

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N. County Street  
Waukegan, IL 60085-4351*



## **Meeting Minutes - Final**

**Wednesday, December 5, 2012**

**8:30 AM**

**Conference Room C, 10th Floor**

## **Rules Committee**

**1. Call to Order**

*Chair Calabresa called the meeting to order.*

**Present** 9 - Chair Calabresa, Member Carey, Vice Chair Thomson-Carter, Member Cunningham, Member O'Kelly, Member Hewitt, Member Stolman, Member Sauer and Member Mandel

*Others present:*

*Barry Burton, County Administrator*

*Aaron Lawlor, County Board Chair*

*Amy McEwan, County Administrator's Office*

*Ryan Waller, County Administrator's Office*

*Dan Jasica, State's Attorney's Office*

*Patrice Sutton Burger, Finance & Administrative Services*

*Gary Gordon, Finance & Administrative Services*

*Jennie Vana, County Administrator's Office*

*Kirk Talbott, Information Technology*

*Bernie Wysocki, Special Assistant State's Attorney*

*Bill Durkin, County Board Member*

*Sandy Hart, County Board Member*

*Tom Weber, County Board Member*

*Terry Wilke, County Board Member*

*Jane Tallitsch, County Board Office*

**2. Pledge of Allegiance**

*Chair Calabresa lead the group in the Pledge of Allegiance.*

**3. Approval of Minutes****3.1 12-1363**

Minutes from December 8, 2010.

**A motion was made by Member Carey, seconded by Member Hewitt, that the December 8, 2010 minutes be approved. The motion carried by the following vote:**

**Aye:** 9 - Chair Calabresa, Member Carey, Vice Chair Thomson-Carter, Member Cunningham, Member O'Kelly, Member Hewitt, Member Stolman, Member Sauer and Member Mandel

**4. Public Comment**

*There was no public comment.*

**5. Old Business**

*There was no old business to conduct.*

**6. New Business****6.1 12-1362**

Resolution amending various sections of the Lake County Board Rules of Order and Operational Procedures.

*Chair Calabresa first asked for comments from any of the board members. There were*

*none.*

*I. County Board - The first revision changes the number of board members to 21 and updates the legal citation per State Statute.*

*II. Time of Regular Board Meetings - Barry Burton reviewed the proposed changes to the 2013-2014 committee meeting calendars. Member Carter asked the calendar remain consistent with Forest Preserve meetings and NACO. Member Carey supported Carter. It was confirmed that members could attend by phone. Motion made by Member Carter to delete meetings on March 5, 2013 and March 6, 2013 and move COW to March 1, 2013, seconded by Member O'Kelly. Motion carried.*

*Meetings set for the week of Memorial Day will remain as is.*

*Meetings set for the week of July 4, 2013 will be moved to the last week of June with COW meeting on June 28, 2013.*

*Meetings set for September 3 and 4, 2013 will be moved to the last week of August with COW meeting on August 30.*

*Meetings set for the week of Thanksgiving, November 26 and 27, 2013 will be canceled.*

*Meetings will be held in the first week of December, 2013.*

*The 2014 calendar was then presented. The meetings set for March 4 and 5, 2014 will be canceled due to NACO with COW meeting on February 28, 2014.*

*Member Carter suggested that COW meetings be taped since a lot of good discussion took place at these meetings.*

*Motion made by Member Sauer, seconded by Member Carey to hold COW on Monday, July 7, 2014, due to the 4th of July holiday. Motion carried.*

*Member Carter made motion to keep the Committee meetings on November 4 and 5, 2014, Member Carey seconded motion. Motion carried. COW will meet on November 14, 2014. County Board will meet on November 18, 2014.*

*VII. Electronic Attendance - Member Mandel requested electronic attendance in Executive Session. Discussion took place. Committee agreed that the language in the current Rules should remain the same. A member can be engaged in personal business, per the State's Attorney's Office, and phone in to a committee meeting. It was suggested that language be added that states if you are on active military service you, can call in.*

*Section VII - Language will be added to include email.*

*Section VIII Quorum - The number of members needed to meet a quorum is now 11.*

*Section IX Seating - The current Rules do not include language about the seating chart. It has been the practice that the seating chart be based on seniority. Committee agreed that it should remain based on seniority. Committee provided consensus to add language clarifying this.*

*Cunningham pointed out that texting and emails should not be allowed during meetings. Discussion took place.*

*Section X Agenda - Member Carter felt that Public Comment should not be on the Reorganization meeting agenda. The word "regular" will be added.*

*Section XII Right to Address Board-Public Comment - Member Cunningham voiced concern about those speaking under "Public Comment" and that board members should have an opportunity to speak on activities and events occurring in their district. It was discussed and agreed that comments should be for broad-based county business only. A lot of discussion took place. Barry Burton stated they do try to do manage this and it is in the Rules but its hard to regulate at times.*

*Member Cunningham suggested that each board member be given the opportunity to speak for 2-3 minutes about what is going on in their districts. Chair Lawlor mentioned that, through LCTV, there be an opportunity for each board member to add this information which would be a great way to get information out to the public without taking up meeting time.*

*However, if there was some type of extraordinary event, it would be approved at the discretion of the Chairman. He/she will determine if any special recognition will be presented on the board floor.*

*Section XVII Standing Committee - Barry Burton explained that additional language was added for clarification, per Dan Jasica. Notification to the Committee shall be made in advance, was requested. Committee asked that if the Chairman adds something to an agenda (page 4) the reason must be shared with the standing committee chairman and committee items.*

*It was suggested that the Committee Chairmen make the decision as to what is copied for the County Board packet. After some discussion, board packet preparation will continue as is.*

*Member O'Kelly was concerned about paying an outside attorney to oversee the County Board meetings. She felt an in-house State's Attorney should be covering the meeting. Barry Burton will bring this to the State's Attorney's attention, however, it is statutorily the State's Attorney's decision. Committee provided consensus for Barry Burton to speak with the State's Attorney about this.*

*XIII Roll Call Votes - Roll Call or Special Votes now need 14 votes as opposed to 16.*

*Member Mandel suggested when a member has a conflict of interest, they state the*

*reason why they have a conflict and leave the chambers. Committee agreed. Barry Burton will add this language.*

*Page 10 and Page 12 - Committee agency assignments - Member Lawlor suggested that Chambers of Commerce and Convention of Visitor's Bureau be moved under the Finance & Administrative Services.*

*Article XVIII Appointments - Item C - There are 305 appointments to various commissions and districts. Currently resumes are provided for appointments but not for reappointments. Barry Burton asked if resumes are wanted for both appointments and reappointments. After much discussion, it was suggested to have resumes for both new appointments and reappointments.*

*Article XX - Item D - Clarification of language was added. It should say "between" classes not "within" classes. It was agreed to increase the amount from \$25,000 to \$50,000.*

*Item E - Clarifying that 14 votes are now needed instead of 16 votes.*

*Article XXI Appointment, Review and Removal of Department Heads - A new section determining how the County Administrator is evaluated has been added. Chairman Lawlor provided input. Discussion took place. It is important to have a 5 point scale with both written and oral evaluations provided. Barry Burton walked Committee through the suggested changes/tools. Committee was in agreement of the new process. It was suggested that a copy of his employment contract be provided. Barry Burton will send it out.*

*Article XXII - County Board Member Expenses and Constituent Expenses - There is some additional language added for clarification.*

*The first part updates the cell phone and reimbursements and also allows for reimbursements of a cell phone.*

*There is a suggested increase of the Chairman's activity account not to exceed \$3000.*

*A lot of discussion took place regarding computer, internet, phone, fax, home office reimbursements. If a board member does not take county equipment, board members should be reimbursed including 3G or equivalent. Barry Burton will add corrected language. Many questions were asked and a lot of discussion took place.*

*Barry Burton asked for clarification when equipment is issued, how is equipment replaced/re-issued. After some discussion, it was determined that equipment will be replaced 1 time. If the need arises again, the request for the second replacement will be brought to the Finance & Administrative Services Committee for discussion and/or approval. A board member may get a mini IPAD.*

*P-Card - Item D - Member Cunningham requested the County look at using a different*

bank to manage the P-Cards as opposed to PNC Bank. Gary Gordon confirmed that previous issues were resolved. The language will also reflect the current policy about the electronic newsletter. These were all changes made by the board that are simply being incorporated.

XXII. Zoning Resolutions - The number of people voting has been revised from 16 to 14.

Appendex A - page 21 - Clarification is made changing NIPC to CMAP.

**A motion was made by Member Thomson-Carter, seconded by Member Cunningham, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 9 - Chair Calabresa, Member Carey, Vice Chair Thomson-Carter, Member Cunningham, Member O'Kelly, Member Hewitt, Member Stolman, Member Sauer and Member Mandel

**7. Adjournment**

*Meeting is adjourned at 11:15 a.m.*

**A motion was made by Member Hewitt, seconded by Member Cunningham, that this meeting be adjourned at 11:15 a.m. Motion carried**

**Aye:** 9 - Chair Calabresa, Member Carey, Vice Chair Thomson-Carter, Member Cunningham, Member O'Kelly, Member Hewitt, Member Stolman, Member Sauer and Member Mandel

*Respectfully submitted,*

\_\_\_\_\_  
*Chairman*

\_\_\_\_\_  
*Vice Chairman*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

*Rules Committee*