

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N County Street
Waukegan, IL 60085-4351*



Meeting Minutes - Final

Monday, November 12, 2018

1:00 PM

Maintenance Conference Room

Rules Committee

1. Call to Order

Chair Calabresa called the meeting to order at 1:00 p.m.

Present 9 - Chair Calabresa, Vice Chair Cunningham, Member Carlson, Member Hewitt, Member Rummel, Member Taylor, Member Weber, Member Martini and Member Wyatt

Others Present:

Dakisha Wesley, Assistant County Administrator

Paul Fetherston, Assistant County Administrator

Heidie Hernandez, County Board Office

Lysette Cooksey, Bronner Group

Matt D'Onofrio, Bronner Group

Gila Bronner, Bronner Group

Patrice Sutton, Finance and Administrative Services

Amy McEwan, Interim County Administrator

Paul Frank, County Board Member

Chuck Bartels, County Board Member

Derrick Blakley, CBS 2 News

Vince Munyon, CBS 2 News

Alex Ty Kovach, Lake County Forest Preserve

Linda Pedersen, County Board Member

Bill Durkin, County Board Member

Sandy Hart, County Board Member

Terry Wilke, County Board Member

Ann Maine, County Board Member

Jeff Werfel, County Board Member

Jennie Vana, County Administrator's Office

2. Pledge of Allegiance

Chair Calabresa led the Pledge of Allegiance.

3. Approval of Minutes**3.1 [18-1456](#)**

Minutes from December 7, 2016.

Attachments: [Rules 12.7.16 Minutes Final](#)

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

Aye: 6 - Chair Calabresa, Vice Chair Cunningham, Member Carlson, Member Hewitt, Member Rummel and Member Taylor

Abstain: 2 - Member Martini and Member Wyatt

Absent: 1 - Member Weber

4. Addenda to the Agenda

There were no items added to the agenda.

5. Public Comment

There were no public comments.

6. Chairman's Remarks

Chair Calabresa noted that this meeting will be used to review the current Rules of Order and Operational Procedures (Rules) and to identify any opportunities for improvement.

7. Old Business

There was no old business to conduct.

8. New Business**8.1 [18-1457](#)**

Discussion regarding Section XXII. County Board Member Expenses and Constituent Services of the Lake County Board Rules of Order and Operational Procedures.

Attachments: [County Board Member Expenses and Constituent Services](#)

Interim County Administrator Amy McEwan began by indicating that any direction provided during this meeting will be recommended to the new Rules Committee for consideration and further clarified that any modifications to the Rules will be recommended for approval directly to the County Board Meeting.

Gila Bronner, Matt D'Onofrio, and Lysette Cooksey of Bronner Group presented their findings and recommendations. Ms. Bronner identified that the goal of this meeting is to aid the members of this committee in considering appropriate modifications to recommend to the future Rules Committee. Benchmarking research was done and includes 16 county boards and two city councils. The policies governing board member activities, including board spending, were reviewed for each entity.

Topics for discussion today will relate to board member spending. Specifically constituent services, types of allowable spending, technology which includes cellular services plans, constituent mailing, travel expenses, spending limits, the method of purchase, the role of the board chair, review and responsibility, and exceptions and disputes. General observations found include that the County often overlaps their rules with existing County policies, the County's spending limit is greater than peer groups but includes different types of allowable expenses, such as technology, communications, and mail-related spending. Additionally, there is opportunity to clarify allowable spending, so that it is not vague and remains applicable when technology advances. She also added that it would be beneficial to categorize allowances.

Ms. Bronner reported that constituent services is not clearly defined in the Rules. The recommended definition is "Constituent Services represents activities and services

provided by the County that solve specific problems constituents are facing." She also provided an alternative option. Much discussion ensued on the recommendation. Ms. Bronner noted that she strongly encourages a clear definition for constituent services be included, as it is referenced many times in Chapter 22 of the Rules, or remove the reference of constituent services from the Rules if no definition is provided. Discussion continued and there was no consensus on the recommended definition.

Allowable expenses were discussed. Ms. Bronner recommended that a list of allowable spending be generated and any item not included would be considered prohibited.

Potential options were discussed for spending on technology, equipment and cellular service plans. Recommended options include board members be provided with standard county-issued devices and equipment. Remove the reference to fax machines and to note in the Rules that County equipment shall not be used for personal needs. The second option is that members have the ability to select their device or equipment up to a specific value and maintenance or technical support will be the responsibility of the board member. It was also recommended that if a personal device is used, the County should provide a flat allowance for the services.

Constituent mailings modification recommendation and consensus was to require that all constituent mailing be performed with the County's support services, and that the cost of printing and mailing be deducted from the member's allowance. It was also noted that political mailing will remain prohibited.

It was the consensus that the board follow the employee travel policy. Spending limit recommendations include reducing board spending allowance to align with peer group amounts and divide board spending into categories by separating travel budget and/or technology budget from other types of board spending.

The method of purchase recommendation is that procurement cards (P-cards) not be issued to board members. Board secretaries would be issued a P-card and will make purchases for allowable expenses on behalf of board members, including travel. Board members can also follow standard county purchasing methods or choose to pay for expenses up front and follow standard reimbursement procedures.

The role of the chairman was discussed. Options for the chairman's budgeted expense include retaining the current rule regarding the \$3,000 additional allowance, reduce the chair's allowance or remove the allowance. There was no consensus on the chairman's allowance.

It is recommended that the County Administrator or their designee review and place on file all board member spending and submit irregular charges to the Financial and Administrative Committee and/or board chair. Discussion ensued. The consensus on

review and responsibility is that board member spending must be reviewed and placed on file monthly by the county administrator or their designee. There was also consensus that the review panel for irregular charges consist of three members, two outside the control of the board chair and third member be the Financial and Administrative Committee Chair.

Ms. McEwan reported that any clear consensus of recommendations will be returned. If there were several options, staff will narrow to two options, and if there was uncertainty of consensus it will be clearly noted.

Discussion regarding Section XXII. County Board Member Expenses and Constituent Services of the Lake County Board Rules of Order and Operational Procedures ended.

9. Executive Session

There was no Executive Session.

10. County Administrator's Report

There was no County Administrator's Report.

11. Members' Remarks

There were no Members' Remarks.

12. Adjournment

Meeting adjourned at 4:25 p.m.

This matter was adjourn

Next Meeting: November 14, 2018

Meeting minutes prepared by Heidie Hernandez.

Respectfully submitted,

Chairman

Vice-Chairman

Rules Committee