

Lake County Illinois

*Public Works
650 W Winchester Road
Libertyville, Illinois 60048*



Meeting Minutes - Final

Wednesday, December 7, 2016

9:00 AM

Assembly Room, 10th Floor

Rules Committee

1. Call to Order

Chair Calabresa called the meeting to order at 9 a.m.

Present 9 - Calabresa, Cunningham, Carlson, Hewitt, Martini, Nixon, Rummel, Taylor and Weber

Others Present :

Ben Gilbertson, County Administrator's Office

Adli Issakoo, County Administrator's Office

Cameron Davis, Assistant County Administrator

Ann Maine, Lake County Board Member

Linda Pedersen, Lake County Board Member

Gary Gordon, Finance and Administrative Services

Sandy Hart, Lake County Board Member

Jennie Vanna, County Administrator's Office

Heidie Hernandez, County Board Office

Barry Burton, County Administrator

Amy McEwan, Deputy County Administrator

Aaron Lawlor, County Board Chairman

2. Pledge of Allegiance

Chair Calabresa led the group in the Pledge of Allegiance.

3. Approval of Minutes**3.1 [16-1198](#)**

Minutes from December 4, 2014.

Attachments: [Rules 12.4.14 Minutes - Final](#)

A motion was made by Member Rummel, seconded by Member Cunningham, that the minutes be approved. Motion carried by voice vote.

Aye: 9 - Calabresa, Cunningham, Carlson, Hewitt, Martini, Nixon, Rummel, Taylor and Weber

4. Added to Agenda

There were no items added to the agenda.

5. Public Comment

There were no public comments.

6. Old Business

There was no old business to conduct.

7. New Business**7.1 [16-1199](#)**

Resolution amending various sections of the Lake County Board Rules of Order and Operational Procedures.

Attachments: [Rules 2017-2018 - Final Draft w Rules Comments - Redline](#)
[Rules 2017-2018 - Final Draft w Rules Comments - Clean](#)
[2017 Final Draft Committee Calendar - Redline](#)
[2017 Final Draft Committee Calendar - Clean](#)
[2018 Final Draft Committee Calendar - Redline](#)
[2018 Final Draft Committee Calendar - Clean](#)
[2017-2018 Final Draft Schedule - Redline](#)
[2017-2018 Final Draft Schedule - Clean](#)

County Administrator Barry Burton explained to the committee that the Rules of Order and Operational Procedures are looked at every two years to clarify and simplify language, and will explain the changes proposed in detail.

Mr. Burton reported that the proposed meeting dates have been modified for better scheduling. It was also clarified that the green room is exclusively reserved for County Board Members and their invited guests, elected officials, and staff members.

Changes in the Rules of Order and Operational Procedures include changing public comment to three minutes throughout the rule book, for consistency purposes. Discussion ensued regarding the Open Meetings Act standards on public comment.

Member Martini asked if a member decides to abstain from a vote is the member's attendance considered absent. Mr. Burton responded that when a member abstains from a vote, the presence of the member is acknowledged but the vote is not.

It was also reported that State passed a law requiring a board member to obtain approval from the board, by roll call vote before traveling. To simplify this process, it is recommended that the County Board's Consent Agenda be taken by roll call vote. Mr. Burton noted the type of items that fall under the County Board's Regular Agenda, include items of emergency appropriation, any items appropriating money, zoning issues, and appointments. He also noted that any member can move an item from the Consent to the Regular Agenda. Finance Director Gary Gordon added that the reason for the board approving travel is for reimbursement purposes.

Mr. Burton continued identifying the modifications proposed to the Rules of Order and Operational Procedures Book. To improve the flow, the book was reorganized by categories which include organization, committee agenda, agenda, attendance, addressing committee, general provisions and legislation. It was also clarified that staff of the County Administrator's Office will speak to each committee chairman to discuss the items being proposed for their agenda. He also informed the committee that committee chairmen and vice chairmen cannot veto a proposed item from being added to an agenda, and staff will only be notifying the committee chairs of the proposed items for

informational purposes.

County Board Member Maine suggested that the section titled "Added to the Agenda" be changed to "Addenda to the Agenda" and requested that a section be added where members of a committee can ask questions or request that an item be brought to a future agenda. Lake County Board Chairman Lawlor agreed, but recommended that the section be added to the end of the agenda. Member Rummel suggested that the section be added after the section titled "Executive Session" and that a "Chairman's Remarks" section also be added. It was decided that the section for members to ask questions or request items should not be used for discussion items. This section will be titled "Members' Remarks", and will be placed after the section titled "County Administrator's Report".

Significant discussion on unexcused absences occurred. It was the consensus of the committee that if a member's unexcused absences are greater than 25 percent in a six-month period, the Chairman of the County Board may evaluate whether to replace the member on the committee.

Mr. Burton clarified the duties of the Financial and Administrative Committee, which include the review and approval of matters regarding workers' compensation, position reclassification, individual compensation and adjustments, in accordance with the policies and procedures manual. In addition, the committee shall review matters of threatened or pending litigation in closed session, and shall have settlement authority, or may authorize the County Administrator to enter into litigation. It was also mentioned that the County Board will be notified of any threatened or pending litigation.

Discussion occurred regarding connecting the strategic plan with committee values and responsibilities.

It was suggested by County Board Chairman Lawlor and recommended by staff that Board Members may not send mailings 60 days preceding any election for which the member is on the ballot.

A section has been added to specify that if an existing rule does not cover the needs of the board, it will be referred to the latest version of "Roberts Rules of Order".

Member Weber inquired on item K under County Board Member Expenses and Constituent Services. It was decided that the first sentence will be removed and the words "by resolution" be added after "positions" and before "on matters".

Member Pedersen asked if rules on the use of the Lake County logo should be added. Mr. Burton responded that an update will be brought to the first Financial and Administrative Committee meeting.

County Board Chairman Lawlor reported on a proposal made a couple years ago regarding the reimbursement of home internet out of the general fund. He indicated that he does not feel that it is fair to the tax payers. Now days, most people have this service in their home regardless, and would like for that provision to be removed. Discussion ensued. Mr. Burton sought clarification on how this should be modified in the Board Rules of Order and Operational Procedures book. It was the consensus of the committee that internet reimbursement be removed from the third exclusion in section A under County Board Member Expenses and Constituent Services.

The 2017 calendar was discussed, and it was decided that the January 3 and 4, meetings be moved to the following week on January 10 and 11. There will be two strategic plan meetings schedule for half days on March 1 and 2. It was decided that there will be no meetings scheduled for May 30 and 31. Meetings that were scheduled for July 4 and 5 have been removed and the Committee of the Whole (COW) will be scheduled for July 7. For the month of September the meetings for the 5 and 6 were removed and COW will remain on the September 8. Budget hearings will be scheduled for October 24 and 25. Changes to the 2018 calendar include removing meetings scheduled for May 29 and 30, July 3 and 4. The June COW meeting will be held on June 29. Meetings were removed for September 4, and 5 and the September COW will be held on September 7. Budget hearings will be held on October 23 and 24. County Board reorganization will be December 3 and the Rules Committee meeting will be scheduled for December 5 with a back up date of December 6.

A motion was made by Member Cunningham, seconded by Member Hewitt, that this resolution be amended. Motion carried by voice vote.

Aye: 9 - Calabresa, Cunningham, Carlson, Hewitt, Martini, Nixon, Rummel, Taylor and Weber

8. Executive Session

There was no Executive Session.

9. County Administrator's Report

There was no County Administrator's Report.

10. Adjournment

The meeting adjourned at 11:11 a.m.

A motion was made by Member Cunningham, seconded by Member Weber, to adjourn. The motion carried unanimously.

Aye: 9 - Calabresa, Cunningham, Carlson, Hewitt, Martini, Nixon, Rummel, Taylor and Weber

***If needed, the Rules Committee will continue on Thursday, December 8, 2016 at 10:30 a.m. (or immediately following the Forest Preserve District Rules Meeting) at the Lake County Forest Preserves District at 1899 W Winchester Road, Libertyville, Illinois.**

Meeting minutes prepared by Heidie Hernandez.

Respectfully submitted,

Chairman

Vice-Chairman

Rules Committee