

Lake County Illinois

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



Meeting Minutes - Final

Thursday, August 19, 2021

9:00 AM

The public can register to attend remotely at <https://bit.ly/3yTTe42>

Rules Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, if there is a current Gubernatorial Disaster Proclamation allowing public meetings to be held remotely and a Written Determination by the Lake County Board Chair, then this meeting will be held by audio and video conference.

PUBLIC ATTENDANCE: There are two options for the public to attend the meeting: (1) in-person attendance on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois, or (2) remote / virtual attendance through registration at the link on the front page of this agenda.

RECORDING: Meetings, including Public Comment, will be recorded.

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item.

Individuals attending in-person or remotely may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)). Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance on the 10th Floor, (2) Public Comment by individuals who registered via the link on the front page of the agenda and are attending remotely , and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- * Meeting: Rules Committee (Subject line for written Public Comment)
- * Name (REQUIRED)
- * Topic or Agenda Item # (REQUIRED)
- * Street Address, City, State (Optional)
- * Phone Number (Optional)
- * Organization/Agency/etc. Represented (If representing yourself, put "Self")

***To view County Board Rules, click here: <https://bit.ly/3idRdrV> ***

0. [21-1171](#)

Chair's determination of need to meet by audio or video conference.

Attachments: [Determination - Chair Hart 7.30.21\[379\]](#)

1. Call to Order

Chair Frank called the meeting to order at 9:00 a.m.

Others present:

Jim Hawkins, County Administrator's Office

Theresa Glatzhofer, County Board Office

Kristy Cechini, County Board Office

Sydney Dawson, County Board Office

Karen Fox, State's Attorney's Office

Abby Scalf, Communications

Angelo Kyle, Board Member

Cassandra Torstenson, County Administrator's Office

Gary Gibson, County Administrator's Office

Matt Meyers, County Administrator's Office

Sandy Hart, County Board

Dan Eder, County Administrator's Office - EMA

Justine Gilbert, County Administrator's Office

Paula Devore, Human Resources

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Roll Call of Members

Present 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent 2 - Member Ross Cunningham and Member Maine

**Electronic Attendance: All Members*

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment (Items not on the agenda)

There were no public comments.

6. Chair's Remarks

Chair Frank thanked the Committee Members for their attendance and participation.

Member Altenberg joined the meeting at 9:04 a.m.

7. Unfinished Business

There was no Unfinished Business.

8. New Business**REGULAR AGENDA****8.1 [21-1213](#)**

Committee Action amending the County Board Rules of Order and Operational Procedures updating all references to the Ethics and Conduct Code (pages 7, 8, 50).

Deputy County Administrator Hawkins gave a brief summary of the proposed administrative changes to pages 7, 8, and 50 of the County Board Rules. There was no discussion.

A motion was made by Member Simpson, seconded by Vice Chair Clark, that this committee action item be approved. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.2 [21-1214](#)

Committee Action amending the County Board Rules of Order and Operational Procedures replacing the language in paragraph II.D, "Suspension of the Rules" and paragraph VI.F.3.d, "Suspend Rules" with, "The Rules may be suspended by the County Board (or a Committee) by a motion for a particular purpose and requires a roll call vote of two-thirds of the Members of the Board (or Committee) present voting to suspend."

Deputy County Administrator Hawkins gave a brief overview of the proposed change to the rules to include "or a Committee" to the Suspension of the Rules section (VI.F.3.d). There was no discussion.

A motion was made by Vice Chair Clark, seconded by Member Altenberg, that this committee action item be approved. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.3 [21-1215](#)

Committee Action amending the County Board Rules of Order and Operational Procedures replacing paragraph IV.D.7 with the following language: "If requested by the Member, paper copies of the Board meeting agenda, as well as pertinent information, will be available to the requesting Board Member prior to the meeting or held at the County Board Office for those Board Members not in attendance."

Deputy County Administrator Hawkins gave a brief overview of the intent of the potential rule change. Chair Frank also summarized the potential rule change. There was no

discussion.

A motion was made by Member Altenberg, seconded by Vice Chair Clark, that this committee action item be approved. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.4 [21-1216](#)

Committee Action amending the County Board Rules of Order and Operational Procedures inserting a new title, IV.G, and paragraph IV.G.1: New Title IV.G: "Health and Safety of Meeting Attendees". New Paragraph IV.G.1: "The County Board seeks to provide an atmosphere of health, safety, and inclusion to treat everyone with courtesy and respect. Any and all health and safety rules that are in effect at the direction of the Administrator or the Board Chair for Lake County employees and the public entering County facilities shall also apply to all members of the Board, guests, and all public attending/while in attendance at meetings in County facilities."

Chair Frank gave an overview of the proposed rule change noting that it would make any employee rules pertaining to health and safety applicable to Board Members. Karen Fox, State's Attorney's Office, recommended deleting "attending/" from the proposed rule change for clarification purposes. Discussion ensued. A change was also made to clarify that the health and safety rules are in effect at the direction of the Administrator or the Administrator in consultation with the Board Chair.

A motion was made by Vice Chair Clark, seconded by Member Simpson, that this committee action item be approved as amended. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.5 [21-1217](#)

Committee Action amending the County Board Rules of Order and Operational Procedures authorizing the Board Chair to allow electronic attendance for Executive Session for any meeting regardless of disaster declaration. Required amendments: (1) Delete, "excluding executive session" from paragraph VI.C.1 and (2) delete, "Executive (closed) Session requires Members to attend in person. In the event of a bona fide disaster as defined in Section VI.D of these Rules," from paragraph E.1.

Member Frank gave an overview of the proposed rule change regarding the Board Chair allowing for electronic attendance of Board Members for Executive Session. Discussion ensued.

A change was made so that the County Board Rules state that, "The Chair of the County Board may allow Executive Session participation by video means, based on the subject

matter of the specific Executive Session." A further change was made so that the Rules state that, "All Board Members attending Executive Session electronically must meet OMA requirements, as stated in section C.1. of the County Board Rules."

A motion was made by Member Wilke, seconded by Member Altenberg, that this committee action item be approved. The motion carried by the following vote:

Aye: 6 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Simpson, Member Vealitzek and Member Wilke

Nay: 1 - Member Pedersen

Absent: 2 - Member Ross Cunningham and Member Maine

8.6 [21-1218](#)

Discussion and possible Committee Action amending the County Board Rules of Order and Operational Procedures on Electronic Attendance, paragraph VI.C.1.

Deputy County Administrator Hawkins gave an overview of the County Board Rules relating to electronic attendance, paragraph VI.C.1. Discussion ensued. No action was taken.

8.7 [21-1219](#)

Committee Action amending the County Board Rules of Order and Operational Procedures inserting "(email notice highly encouraged / preferred)" to paragraph VI.C.4 and inserting new paragraph VI.C.4.c, "When a physically present quorum is required to conduct a meeting, any Member who has submitted a request to participate electronically shall have their request considered to be granted in the order it was received to ensure the ability to achieve quorum."

Chair Frank gave an overview of the rule stating that when a physically present quorum is required to conduct a meeting, Board Members who have submitted a request to participate electronically will have their requests considered in the order in which they are received. There was no discussion.

A motion was made by Member Vealitzek, seconded by Member Altenberg, that this committee action item be approved. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.8 [21-1220](#)

Committee Action amending the County Board Rules of Order and Operational Procedures changing reimbursement for use of a personal cell phone in lieu of a County-issued device to \$35/month (currently \$56/month) to more closely match the actual cost of a County procured cell phone. (Paragraph VII.E.2.c)

Chair Frank gave an overview of the potential rule change, noting that reimbursement for Board Members using a personal cell phone in lieu of a County-issued device shall be \$35 per month, instead of \$56 per month. There was no discussion.

A motion was made by Member Pedersen, seconded by Vice Chair Clark, that this committee action item be approved. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.9 [21-1221](#)

Committee Action amending the County Board Rules of Order and Operational Procedures inserting, "by 3:00 p.m. the day prior to the scheduled meeting" to paragraph IV.A.1 in Appendix D to match the language currently on the agenda.

Chair Frank noted that the proposed rule change would establish a 3:00 p.m. deadline the day prior to the scheduled meeting for written public comment submissions. There was no discussion.

A motion was made by Vice Chair Clark, seconded by Member Vealitzek, that this committee action item be approved. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.10 [21-1222](#)

Committee Action amending the County Board Rules of Order and Operational Procedures moving the standard day for Rules Committee meetings in Appendix G to the first week of committees in order to allow time for Staff to prepare a smooth copy of the Rules for approval at the Board Meeting.

Deputy County Administrator Hawkins gave an overview of the potential standardization of when the Rules Committee meetings would be scheduled.

Member Wilke made a motion to combine items 8.10, 8.11, and 8.12. Deputy County Administrator Hawkins noted that item 8.11 encompasses more than just calendar-related discussion. Member Wilke amended the motion to combine only items 8.10 and 8.12 for consideration. The amended motion was seconded by Member Altenberg.

Discussion ensued regarding item 8.10.

The consensus of the Committee was to continue scheduling Rules Committee meetings on an "as needed" basis.

Deputy County Administrator Hawkins gave an overview of the proposed changes to the 2022 County Board and Forest Preserve Meeting Schedule, noting that an additional week of committee meetings would be added to the first week of June and July.

Discussion ensued regarding item 8.12.

The consensus of the Committee was to add a week of committee meetings to the first week of June.

Vice Chair Clark made a motion to amend the draft resolution for item 8.12. The motion was seconded by Member Wilke. The motion carried on the following roll call vote:

Aye: 6 - Member Altenberg, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek, and Member Wilke

Absent: 2 - Member Cunningham and Member Maine

Not Present: 1 - Vice Chair Clark

A motion was made by Vice Chair Clark, seconded by Member Altenberg, that items 8.10 and 8.12 be approved as amended. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.11 21-1223

Resolution approving the County Board Rules of Order and Operational Procedures (Amendment Number 2).

Attachments: [Proposed Board Rules Amendment-2\(08.19.21\)-REDLINE](#)
[Proposed Board Rules Amendment-2\(08.19.21\)](#)

Deputy County Administrator Hawkins noted that Member Maine's comments were received. Chair Frank reviewed Member Maine's comments with the Committee. Discussion ensued.

The consensus of the Committee was to add to the County Board Rules that all Board members be notified when a special meeting is scheduled.

Another consensus of the Committee was to edit the County Board Rules to say that "Agenda item materials will be available for all standing committee members 24 hours prior to said meeting, when practicable."

Member Wilke made a motion to amend the resolution as discussed. The motion was seconded by Vice Chair Clark. The motion carried on the following roll call vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek, and Member Wilke

Absent: 2 - Member Cunningham and Member Maine

A motion was made by Member Altenberg, seconded by Member Wilke, that this

resolution be recommended for adoption as amended to the Board agenda. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

8.12 [21-1224](#)

Resolution amending 2022 Board and Committee Calendar to include committee meetings the week of May 31, 2022.

Attachments: [2022 Calendar Redlined](#)

Deputy County Administrator Hawkins gave an overview of the potential standardization of when the Rules Committee meetings would be scheduled.

Member Wilke made a motion to combine items 8.10, 8.11, and 8.12. Deputy County Administrator Hawkins noted that item 8.11 encompasses more than just calendar-related discussion. Member Wilke amended the motion to combine only items 8.10 and 8.12 for consideration. The amended motion was seconded by Member Altenberg.

Discussion ensued regarding item 8.10.

The consensus of the Committee was to continue scheduling Rules Committee meetings on an "as needed" basis.

Deputy County Administrator Hawkins gave an overview of the proposed changes to the 2022 County Board and Forest Preserve Meeting Schedule, noting that an additional week of committee meetings would be added to the first week of June and July.

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Aye: 6 - Member Altenberg, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek, and Member Wilke

Absent: 2 - Member Cunningham and Member Maine

Not Present: 1 - Vice Chair Clark

A motion was made by Vice Chair Clark, seconded by Member Altenberg, that items 8.10 and 8.12 be approved as amended. The motion carried by the following vote:

Aye: 7 - Member Altenberg, Vice Chair Clark, Chair Frank, Member Pedersen, Member Simpson, Member Vealitzek and Member Wilke

Absent: 2 - Member Ross Cunningham and Member Maine

9. County Administrator's Report

There was no County Administrator's Report.

10. Executive Session

There was no Executive Session.

11. Members' Remarks

There were no member remarks.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:48 a.m.

Next Meeting: To Be Determined

Minutes prepared by Theresa Glatzhofer.

Respectfully submitted,

Rules Committee, Chair