

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Tuesday, October 31, 2023**

**1:00 PM**

**Assembly Room, 10th Floor or register for remote attendance at  
<https://bit.ly/49gJaVA>**

**Diversity, Equity and Inclusion Committee**

**PUBLIC ATTENDANCE:** The public can attend Lake County Committee and Board meetings (two options):

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 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:** Diversity, Equity and Inclusion 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**

*Chair Cunningham called the meeting to order at 1:00 p.m.*

**2. Pledge of Allegiance**

*Chair Cunningham led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 5 - Member Altenberg, Vice Chair Campos, Chair Ross Cunningham, Member Knizhnik and Member Schlick

*\*Electronic Attendance: Member Knizhnik*

*Other Attendees:*

*In Person:*

*Alex Carr, Communications*

*Jim Hawkins, County Administrator's Office*

*Kevin Quinn, Communications*

*Tammy Chatman, Communications*

*Theresa Glatzhofer, County Board Office*

*Electronically:*

*Abby Krakow, Communications*

*Gary Gibson, County Administrator's Office*

*Janna Philipp, County Administrator's Office*

*Kristy Cechini, County Board Office*

*Matt Meyers, County Administrator's Office*

*Patrice Sutton, Finance*

*Paul Frank, Board Member*

*RuthAnne Hall, Purchasing*

*ShaTin Gibbs, Finance*

*Stacy Davis-Wynn, Purchasing*

**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**

*There were no Chair remarks.*

**7. Unfinished Business**

*There was no unfinished business to discuss.*

**8. New Business**

**CONSENT AGENDA (Item 8.1)**

**\*MINUTES\***

**8.1 [23-1587](#)**

Committee action approving the Diversity, Equity and Inclusion Committee minutes from July 25, 2023.

**Attachments:** [DEI 7.25.23 Final Minutes](#)

**A motion was made by Member Altenberg, seconded by Vice Chair Campos, that these minutes be approved. The motion carried by the following voice vote:**

**Aye:** 5 - Member Altenberg, Vice Chair Campos, Chair Ross Cunningham, Member Knizhnik and Member Schlick

**REGULAR AGENDA**

**8.2 [23-1614](#)**

Resolution approving the Lake County Employee Diversity, Equity and Inclusion (DEI) Calendar Policy.

**Attachments:** [7.2 Diversity, Equity, and Inclusion Calendar Policy FINAL as APPROVED](#)  
[DEI Calendar Policy PROPOSED 10-31-2023](#)

*There was no discussion regarding this item, as there was a robust discussion on the same topic at the previous Committee meeting.*

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

**Aye:** 5 - Member Altenberg, Vice Chair Campos, Chair Ross Cunningham, Member Knizhnik and Member Schlick

**8.3 [23-1615](#)**

Presentation and discussion on feasibility of captions and/or subtitles for committee and Board meetings.

**Attachments:** [Captions-Subtitles-Feasibility \(10.31.23\)](#)

*Tammy Chatman, Chief Communications Officer, and Alex Carr, Deputy Communications Officer, gave a presentation regarding the feasibility of captions and/or subtitles for committee and Board meetings.*

*Discussion ensued.*

*The consensus of the Committee was to direct staff to pursue automatic English captions and Spanish subtitles for committee and Board meetings.*

*Jim Hawkins, Deputy County Administrator, asked for clarification from the committee*

*regarding whether the recommendation is for English and/or Spanish. The Committee clarified that they would like to provide both English and Spanish options. Deputy County Administrator Hawkins noted that staff will bring back a policy for the Committee to review at their next quarterly meeting.*

**9. County Administrator's Report**

*Jim Hawkins, Deputy County Administrator, provided an update regarding a County Diversity, Equity and Inclusion (DEI) Coordinator, whose first task would be to revise the current Diversity and Inclusion Policy.*

*Discussion ensued.*

**10. Executive Session**

*The Committee did not enter into Executive Session.*

**11. Member Remarks and Requests**

*There were no remarks from members.*

**12. Adjournment**

*Chair Cunningham adjourned the meeting at 1:37 p.m.*

**Next Meeting: TBD**

*Minutes prepared by Theresa Glatzhofer.*