



Human Resources Office
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MEMORANDUM

Date: March 30, 2021
To: Finance & Administrative Services Committee
Through: Gary Gibson, County Administrator
From: John Light, Director of Human Resources 
Subject: Recommendation – County Recorder additional staff

Issue

The County Recorder has requested the County Board authorize an additional full-time position in the Recorder's Office.

Analysis

The Recorder provided us with information about the number of documents recorded along with a copy of the organizational chart for the office.

Our analysis included the following documents and we have verified that 100% of the funding for this position will be charged to the Recorder's Automation Fund (wages & benefits) and recordings have increased.

We attached the following documents we received from the Recorder and we reviewed:

- Attachment 1 – Basis of the request
- Attachment 2 – Organizational Chart
- Attachment 3 – Staff Directory
- Attachment 4 – Recorder's Revenue Projection

Recommendation

We recommend the Financial & Administrative Services Committee approve the following actions:

- Creation of a 1.0 FTE Administrative Assistant, Grade S3 in the County's position inventory.
- In future years, the Committee or Board must approve this position being funded from another source other than the Recorder's Automation Fund.

New Full Time Position Request

Mary Ellen Vanderverter

Recorder of Deeds

March 1, 2020

We are respectfully requesting to create a FULL TIME Admin Assistant Position to accommodate the rapid and large increase in recordings and revenue in the Recorder of Deeds Office. We propose that this position be funded out of Recorder's Automation(fund 260) so as to not offset revenue our office collects for the General Fund.

As of January 30, 2021, recordings have increased from 17,545 docs (January 30 YTD FY2020) to 23,637 docs (January 30 YTD FY2021). Overall fees collected have increased from \$2,097,233.75 (January 30 YTD FY2020) to \$2,871,330.25(January 30 YTD FY2021). These increases do not take into account the BACKLOG of documents waiting the be recorded in the office.

With our current staffing, we find ourselves with a backlog of documents from January 26, 2021(as of March 1, 2021). These documents are waiting to be recorded/revenue collected.

We have attached our current Department Organizational Flow Chart and the Departmental Organizational Flow Chart from 2014, the last time our office witnessed this volume of recordings. As you can clearly see, staffing levels have been dramatically cut since that tie.

Grade S3

Job – 8000 Admin Support

Position – Admin Assistant

Funding: 260 AH5X

Mary Ellen Vanderventer

Lake County Recorder of Deeds

Cynthia Pruim-Haran

*Deputy Recorder
Supervisor / Attorney*

Latasha Dunlap-Solomon

*Office Coordinator
HR / Payroll / Billing Liaison*

Jacob Andrews

*Manager Services & Support
Liaison between Lake County IT staff
& vendor (Cott Systems)*

Nick Agostinelli – *Administrative Assistant*
Claudia Arizmendi – *Administrative Assistant*
Kathy Bader – *Admin/Research Specialist*
Ennedy Delgado – *Administrative Assistant*
DeeAnn Eliason – *Admin/Research Specialist*
Janet Gaytan – *Administrative Assistant*
Lisa Gross – *Administrative Assistant*
Michelle McPherson – *Services & Support Systems Tech*
Jeanine Richards – *Admin/Research Specialist*
Kathy Skuble – *Administrative Assistant*
Jennifer Turville – *Admin/Research Specialist*
Jack Westphal – *Services & Support Systems Tech*
Keith Woosley – *Admin/Research Specialist*

Elizabeth Dominguez – *Administrative Assistant (part time)*

Lake County Recorder of Deeds Office 2021

Mary Ellen Vanderventer
Lake County Recorder

Cynthia Pruim-Haran
Chief Deputy Recorder
Recording & Indexing Supervisor

Sharon Anton
Copies/Microfilm Supervisor

Latasha Dunlap-Solomon
Executive Assistant
Finance & Billing

Jacob Andrews
Manager
Services & Support

Nick Agostinelli – *Principal Clerk*
Nayely Arellano – *Clerk*
Kathy Bader – *Principal Clerk*
Carol Childress – *Principal Clerk*
Nancy Dougherty – *Principal Clerk*
Mary Goebel – *Administrative Assistant*
Claudia Gonzalez – *Clerk*
Lisa Gross – *Principal Clerk*
Jeanine Richards – *Principal Clerk*
Kathy Skuble – *Principal Clerk*
Mary Stickels – *Executive Assistant*
Jennifer Turville – *Principal Clerk*
CristyLee Weber – *Administrative Assistant*
Jack Westphal – *Clerk*
Keith Woosley – *Principal Clerk*

Sara Goodenough – *Principal Telephone Operator/Receptionist*
Toni Hill – *Principal Clerk*
Michelle McPherson – *Principal Clerk*
Joyce Pullum – *Principal Clerk*
Joan Stanton – *Principal Clerk*
Peggy Williams – *Principal Clerk*

Lake County
Recorder of Deeds Office
2014

Fiscal YTD thru January

	FY2017	FY2018	FY2019	FY2020	FY2021
AUTO	\$ 166,900.00	\$ 196,688.00	\$ 165,501.00	\$ 220,866.00	\$ 352,467.00
GIS	\$ 100,244.00	\$ 279,232.00	\$ 242,334.00	\$ 323,488.00	\$ 516,630.00
GIS REC	\$ 17,054.00	\$ 13,582.00	\$ 11,167.00	\$ 14,874.00	\$ 23,605.00
RHSP	\$ 141,642.00	\$ 113,787.00	\$ 92,772.00	\$ 127,728.00	\$ 205,443.00
AUTO 50	\$ 7,869.00	\$ 6,321.50	\$ 5,154.00	\$ 7,096.00	\$ 11,413.50
GEN 50	\$ 7,869.00	\$ 6,321.50	\$ 5,154.00	\$ 7,096.00	\$ 11,413.50
DR	\$ 261,646.00	\$ 164,088.00	\$ 133,140.00	\$ 177,479.00	\$ 282,831.00
NN	\$ 779.00	\$ 1,188.00	\$ 1,476.00	\$ 1,356.00	\$ 1,572.00
REC FEE TOTAL	\$ 704,003.00	\$ 781,208.00	\$ 656,698.00	\$ 879,983.00	\$ 1,405,375.00
DOCS	17,693	13,684	11,205	17,545	23,637
AVG PER DOC	\$ 39.79	\$ 57.09	\$ 58.61	\$ 50.16	\$ 59.46
COUNTY REVENUE	\$ 451,483.00	\$ 420,088.50	\$ 313,174.50	\$ 405,750.25	\$ 488,651.75
STATE REVENUE	\$ 902,966.00	\$ 840,177.00	\$ 626,349.00	\$ 811,500.50	\$ 977,303.50
PTAX FILINGS	2,209	1,790	1,660	1,762	2,549
TOTAL FEES	\$ 2,058,452.00	\$ 2,041,473.50	\$ 1,596,221.50	\$ 2,097,233.75	\$ 2,871,330.25