



County Administrator

18 North County Street – 9th Floor
Waukegan Illinois 60085-4334
Phone 847 377 2250
Fax 847 360 6732

May 22, 2024

Melissa Gallagher
Via Electronic Mail
MGallagher@LakeCountyIL.gov

Dear Ms. Gallagher:

I am delighted to offer you the position of Chief Financial Officer. The beginning annual salary will be \$192,708, with annual salary adjustments beginning December 1, 2024. Leave accruals will be based on your total length of service with Lake County. You will receive health, dental, and vision insurance benefits as well as retirement benefits equivalent to those of all County employees.

You will be considered an at-will employee and may be terminated at any time with or without cause by the County Administrator. You may be eligible for severance pay consistent with County policy when leaving employment in good standing, but in no instance will that severance exceed 20 weeks of compensation, consistent with state statute.

All items above are intended to be consistent with County policies and procedures and are the same as provided by the County to all employees apart from your at will employment status. This offer is subject to your acceptance of the terms and conditions as specified in this letter, and subject to approval by the County Board at its June 11, 2024, meeting.

I am looking forward to you becoming a permanent member of the executive team, and eagerly await the accomplishments that we will generate together. If you agree, please sign and date the letter and return to me.

LAKE COUNTY, ILLINOIS by:



Patrice Sutton
County Administrator

5/22/2024

Date

Accepted by:


Melissa Gallagher

5/28/2024

Date