

# Lake County Illinois

*Lake County Courthouse and Administrative Tower  
18 N County Street  
Waukegan, Illinois 60085*



## **Meeting Minutes - Final**

**Wednesday, August 12, 2020**

**9:00 AM**

**18 N. County Street, Waukegan IL 60085**

**Conference Room 6 E**

**Lake County Board of Review**

**1. Call to Order - Chair Helm called the meeting into order at 9:07 A.M.**

**Board Attendees: Chair Helm, Member Monie and Member Paslawsky**

**Staff Attendees: Glueckert, Wilson and Crawford**

**2. Approval of Minutes**

**Regular Session: July 15, 2020**

**The Board of Review members reviewed the minutes from their July 15, 2020 meeting. Member Monie motioned to approve. Member Paslawsky seconded the motion. The Board members approved the minutes as presented 3-0.**

**3. Public Comment - None**

**4. Approval of Certificate of Errors**

**The Board of Review Members reviewed and approved the electronic Certificate of Errors that were presented, with no exceptions.**

**5. Old Business - None**

**6. New Business - None**

**6.1 Introducing iasWorld 2020.1**

**Clerk Wilson via Microsoft Teams presented the 2020.1 Tyler iasWorld upgrade scheduled to occur on August 24, 2020. New enhancements include auto sign in using the County's Global Directory and Customizable Menu's based upon user's role responsibilities. Additionally, the 2020.1 version performs optimally using Chrome or Firefox. Clerk Glueckert advised all terminals used for the Board of Review will have Chrome installed as the default web browser. Additionally, Adobe Acrobat Reader will be installed. The new version will also expedite the appeal case closings of accepted Township Settlement Offers and No Contest by the Township. The goal of the Board of Review & CCAO is to close out appeal cases in an efficient and timely manner. The Board having final approval on all cases through the Township's Decision A Report. Chair Helm suggests reviewing the options for menu selection to customize the user selection based upon role responsibilities for Members and Alternate Members. Clerk Wilson will provide the menu list separately for review.**

**6.2 Chief County Assessment Office Report**

- Hearings will begin the week of September 14, 2020 with the priority list of first published, first finished.
- Residential Cases will be scheduled using the parameters; first by Neighborhood, then by Parcel.
- Commercial Cases will be scheduled immediately pending a full day's schedule.
- A re-cap of the zoom Attorney Meeting in which 300 plus Attorneys joined in to hear Clerk Glueckert share the Boards sole focus for the upcoming season is to resolve only the 2020 values being disputed. Once a decision is rendered and an Attorney sees a possible pathway to resolving a prior year outstanding PTAB case it is their responsibility to reach out to either staff members Jack Perry-Residential or Marty Kinczel-Commercial for possible resolution. Sale cases will be reduced to sale price +/- 12 months either side of the lean date, unless the Assessor had justification for an adjustment.

Member Paslawsky noted that the Board of Review will pattern themselves to mirror the Property Tax Appeal Board Statutory Guidelines as it relates to Sale cases in these instances.

- Virtual Zoom Meeting Tests – Successfully completed. Lake County IT Division did an amazing job at “Vetting” this project, addressing any possible pitfalls and coming up with a backup plan. Staff Clerk’s Kendra Pulaski & Valerie Martinez will serve as dedicated Hosts for all Zoom Appeal Hearings and will also ensure the dedicated PC’s are recording as expected daily. They will also be the first point of contact for Members on any unforeseeable technical challenges that may arise. Clerk Glueckert advised that the Board Members only interaction with the Zoom Laptop would be to control the wireless mouse to mute or unmute participants during the actual hearing. All functionality to conduct the actual hearing will be performed on the dedicated computers within each hearing room. Additionally, Microsoft Teams is replacing Skype as the preferred method of interacting with staff.

### 6.3 Commercial Income Loss Reduction Form (s) & Affidavit

Clerk Glueckert shared that an agreement was reached by all eighteen (18) Townships to unilaterally use the re-designed Commercial Income Loss Reduction Form (s) & Affidavit as presented by Assessor Jeff Lee, Lake Villa. Member Paslawsky commented this is a Best practice approach in resolving the potential impacts of the Covid-19 Pandemic by applying reductions to vacancy & ensuring uniformity in adjustments. Clerk Glueckert noted that most assessor will resolve potential valuation concerns at the township level; the members may see these forms as possible evidence.

**6.4 HT BOR Value Review Work Flow Approval Processing**

Chair Helm advised that the newly released 2020 Hearing Tracking Board of Review workflows for BR's is now validated & the standardized processes for approvals was outlined. The proven approach to managing workflow cases is to filter for second approval requirements first, then by date received for assigning first approval cases to oneself. Task assignments are role based for either COE's or BR's. Chair Helm will take the same approach of pre-validating & deriving standardized processes for the Sale Case Workflows expected to be released on or about September 14, 2020.

**6.5 Covid-19 & Health Safety Guidelines**

Chair Helm stating that the Board of Review & it's Members will follow all OSHA, Health Department & County/State/Federal agency recommended protocols related to practicing Social Distancing, the wearing of Face Masks & the Self-Monitoring of Health Conditions. Members have a duty to oneself and others in observing these practices. Clerk Glueckert advised any issues with following protocols should be directed towards him. He also suggested the Board having a substitution pool of available Alternate's each week for any potential health issues arising by scheduled hearing officers.

**6.6 Alternate Member Training-Finalize Agenda**

Chair Helm presented the Members with the outline for the Board of Review Alternate Introductory Phone Calls to occur on Thursday August 13, 2020 and Friday August 14, 2020. Results of their phone interview will be discussed at the conclusion of the Alternate Member Training. Members discussed & outlined specific presentation responsibilities and asked Clerk Crawford to provide a preview scan of all inclusion documents being presented in advance of Tuesday's meeting & training. Chair Helm suggested she provide the Tyler ias World system trainings to any new alternate members at the conclusion of a scheduled day of them "shadowing" hearings. Members Monie & Paslawsky agreed to the suggested system training approach.

**7. Adjournment**

Member Paslawsky motioned to adjourn, seconded by Member Monie. The motion carried unanimously 3-0. The meeting adjourned at 11:21 A.M.