

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Thursday, May 30, 2024**

**10:30 AM**

**or 10 minutes after Financial and Administrative, whichever is later.**

**Assembly Room, 10th Floor or register for remote attendance at:**

**<https://bit.ly/4aBr4wK>**

**Rules Committee**

**PUBLIC ATTENDANCE:** The public can attend Lake County Committee and Board meetings in one of two ways:

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois.
- (2) Remote attendance through an electronic conferencing application (register via the link on the front page of the agenda).

**RECORDING:** Meetings, to include Public Comment, will be recorded.

**PUBLIC COMMENT:**

Time is reserved near the beginning of the meeting for all Public Comment. At the Chair’s discretion, Public Comment for an item(s) on the agenda may be presented during consideration of that specific item. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance and then (2) Public Comment by individuals attending remotely through an electronic conferencing application. Individuals 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](mailto:PublicComment@Lakecountyil.gov) or delivered to the County Board Office, 18 N. County Street, Waukegan, Illinois, (10th floor)). Written comments will be circulated to the Members, but not read aloud.

Individuals providing Public Comment will provide the following information:

Meeting: Rules Committee (Subject line for written Public Comment)

Topic or Agenda Item #: (REQUIRED)

Name: (REQUIRED)

Organization/Entity Represented: (REQUIRED) ("Self" if representing self)

Street Address, City, State: (Optional)

Phone Number: (Optional)

Email: May be REQUIRED for remote attendance

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call of Members**

**Present** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

*Other Attendees*

*In Person:*

*Marah Altenberg, Board Member  
Sandy Hart, Board Chair  
Patrice Sutton, County Administrator's Office  
Melissa Gallagher, Finance  
Matt Meyers, County Administrator's Office  
Kevin Quinn, Communications  
Kristy Cechini, County Board Office*

*Electronically:*

*Gina Roberts, Board Member  
Theresa Glatzhofer, County Board Office  
Jolanda Dinkins, County Board Office  
RuthAnne Hall, County Administrator's Office  
Mary Crain, Division of Transportation  
ShaTin Gibbs, Finance  
Abby Krakow, Communications  
Kayla Bonn, Human Resources  
Melanie Nelson, State's Attorney's Office  
Nicole Rogers, Finance  
Sonia Hernandez, County Administrator's Office*

4. **Addenda to the Agenda**  
*There were no additions or amendments to the agenda.*
5. **Public Comment**  
*There were no comments from the public.*
6. **Chair's Remarks**  
*Chair Frank explained the process for the meeting.*
7. **Unfinished Business**  
*There was no unfinished business to discuss.*
8. **New Business**

**CONSENT AGENDA (Items 8.1)****\*MINUTES\*****8.1 24-0700**

Committee action approving the Rules Committee meeting minutes from September 28, 2023.

**Attachments:** [Rules 9.28.23 Final Minutes](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Ross Cunningham, seconded by Member Wasik, that these minutes be approved. The motion carried by the following voice vote:**

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

**REGULAR AGENDA****8.2 24-0695**

Committee action amending Section II.E.2 of the County Board Rules of Order and Operational Procedures replacing the requirement of Members to provide requests for amendments to the Rules “more than three weeks (21 calendar days)” with “more than two weeks (14 calendar days)” from the date of the scheduled meeting.

*Matt Meyers, Assistant County Administrator, provided a summary of the change to Section II.E.2 of the County Board Rules of Order and Operational Procedures. Discussion ensued.*

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

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

**8.3 24-0698**

Committee action amending Section V.I and Appendix G of the County Board Rules of Order and Operational Procedures changing the Committee of the Whole meeting schedule from “generally be held at 8:30 A.M. on the Friday before the regular County Board meeting” to “generally be held quarterly at 8:30 A.M. on the Friday before a regular County Board meeting.”

*Matt Meyers, Assistant County Administrator, provided a summary of the change to Section V.I. and Appendix G of the County Board Rules of Order and Operational Procedures. Discussion ensued. The County Administrator's Office will update the calendar to reflect the change.*

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

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

**8.4 [24-0696](#)**

Committee action amending Section V.J.7 of the County Board Rules of Order and Operational Procedures inserting additional language to the first bullet under the Legislative Committee responsibilities: “on matters directly related to items under the purview of the County Administrator’s Office. The Committee will not provide positions on items that are under the purview of county-wide elected offices and the Health Department.”

*Matt Meyers, Assistant County Administrator, provided a summary of the change to Section V.J.7 of the County Board Rules of Order and Operational Procedures.*

*Discussion ensued.*

**A motion was made by Vice Chair Clark, seconded by Member Vealitzek, that this committee action item be amended to strike the language "items under the purview of the County Administrator’s Office. The Committee will not provide positions on items that are under the purview of county-wide elected offices and the Health Department." and add "on matters directly related to County business". The motion carried by the following voice vote:**

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

*Discussion ensued.*

**A motion was made by Member Wasik, seconded by Member Ross Cunningham, that this committee action item be approved as amended. The motion carried by the following voice vote:**

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

**8.5 [24-0702](#)**

Committee action amending Section VI.C.1 of the County Board Rules of Order and Operational Procedures inserting “(e) unexpected childcare obligations” at the end of the paragraph as an additional remote attendance qualifying reason to align with State Statute.

*Matt Meyers, Assistant County Administrator, provided a summary of the change to Section VI.C.1 of the County Board Rules of Order and Operational Procedures.*

*Discussion ensued.*

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

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

**8.6 [24-0703](#)**

Committee action amending Section VI.C.5 of the County Board Rules of Order and Operational Procedures replacing language that Members attending electronically “shall ensure their camera is on at a minimum, when speaking and when voting” with “Members shall ensure their camera is on at all times.”

*Matt Meyers, Assistant County Administrator, provided a summary of the change to Section VI.C.5 of the County Board Rules of Order and Operational Procedures. Discussion ensued.*

**A motion was made by Member Danforth, seconded by Member Ross Cunningham, that this committee action item be amended to strike the first sentence of VI.C.5.**

*Discussion ensued.*

**A motion was made by Member Vealitzek, seconded by Member Ross Cunningham, that the amendment be amended to strike the first two sentences and add only the language, "If attending a Committee meeting electronically, Committee Members shall ensure their camera is on at all times. If attending a Board meeting electronically, Board Members shall ensure their camera is on at all times." Also, remove the last two sentences. The motion carried by the following voice vote:**

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

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

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

#### 8.7 [24-0706](#)

Committee action amending Section VIII.D.3.f of the County Board Rules of Order and Operational Procedures inserting additional language at the end of the paragraph: "Reimbursements and all arrangements shall adhere to the County's Travel and Business Expense Reimbursement Policy."

*Matt Meyers, Assistant County Administrator, provided a summary of the change to Section VIII.D.3.f of the County Board Rules of Order and Operational Procedures. Discussion ensued.*

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

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

#### 8.8 [24-0697](#)

Committee action amending Appendix D - Section I.F of the County Board Rules of Order and Operational Procedures inserting language that public comment is limited to three minutes "of cumulative time" per individual, unless the Chair designates a longer or shorter time period.

*Matt Meyers, Assistant County Administrator, provided a summary of the change to Appendix D - Section I.F of the County Board Rules of Order and Operational Procedures. Discussion ensued.*

**A motion was made by Member Pedersen, seconded by Member Danforth, that this committee action item be approved. The motion carried by the following voice vote:**

**Aye:** 5 - Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

**Nay:** 2 - Vice Chair Clark and Member Ross Cunningham

**8.9** [24-0694](#)

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

**Attachments:** [County Board Rules FINAL as APPROVED on 6-11-2024 \(24-0694\)](#)  
[County Board Rules-FBA\(6.11.24\) - CLEAN](#)  
[County Board Rules-FBA\(6.11.24\) - Redline](#)

*Matt Meyers, Assistant County Administrator, explained the resolution will go to the County Board meeting including all of the committee actions discussed in this meeting.*

*Chair Hart made a statement in regards to staff's time according to the County Board Rules of Order and Operational Procedures. Discussion ensued.*

**A motion was made by Member Danforth, seconded by Member Wasik, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:**

**Aye:** 7 - Vice Chair Clark, Member Ross Cunningham, Member Danforth, Chair Frank, Member Pedersen, Member Vealitzek and Member Wasik

**9. County Administrator's Report**

*There was no County Administrator's report.*

**10. Executive Session**

*The Committee did not enter into executive session.*

**11. Member Remarks and Requests**

*Member Vealitzek asked for clarification from Chair Hart's remarks under item 8.9 and how to move forward with an amendment for item G. Discussion ensued.*

*Member Wasik thanked the Committee for all of the amendments that were made.*

**12. Adjournment**

*Chair Frank declared the meeting adjourned at 12:36 p.m.*

**Next Meeting: TBD**

*Minutes prepared by Kristy Cechini*