

# Lake County Illinois

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



## Meeting Minutes - Final

**Wednesday, December 4, 2024**

**10:00 AM**

**Assembly Room, 10th Floor or register for remote attendance at  
<https://bit.ly/416Yu5c>**

**Rules Committee**

**1. Call to Order**

*Chair Clark called the meeting to order at 10:00 a.m.*

**2. Pledge of Allegiance**

*Chair Clark led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 4 - Vice Chair Clark, Member Ross Cunningham, Member Pedersen and Chair Roberts

**Other Attendees***In Person:*

*Sandy Hart, County Board Chair  
Marah Altenberg, Board Member  
Carissa Casbon, Board Member  
Patrice Sutton, County Administrator's Office  
Matt Meyers, County Administrator's Office  
RuthAnne Hall, County Administrator's Office  
Tammy Chatman, Communications  
Kevin Quinn, Communications  
Kristy Cechini, County Board Office*

*Electronically:*

*Paul Frank, Board Member  
Ann Maine, Board Member  
Jessica Vealitzek, Board Member  
Theresa Glatzhofer, County Board Office  
Janna Philipp, County Administrator's Office  
Jolanda Dinkins, County Board Office  
Darcy Adcock, Human Resources  
Melissa Gallagher, Finance  
Karen Fox, State's Attorney's Office  
Mary Crain, Division of Transportation  
Carl Kirar, Facilities and Construction Services  
Michael Wheeler, Finance  
Abby Krakow, Communications  
Terri Kath, Enterprise Information Technology  
Elizabeth Brandon, County Administrator's Office  
Krista Braun, Planning, Building, and Development  
Chris Blanding, Enterprise Information Technology  
Shane Schneider, Division of Transportation  
Alex Carr, Communications  
Kurt Woolford, Stormwater Management  
Eric Waggoner, Planning, Building, and Development*

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*Melanie Nelson, State's Attorney's Office  
Brea Barnes, Finance  
Mike Klemens, Division of Transportation  
Heidie Hernandez, Enterprise Information Technology*

#### **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 Clark provided a summary of the process for amending the County Board Rules of Order and Operational Procedures.*

#### **7. Unfinished Business**

*There was no unfinished business discussed.*

#### **8. New Business**

##### **CONSENT AGENDA (Items 8.1)**

##### **\*MINUTES\***

##### **8.1 [24-1633](#)**

Committee action approving the Rules Committee minutes from May 30, 2024.

**Attachments:** [Rules 5.30.24 Final Minutes](#)

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

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

##### **REGULAR AGENDA**

##### **8.2 [24-1634](#)**

Resolution adopting the new Lake County Board Rules of Order and Operational Procedures.

**Attachments:** [County Board Rules FINAL as APPROVED on 12-10-2024 \(24-1634\).pdf](#)

[CLEAN - DRAFT RULES as Amended at the 12.4.24 Rules Committee Me](#)

[REDLINE - DRAFT RULES as Amended at the 12.4.24 Rules Committee I](#)

[2025 Board Meeting Schedule - DRAFT](#)

[2026 Board Meeting Schedule - DRAFT](#)

**A motion was made by Vice Chair Ross Cunningham, seconded by Member Hewitt, that this resolution be put on the table.**

*Matt Meyers, Deputy County Administrator, reviewed the proposed revisions in the Rules*

*of Order and Operational Procedures with the Committee. Discussion ensued.*

*Member Pedersen left the meeting at 1:43 p.m.*

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

**Aye:** 6 - Vice Chair Clark, Member Ross Cunningham, Danforth, Hewitt, Chair Roberts and Wasik

**Not Present:** 1 - Member Pedersen

**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**

*There were no Member remarks or requests.*

**12. Adjournment**

*Chair Clark declared the meeting adjourned at 1:49 p.m.*

**Next Meeting: TBD**

*Meeting minutes prepared by Kristy Cechini.*

*Minutes were approved on October 10, 2025, by the Rules Committee.*