



Lake County

**Administrative Adjudication Project**

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**To:** David Stolman, County Board Chairman  
**From:** Amy McEwan, County Administrator's Office – Project Sponsor  
Matthew Meyers, Planning, Building & Development – Project Manager  
**Date:** December 6, 2011  
**Re:** Appointment of Administrative Hearing Officer

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**Background**

On September 13, 2011 the County Board adopted the Administrative Adjudication Ordinance to assist in the swift resolution of nuisance and animal related violations in Lake County. As discussed at that time, the next step moving forward with the implementation of this process was the selection and hiring of an administrative hearing officer. Upon staff's review of potential candidates, the chosen candidate would be appointed by the chairman of the County Board, with consent of the Board, per the Administrative Adjudication Ordinance. Please consider the following:

**Candidate Review Process**

The project team, in coordination with the Department of Finance and Administrative Services (FAS), drafted and published a Request for Proposals on October 3, 2011 for the position of Administrative Hearing Officer for Lake County. A total of 5 interested parties formally submitted proposals by the requested deadline. A review panel consisting of department directors, deputy directors, and the team's project manager was assembled to conduct site visits of each interested party, review and score each proposal, and ultimately interview candidate finalists. The scoring of each candidate's proposal incorporated the following topics:

1. Previous work completed as a hearing officer.
2. Familiarity with the Administrative Adjudication process, codes, and ordinances.
3. Availability and flexibility of the candidate with respect to the County's anticipated times.
4. The proposer's costs, fees, and charges.
5. Past record of performance.
6. Any additional qualities that may be beneficial to Lake County.
7. Site visits to the candidate's current hearings.

Based on these criteria, three finalist candidates were identified for the position; interviews with the finalist candidates were convened by members of the review panel, the County Administrator's Office, and FAS. The finalist interview team then considered the finalist candidates and unanimously selected the candidate to recommend for appointment.

**Recommended Candidate**

Based on the process outlined above, David Eterno was identified as the most suitable candidate for our administrative adjudication hearing process in Lake County based on his performance in the scoring process and interview. His competitive fees, extensive experience in establishing and conducting hearing processes in various metro-area communities, his calming yet firm approach observed during live hearings, and the highly professional manner in which he conducted himself during the interview are among the key reasons for his selection. Staff feels very confident that he will provide excellent service to Lake County as it formally initiates the process of administrative adjudication. Mr. Eterno's cover letter and resume are attached for your consideration.