



County Administrator

18 North County Street – 9th Floor  
Waukegan Illinois 60085-4334  
Phone 847 377 2250  
Fax 847 360 6732

May 25, 2018

Dear Ms. Sutton:

On behalf of the Lake County Board, it is our privilege to offer you employment as Director of Finance and Administrative Services in Lake County, Illinois. This offer is subject to your acceptance of the terms and conditions as specified in this letter, and subject to approval by the County Board at its June 12, 2018 meeting. As discussed, your start date will be agreed to later.

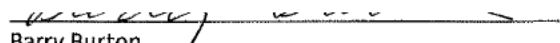
This letter will confirm the offer of employment tendered to you on May 25, 2018, by Lake County, Illinois, for the position of Director of Finance and Administrative Services, subject to the following provisions:

SALARY:	Beginning salary of \$175,000 annually with annual salary adjustments provided for per County policy.
LEAVE:	Ms. Sutton is credited 2 weeks of vacation immediately and credited with 13 years of service, so she begins accruing at the rate of 4 weeks per year effective immediately.
HEALTH INSURANCE	Same as all County employees.
DENTAL INSURANCE	Same as all County employees.
DISABILITY INSURANCE	Same as all County employees.
RETIREMENT	Same as all County employees.
ASSOCIATION DUES/ PROFESSIONAL DEVELOPMENT	Lake County to pay normal and reasonable professional dues and seminar and conference fees. The County does not pay for private or civic organizations.
PRE-EMPLOYMENT PHYSICAL	Offer of employment is conditioned on the result of the medical examination.
EMPLOYMENT STATUS	This is an At-Will position and serves at the pleasure of the County Administrator in accordance with the Policies and Procedures manual.

All items above are intended to be consistent with County policies and procedures, and are the same as provided by the County to all employees except for: salary, and leave accrual provisions.

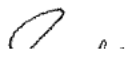

We are looking forward to you becoming a member of the County executive management team, and eagerly await the accomplishments that we will achieve together. If you agree to the appointment and to the terms and conditions stated above, please sign and return this letter.

LAKE COUNTY, ILLINOIS by:

  
Barry Burton  
Lake County Administrator

5-30-18  
Date

Accepted by:

  
  
Patrice Sutton

5-29-2018  
Date