



# **Future Committee and Board Meetings**

**Presented to the  
Committee of the Whole (COW)**

**County Administrator's Office  
June 4, 2021**

# Disclaimer



- 
- Today's discussion is on "how" physical / in-person committee and Board meetings will be performed
  - "When" physical / in-person meetings will re-start will be a separate, dedicated discussion
  - Recommendations to increase accessibility will be a separate, dedicated discussion

# Assumptions

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- **There will be no additional changes to the Open Meetings Act**
- **Physical security must be addressed**
- **Zoom will remain a tool for Staff to watch, participate, and / or present at meetings**
- **Unfunded Communications positions will be funded in FY22**
  - **Communications Specialist**
  - **Intern**
- **Conflict with Grand Jury use of the Board Chamber resolved**
- **Social distancing and face coverings is a best practice even if not specifically required**

# Future - Proposed Concept



- **Physical location for all meetings will be 18 N. County Street, Waukegan, 10th floor**
  - **Technology**
  - **Security**
  - **Staffing**
- **Committees – Assembly Room (overflow in the Board Chamber)**
- **Committee of the Whole (COW) – Board Chamber (overflow in the Assembly Room)**
- **Board Meetings – Board Chamber (overflow in the Assembly Room)**
- **Public Comment**
  - **In person on the 10th floor**
  - **Written comments submitted in advance**

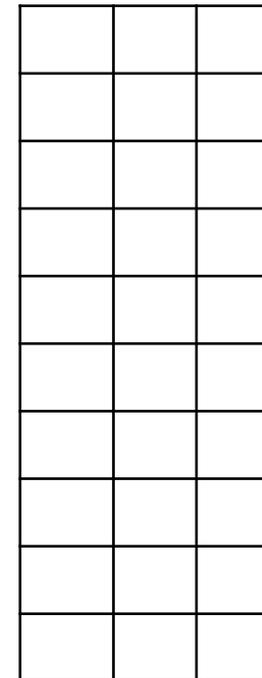
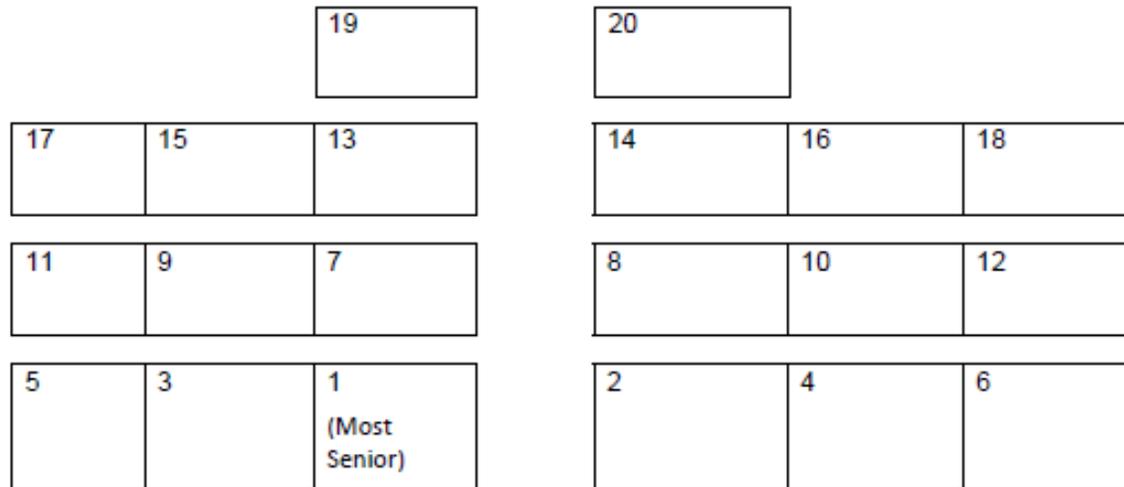
# Future - Proposed Concept

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- **Recording vs. Live Broadcast**
  - **Committees and COW**
    - Live viewing available on Zoom
    - Recorded for future broadcast on LCTV
    - Recording available on the website (within 48 hours / 2 business days)
  - **Board Meetings**
    - Live on LCTV, website, and Zoom
    - Recorded for future broadcast on LCTV
    - Recording available on the website (within 48 hours / 2 business days)
- **Remote access for Members and Staff will be available via Zoom**
  - Provides Member and Staff electronic attendance
  - Connects Assembly Room, Board Chamber, and overflow sites

# Board Room - Normal Seating



Secretary	County Clerk	Board Chair	County Administrator	County Parliamentarian
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# Board Room - Alternate Seating



15		13
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14		
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11		9
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10		12
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7		5
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6		8
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3		1
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2		4
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17		
		20
	18	
		19
16		

Clerk		Chair		CA
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Sec.

Parl.

## As Proposed

- **Committees (5 or 6 + postproduction)**
  - (1) County Administration lead
  - (1) Committee Secretary
  - (1) Presentation and Zoom management
  - (1) Camera
  - (1) Public comment (live and written)
  - (One additional staff for COW)
  - (Postproduction)
- **Board Meeting (7 + postproduction)**
  - (1) County Administration lead
  - (1) County Board support
  - (1) Presentation and Zoom management
  - (1) Public comment (live and written)
  - (3) LCTV Cameras and Broadcast
  - (Postproduction)

## Previous

- **Committees (4 + postproduction)**
  - (1) County Administration lead
  - (1) Committee Secretary
  - (1) Camera
  - (1) Public comment (live and written)
  - (Postproduction)
- **Board Meeting (6 + postproduction)**
  - (1) County Administration lead
  - (1) County Board support
  - (1) Public comment (live and written)
  - (3) LCTV Cameras and Broadcast
  - (Postproduction)



# Questions