



Sandra Hart
Lake County Board Chair

18 North County Street – 10th Floor
Waukegan, Illinois 60085-4355
Phone 847 377-2256

June 24, 2019

William T. Panos
502 East 24th Street
Cheyenne, WY 82001

Dear Mr. Panos:

I am pleased to inform you, that I am prepared to recommend that the Lake County Board appoint you to the position of County Administrator, subject to the terms outlined in this letter. A Resolution appointing you to the position of County Administrator will be presented for consideration by the County Board,

SALARY

Beginning salary of \$225,000 annually. Per existing policy, County employees are paid on a bi-weekly basis. Subsequent compensation adjustments will be based upon performance per County policy, including but not limited to cost of living adjustments or other changes to the County's compensation plan. In the first year, the County Board shall, as a part of the normal performance review process, review the base salary and if deemed appropriate, place the salary at the mid-range or higher.

GENERAL LEAVE

Earn leave at the rate of four (4) weeks per year. (Per existing policy, general leave time balance may not exceed 330 hours.)

SICK

Same as all County employees. (Per existing policy, twelve (12) days per year.)

PERSONAL

Same as all County employees. (Per existing policy, three (3) days per year.)

FLOATING HOLIDAYS

Same as all County employees. (Per existing policy, five (5) days per year.)

HOLIDAYS

Same as all County employees.

HEALTH INSURANCE

Same as all County employees.

DENTAL INSURANCE

Same as all County employees.

DEFERRED COMPENSATION

Same as all County employees.

RETIREMENT

Same as all County employees.

VEHICLE ALLOWANCE

\$7,000 annually

ASSOCIATION DUES/ PROFESSIONAL DEVELOPMENT

Lake County to pay reasonable professional dues and seminar and conference fees related to the duties of the position. The County does not pay for private or civic organizations.

TRAINING AND PROFESSIONAL DEVELOPMENT

The County will budget for state and national conferences including but not limited to ICMA and NACO.

SEVERANCE PAY

The County Administrator serves at the pleasure of the Lake County Board (pursuant to Lake County Ordinances). In the event that Mr. Panos is terminated by the County Board during such time that he is willing and able to perform the duties of County Administrator, severance payment equal to four (4) months salary will be paid upon termination; provided, however, that in the event Mr. Panos is terminated for misconduct, then, in that event, the County shall have no obligation to pay the aggregate sum designated in this paragraph. For purposes of this paragraph, the term "misconduct" is defined to mean willful breach or habitual neglect of duty, theft, violation of the County's policy on harassment, being under the influence of alcohol or a controlled substance while on duty, conviction of a criminal felony offense, or willful breach or habitual neglect of duty, conviction of a criminal felony offense, or willful misrepresentation or concealment of any substantive fact requested during hiring procedures. The County Administrator shall not be terminated during the 90-day period following an election.

NOTICE

Mr. Panos shall give sixty (60) days notice of his intention to terminate his employment with the County.

DISABILITY INSURANCE

Same as all County employees. (IMRF coverage is 50% after 30 days, eligible after one year of IMRF service credit.)

LIFE INSURANCE

Same as all County employees. One (1) times salary, with additional one (1) times salary for accidental death. After one (1) year of service credit, IMRF provides an additional one (1) times salary.

MOVING EXPENSES

Moving costs, payable to a third-party (subject to submission of three (3) bids); reimbursement for two (2) house hunting trips for you and your spouse.

TEMPORARY HOUSING

\$2,000 per month up to six months

PRE-EMPLOYMENT PHYSICAL

Offer of employment is conditioned on the result of the medical examination.

START DATE

July 15, 2019

PRE-EMPLOYMENT SCREENING AND BACKGROUND CHECK

Offer of employment is conditioned on the results of screening and background check.

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 with the exception of: salary, general and sick leave, vehicle allowance, temporary housing, severance pay, notice and moving expenses.

We are looking forward to you becoming a member of the County executive management team and eagerly await the accomplishments that we will generate 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:

Sandra Hart, Chairperson
Lake County Board

Date

William T. Panos

Date: