prepare these facilities and sites to prevent, prepare for, respond to and recover from major events.

Objective 1.8

Develop a comprehensive emergency management program of planning, training, and exercises to promote an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause.

Objective 1.9

Review academic research and development effort to locate experimental data, evolving trends, scientific research, and cutting edge technology for application in Illinois to remain contemporary and progressive. Recommend technology to support statewide efforts to prevent, protect, respond to, and recover from CBRNE incidents and major events.

Goal II: Preparing our Citizens

Sustain and implement preparedness activities necessary at the state and local level to maximize the ability of communities, elected officials, volunteers, and the general public to build, maintain, and improve capabilities to respond to and recover from emergencies before, during, and after a major event.

Objective 2.1

Prepare citizens through the Citizen Corps and community-based, not-for-profit, and private sector programs. These preparations shall include empowering citizens through education, training, and volunteer service to make communities safer and better prepared to respond to the threats of major events.

Objective 2.2

Revise the current system to manage volunteers and voluntary donations, Volunteer Management Support Teams and Spontaneous Volunteer Centers based upon the 15 scenarios described in the *National Preparedness Goals*.

Objective 2.3

Sustain and build upon current efforts to educate elected officials and other community leaders to increase their knowledge of the Illinois Homeland Security Strategy and requirements of the *National Incident Management System*, thereby enabling them to better implement programs to prepare their communities for major events.

Objective 2.4

Revise the Ready.Illinois.gov website, develop brochures and other publications, and conduct public outreach programs to provide public safety agencies, the general public, and the private sector with a comprehensive source for emergency information before, during, and after a major event.

Objective 2.5

Develop public service announcements to ensure the public is self-sufficient for at least 72 hours following a major event and is aware of Illinois homeland security preparedness and response activities implemented by public safety officials to make individuals, families, and communities safer and better prepared to respond to the threats of major events.

Goal III: Preventing a Major Event from Occurring

Sustain, implement, and develop systems and capabilities to protect lives and property by preventing an incident or emergency from occurring. These actions involve the application of intelligence and other information, implementation of countermeasures, and, as appropriate, specific public safety and health operations aimed at identifying, deterring, preempting, interdicting, or disrupting a terrorist activity or major event.

Objective 3.1

Strengthen information sharing and collaboration capabilities among federal, state and local fusion centers and private sector security in Illinois. Maintain an integrated intelligence gathering and warning system that can detect and report terrorist activity before it manifests itself in an attack to enable effective prevention, protection, and response actions.

Objective 3.2

Implement a statewide, multi-jurisdictional infrastructure to electronically communicate and internally and externally coordinate information to detect, prevent, protect against, and respond to major events

Objective 3.3

Strengthen the security and surveillance at transportation sector venues, such as highway, rail, waterway, and air systems, through planning, training, exercises, and equipment procurements to detect, deter, and preempt a major event.

Objective 3.4

Strengthen the availability of state and local public health officials, agriculture, the private sector, and critical infrastructure to improved active and passive surveillance, security operations, law enforcement and application, and disease control and containment to recognize and understand the full nature of covert or overt threat to the public.

Objective 3.5

Develop a system to check motor vehicle records in other states to ensure that drivers do not hold multiple licenses and for verification against federal records like immigration status. Standardize methods to seamlessly verify an applicant's information with another state and deploy data and document verification capabilities that can be used by all states while protecting personal identification information.

Goal IV: Protecting Against a Major Event

Reduce the vulnerability of critical infrastructure or key resources, through the coordinated action on the part of federal, state, and local governments; the private sector; and concerned citizens in order to deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies.

Objective 4.1

Develop mitigation plans and provide target hardening, interoperable communications, and other detection and mitigation equipment to state and local public safety agencies so they may reduce threats and vulnerabilities to key resources and critical facilities, transportation systems, and functions identified in federal and state infrastructure protection assessments.

Objective 4.2

Implement target hardening activities of nonprofit organizations that are at high risk of international terrorist attack. Integrate nonprofit preparedness activities with broader state and local preparedness efforts and promote coordination and collaboration in emergency preparedness activities among public and private community representatives, state and local government agencies, and Citizen Corps Councils.

Objective 4.3

Revise the transportation mass evacuation plan for Chicago and other urban areas in Illinois using input from the public and private sectors, including the development of an information campaign to educate the general public on the implementation of the plan.

Objective 4.4

Develop a public alerting and notification system to rapidly communicate urgent protective action recommendations to the public, through voice, data, and video systems, for a specified geographical area, following a statewide or local emergency or major event.

Goal V: Responding to a Major Event

Implement activities that address the immediate, direct effects of an incident or major event including immediate actions to save lives, protect property, contain and control the situation, and meet basic human needs through the execution of emergency operations plans and procedures, implementation of response activities, and deployment of state and local first responders to lessen the effects or consequences of an incident.

Objective 5.1

Implement the National Incident Management System and National Response Framework as applied to all-hazard and weapons-of-mass-destruction incidents in accordance with Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents* and related compliance documentation provided by the Secretary of Homeland Security and State of Illinois.

Objective 5.2

Implement regional, intrastate and interstate collaboration through mutual aid agreements and assistance compacts, including Emergency Management Assistance Compact, to serve every region and community in the state, contiguous states, and nationally, in order to meet the target levels of capability in the most effective and expedient manner.

Objective 5.3

Develop all necessary interstate strategic plans, policies, and memoranda of agreement to provide immediate, short-term post-event, large-scale mass sheltering and mass care to support existing local and multi-state sheltering operations. Identify the resources required to implement these plans..

Objective 5.4

Enhance chemical, biological, radiological, nuclear, and explosive (CBRNE) detection, response, and decontamination capabilities by continuing to establish, credential, train, exercise state and regional response teams capable of safely responding to terrorist incidents and major events to support local units of government. This includes the standardization of team qualifications, training, operating guidelines, and activation protocols in order to facilitate team interoperability.

Objective 5.5

Implement medical surge and mass prophylaxis capabilities to support public and medical health response systems to facilitate resource sharing, and enhance the ability of federal, state and local jurisdictions, the private sector, and non-governmental organizations to coordinate and communicate more effectively with public health agencies, hospitals, and public safety agencies.

Objective 5.6

Leverage resources within the private sector to mitigate the impact of incidents, including natural disasters and acts of terrorism, by developing agreements with the private sector which provide for the utilization of resources during a critical incident.

Objective 5.7

Implement state and local emergency management structures and processes for local, regional, and statewide incident management, collaboration, and response to enable entities impacted by a major event to manage operations and preparedness activities consistently and effectively.

Goal VI: Recovering from a Major Event

Support the development, coordination, and execution of service- and site-restoration plans that assist with the reconstitution of government operations and services; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; and to rapidly restore communities to pre-disaster condition.

Objective 6.1

Develop a short-term and long-term recovery strategy and action plan to be implemented after a major event to restore critical infrastructure, support economic recovery and restoration to minimize business disruption, and ensure essential lifeline services for the impacted population, including the restoration of gas, electric, oil, communications, water, wastewater and sewage, transportation and transportation infrastructure, and other utilities.

Objective 6.2

Develop pre-event plans, procedures, policies, training, and exercises to support hazard mitigation strategy measures to be implemented after a major event.

Section 4. Membership

4.1 Members

The Illinois Terrorism Task Force will feature broad participation from federal, state, and local agencies, first responder disciplines and associations, as well as the public and private sectors across Illinois. Members of the task force understand that domestic preparedness in response to major events is a priority of the highest magnitude and to that end, maintains an all-hazard approach to preparedness. The task force continues to build upon a strong foundation of established working partnerships among federal, state, and local entities, their private and non-governmental partners, and the general public, toward the facilitation and coordination of resources.

Entities seeking membership of the Illinois Terrorism Task Force must make an official request in writing to the Chair. The Chair must seek approval of the Governor for membership to the Illinois Terrorism Task Force. Within 30 days of adoption of this provision, and within 30 days of approval of membership thereafter, each member shall provide in writing to the ITTF the name, address, phone number, and email address of 1) its Appointee and 2) an Alternate Appointee. Upon the ITTF's receipt of written notification, the Appointee or Alternate Appointee shall have the authority to represent and vote on behalf of the member. The Alternate Appointee shall have the authority to represent and vote on behalf of the member in the absence of the Appointee. The member shall immediately notify the ITTF, in writing, of change to its Appointee or

Alternate Appointee and/or of change to the Appointee or Alternate Appointee's contact information.

The failure of the member's representative (i.e., Appointee or Alternate Appointee) to attend a minimum of three bi-monthly full membership meetings per calendar year will result in the immediate suspension of voting rights and suspension of membership effective January 1 of the next calendar year. The member will be required to submit a written request to the Chair for the re-establishment of voting rights and membership.

Appointees and Alternate Appointees of members of the Illinois Terrorism Task Force are required to complete ethics training prescribed by the State of Illinois. The State Officials and Employees Ethics Act (5 ILCS 430) currently requires appointees to State boards and commissions to take ethics training at least annually and they must complete initial ethics training within six months of appointment. Failure of any Appointee or Alternate Appointee of an ITTF member entity or organization to complete the ethics training as required under the State Officials and Employees Ethics Act will result in the suspension of voting privileges for the member entity or organization and may result in penalties as provided under the State Officials and Employees Ethics Act.

The Illinois Terrorism Task Force will feature broad participation from federal, state, and local agencies, first responder disciplines and associations, as well as the public and private sectors across Illinois. Members of the task force understand that domestic preparedness in response to major events is a priority of the highest magnitude and to that end, maintains an all-hazard approach to preparedness. The task force continues to build upon a strong foundation of established working partnerships among federal, state, and local entities, their private and non-governmental partners, and the general public toward the facilitation and coordination of resources.

Entities seeking membership of the Illinois Terrorism Task Force must make an official request in writing to the Chair. Because of focus on statewide applicability, only entities that represent multi-jurisdictional and/or multi-discipline organizations may request membership to the task force. The Chair will then seek approval of the Governor for permanent membership to the task force.

The failure of the member organization to attend a minimum of three bi-monthly full membership meetings per calendar year will result in the immediate suspension of voting rights and termination of membership effective January 1 of the next calendar year. The entity will be required to request the re-establishment of membership in writing to the Chair.

Voting representatives of member organizations of the Illinois Terrorism Task Force are required to complete ethics training prescribed by the State of Illinois. The State Officials and Employees Ethics Act [5 ILCS 430] requires appointees of State boards and commissions to take ethics training annually. All representatives of member organizations of the task force, including any person who may vote on behalf of a member, are required to take the training as indicated by the Ethics Officer (currently the Chief Legal Counsel of IEMA). Failure to complete the ethics training as required will result in loss of voting privileges for that individual.

Illinois Terrorism Task Force
Membership
American Public Works Association
American Red Cross
Archer-Daniels-Midland
Associated Fire Fighters of Illinois
Cities of Bloomington-Normal
Cities of Champaign-Urbana
City of Aurora
City of Chicago
City of Joliet
City of Naperville
City of Peoria
City of Rockford
City of Springfield
Cook County Emergency Services and Disaster Agency
U.S. Department of Homeland Security/Federal Emergency Management Agency –Region V
DuPage County Office of Emergency Management and Homeland Security
Federal Bureau of Investigation
Governor's Office
Illinois Association of Chiefs of Police
Illinois Association of Public Health Administrators
Illinois Association of School Boards
Illinois Attorney General's Office
Illinois Board of Higher Education
Illinois Campus Law Enforcement Administrators
Illinois College of Emergency Physicians
Illinois Community College Board
Illinois Coroners Association
Illinois Department of Agriculture
Illinois Department of Central Management Services
Illinois Department of Corrections
Illinois Department of Military Affairs
Illinois Department of Natural Resources

Illinois Department of Public Health
Illinois Department of Transportation
Illinois Education Association
Illinois Emergency Management Agency
Illinois Emergency Services Management Association
Illinois Environmental Protection Agency
Illinois Firefighters Association
Illinois Fire Chiefs Association
Illinois Fire Services Association
Illinois Fire Service Institute
Illinois Health Care Association
Illinois Law Enforcement Alarm System
Illinois Law Enforcement Training and Standards Board
Illinois Municipal League
Illinois National Emergency Number Association
Illinois Office of the State Fire Marshal
Illinois Public Health Mutual Aid System
Illinois Security Chiefs Association
Illinois Sheriffs' Association
Illinois State Police
Illinois State's Attorneys Association
Kane County Emergency Services and Disaster Agency
Lake County Emergency Services and Disaster Agency
Metro east (St. Clair-Madison)
Mutual Aid Box Alarm System
Quad Cities (Moline-East Moline-Rock Island)
Regional Superintendents of Schools
School Crisis Assistance Team
Secretary of State Police
U.S. Attorney's Office
Will County Emergency Management Agency

4.2 Committees

Jointly, the committees, sub-committees, and working groups of the task force integrate subject matter experts to work toward cooperative preparedness, prevention, protection, response and recovery goals and objectives, standardization of equipment and response protocols, and sharing of finite resources in the attempt to build Illinois' capacity to protect the lives and property of its citizens. Participation in committee, sub-committee and working groups is open to individuals representing member entities of the Illinois Terrorism Task Force or at the discretion of the committee chair(s).

The ITTF is made up of 15 committees: Bioterrorism, Communications, Crisis Response and Prevention, Elected Officials, Emergency Management, Fire Mutual Aid, Information Technology, Law Enforcement Mutual Aid, Private Sector, Public Information, Science and Technology, Training, Transportation, Urban Area, and Volunteers and Donations/Illinois Citizens Corps Committee.

4.3 Non-Member Attendance

The Illinois Terrorism Task Force functions in accordance with the Illinois Open Meetings Act; therefore, subject to the Act and discretion of the Chair, non-ITTF members may attend regularly scheduled ITTF meetings. During those meetings non-ITTF members are not authorized to vote or speak to the task force unless previously placed on the agenda and agreed to by the Chair. Announcements of meeting times, dates, and locations and meeting minutes will be maintained by the Chair in accordance with the Illinois Open Meetings Act. A portion or all of an ITTF meeting may be closed to the public so long as the purpose and procedures for closure are in compliance with the Illinois Open Meetings Act.

Section 5. Governance

5.1. The Chair

The Governor shall appoint a Chair to serve as the administrator of the Illinois Terrorism Task Force. The Chair shall report to the Deputy Chief of Staff for Public Safety on all activities of the task force. The Chair shall also serve as a policy advisor to the Deputy Chief of Staff for Public Safety on matters related to Homeland Security. In the event the Chair is unable to serve in the capacity of administrator of the task force, the Director of the Illinois Emergency Management Agency will appoint an interim administrator.

5.2 Committee Chairs (Co-Chairs)

Each of the 15 committees of the Illinois Terrorism Task Force has a committee chair or two co-chairs to oversee the committee. The committee chair(s) are responsible for coordinating meetings or conference calls for the committee. The committee chair(s) reports pertinent issues or proposals reviewed during the meetings to the full task force. Minutes are kept for each committee meeting and provided to the Chair within 30 days after the completion of the meeting. Accomplishments and future goals of each committee are recorded and included in the ITTF Annual Report submitted each year to the Governor.

Based on homeland security goals and objectives, the Chair will establish or eliminate committees to the task force. The chair (and co-chair) of the committee is designated by the Chair of the task force.

5.3 Members

Members of the Illinois Terrorism Task Force may attend meetings of any committee for which they have subject matter expertise or programmatic interest. All members of the task force are invited to attend the full membership meetings, and participate in the discussion and voting where applicable.

Section 6. Voting Rights

6.1 Meetings

The full membership of the Illinois Terrorism Task Force meets on the fourth Wednesday of every other month according to the meeting schedule established prior to January 1 of the calendar year. The Chair may call an unscheduled full membership or conference call meeting if there is an issue that requires the review and approval of the full membership of the task force. The full membership meetings are held in Springfield, except as established by the Chair. A quorum is needed in order to conduct business or have a vote, with each member entity getting one vote. The committees meet on a monthly, bi-monthly or "as-needed" basis.

6.2 Quorum

For the Illinois Terrorism Task Force full membership and committee meetings, a quorum is defined as a majority of the established membership entities. A roll call or similar procedure will be utilized to determine that a quorum is present. When an issue is brought forward, there must be a motion to accept it, and the motion must be seconded and then passed. The vote of the majority of the quorum is needed to pass a motion. The task force will utilize a voice vote on a motion. The Chair will ask for a roll call vote if the result of the voice vote cannot be determined.

6.3 Open Meetings Act

In accordance with the Open Meetings Act [5 ILCS 120], all Illinois Terrorism Task Force full membership and committee meetings are open to the public. Meetings may be closed pursuant to the Open Meetings Act; however, no final actions may be taken.

Pursuant to Section 2.01 of the Open Meetings Act, meetings can be held by audio or video conferencing, with participants counting toward a quorum, under the following circumstances: 1) the meeting is held simultaneously at the public body's office and one or more public locations through interactive audio or video conferencing, and 2) public notice and public access is provided at all locations.

If a quorum is present in accordance with Section 2.01, a member may be allowed to attend the meeting by video or audio conference if that member is unable to physically attend because of personal illness or disability, employment purposes or business of the public body, or a family or other emergency. [See Section 7 of Act] The member must notify the Illinois Terrorism Task Force chair or committee chair prior to the meeting unless impractical.

Section 7. Grant Management & Administration

7.1 Funding

The Illinois Terrorism Task Force, a Bureau of the Illinois Emergency Management Agency, is the U.S. Department of Homeland Security, State Administrative Agency designated by the Governor. As such it is responsible for grant management and administration and is responsible for the allocation of funds to grantees.

7.2 State Administrative Agency (SAA)

The State Administrative Agency is responsible for various tasks related to the ongoing management and administration of the U.S. Department of Homeland Security (DHS) grant programs for the State of Illinois. Some of these tasks include the development and submission of grant applications to DHS and implementation of the Initial Strategy Implementation Plan, Biannual Strategy Implementation Report, and State Preparedness Report. The SAA also is responsible for assisting federal and state auditors with completion of regular programmatic and financial reviews. In addition, the SAA regularly assists grantees with the implementation of programmatic activities as outlined in their project application. Some of the programmatic functions performed by the SAA include annual documentation of project activities, administration of financial documents and reimbursements, and development of homeland security planning documents and protocols.

7.3 Budget

The Illinois Terrorism Task Force will approve the final budget for the U.S. Department of Homeland Security Homeland Security Grant Program and all other grants administered by the State Administrative Agency as designated by the Chair. Each committee is asked to create a budget for their portion of the funding, with the understanding that portions of their funding may be decreased when the actual budget amount is determined. This budget includes priorities for their projects and what the cost for each priority is.

The Illinois Terrorism Task Force committee chairs must meet and review their proposed budgets, and after a tentative budget is finished, the committee must vote on this budget. Changes to the final budget approved by the task force must be approved by the committee before a motion is made to the task force. Committees may approve the re-allocation between approved projects not to exceed 20 percent of their total grant or a maximum of \$100,000 without the consent of the task force. All budget changes that require a modification in programmatic goals and objectives as originally stated in the grant application must be approved by the membership of the task force.

Section 8. Methodology for Project Priorities

Project priorities for the Illinois Terrorism Task Force are discussed and determined at the committee level. The various task force committees review funding proposals, project proposals, as well as other priorities. Once these committees review the proposals, they are brought to the full task force for voting.

Section 9. Documentation

9.1 Monthly Meeting Minutes

Minutes will be recorded at the Illinois Terrorism Task Force and committee meetings and will be emailed to task force members. Minutes must include, but need not be limited to: (1) the date, time and place of the meeting; (2) the members of the ITTF recorded as present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated or decided, and a record of any votes taken. Pursuant to the Open Meetings Act, minutes of open meetings will be made available for public inspection within seven days after approval of such minutes by the task force. Minutes of closed meetings are available after determination by the task force that it is no longer necessary to keep the records confidential to protect the public interest or individual privacy.

9.2 Meeting Minutes Database

Meeting minutes will be incorporated into a database which contains prior meeting minutes and functions as a research tool to help reference past motions and decisions made by the task force.

9.3 Annual Report

Annually, the Illinois Terrorism Task Force provides a report to the Governor by March 1 outlining key homeland security accomplishments and future initiatives. Accomplishments and future goals of each committee are included in the Annual Report. In addition, an Executive Summary is compiled and voted on by the task force before being submitted as part of the Annual Report.

Section 10. Changes to the Charter

The Illinois Terrorism Task Force will review this charter on an annual basis. Any revisions will be documented and voted on by a quorum of the membership. Any revisions made prior to the annual review are subject to a review and vote by a quorum of the membership. If approved by majority vote, the change/revision will be made and take effect immediately.