

## **XXI. COUNTY BOARD MEMBER EXPENSES AND CONSTITUENT SERVICES**

- A. Contingent upon the annual approval of the County Board budget, each elected County Board Member will be budgeted an amount not to exceed \$7,000 to be used exclusively for costs related to carrying out the duties of a County Board Member. Examples of items included within the \$7,000 include travel, office supplies, and mailing expenses. All Member expenses are included in this amount excluding the following: (1) mileage reimbursement; (2) monthly fees associated with the use of a County authorized bulk email application; (3) office fax line; and (4) a County supplied cellular device (smart phone or cell phone) with the County's current contract service plan or equivalent County offering.

County Board Members shall abide by the County's travel policy as it relates to travel, meal, and lodging expenses in accordance with Illinois law (50 ILCS 150/10). Expenses shall be included in Claims Against the County and shall be approved by roll call vote by the County Board (50 ILCS 150/15).

In lieu of using a County device, a Board Member may be reimbursed for use of their personal electronic device up to the equivalent cost of the County's current contract service plan amount; unlimited phone minutes for \$75.00, data for \$41.00, or both unlimited phone and data for \$83.00. Board Members may opt for an upgraded electronic device and pay for the difference through the use of their \$7,000 expense allocation. Board Members may also be reimbursed \$37.99 for business use of their personal iPad data plan if used in lieu of a county issued computer. It is the responsibility of each Board Member to submit their expenses identifying County business and constituent services only.

- B. Contingent upon the annual approval of the County Board budget, the Chairman of the County Board will be budgeted an amount not to exceed \$3,000 to be used exclusively for costs related to carrying out the duties of a Chairman of the County Board. Funds budgeted shall not be used for Chairman of the County Board's activities when representing his/her respective district.

The Chairman of the County Board shall be reimbursed for mileage beyond 25 miles excluding travel to and from the City of Chicago and travel around Lake County.

- C. To facilitate this reimbursement, each board Member will be issued a County credit card (P-card) with a total annual credit limit not to exceed \$7,000. This card may be used for all purchases associated with carrying out the duties of an elected County Board Member.
- D. All County Board Members shall be provided a county laptop computer or a tablet that includes a data plan paid for by the County, printer and or fax machine (or equivalent) while on the County Board for County business purposes only. This equipment and any other equipment (electronics, accessories for electronics, or other tangible items used for county business) purchased with County funds are County property. All equipment must remain in the sole possession and use of the County Board Member and must be returned

by the last day of the County Board Member's active term. Any items that are lost or stolen must be reported to the County Board office immediately. Lost, damaged or stolen items will be replaced at no charge for the first occurrence. Replacements after the first occurrence shall be considered by the Financial and Administrative Committee.

- E. All statements for P-cards will be directed to the County Board Office for payment by the board secretary. In accordance with the County's P-card policy, County travel policy and IRS regulations, each Member shall be responsible for providing timely receipts for all transactions for monthly reconciliation.
- F. In limited circumstances where the use of a P-card is not feasible, Board Members may continue to submit reimbursement requests to the board secretary. In the event of reimbursement outside the P-card, the P-card credit limit will be reduced by a like amount.
- G. Board Members will be responsible for reimbursing the County for any expenditure exceeding the \$7,000.
- H. Any exceptions or disputes regarding use of these funds will be referred to the Financial and Administrative Committee.
- I. Mileage reimbursement reports will be filed no later than December 31 of the preceding fiscal year.
- J. County Board Members may request a "Board Member Proclamation" to recognize an individual, a business, school, or a civic organization to be presented by an individual Board Member at a community or civic event. "Board Member Proclamations" may be used for commendable community or public service contributions, outstanding achievements as it relates to academics, athletics, or community service, and acts of leadership, valor, or heroism. Board Member Proclamations should not be used to promote or endorse political candidates, political causes, religion or religious institutions. Requests should be submitted to Board Office staff at least one week in advance, with supporting material/details. "Board Member Proclamations" will be signed by the Board Member(s) making the request. Board staff will draft the document and send to Communications staff for review.
- K. It is the policy of the County Board not to take positions, by resolution, on matters unless they are germane to or have a direct impact on the core functions of Lake County Government. Board Members may advocate positions as an individual Board Member(s).
- L. Board Members will have the choice to send out an electronic newsletter and mailed communication to residents in their district. The content of this material is the responsibility of Board Members and will include factual information about County government, ongoing or contemplated County projects/expenditures/initiatives/ resources, government-sponsored community events and contact information. Material will not contain political information advocacy for a candidate, or use any campaign motifs or slogans. Material will not promote a private business or a church or church-sponsored

event. Questions about content will be sent through the State's Attorney and Communications.

- M. Constituent service expenditures for postal mailings are prohibited 60 calendar days preceding any election for which the member is on the ballot.