

# **Lake County Illinois**

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



## **Meeting Minutes - Final**

**Wednesday, November 14, 2018**

**10:00 AM**

**Maintenance Conference Room**

**Rules Committee**

**1. Call to Order**

*Chair Calabresa called the meeting to order at 10:00 a.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:*

*Terry Wilke, County Board Member*

*Linda Pedersen, County Board Member*

*Amy McEwan, Interim County Administrator*

*Bill Durkin, County Board Member*

*Patrice Sutton, Finance and Administrative Services*

*Dakisha Wesley, Assistant County Administrator*

*Paul Fetherston, Assistant County Administrator*

*Jennie Vana, County Administrator's Office*

*Heidie Hernandez, County Board Office*

*Michael Danforth, County Board Member*

*Chuck Bartels, County Board Member*

*Sandy Hart, County Board Member*

*Frank Abderholden, News-Sun*

**2. Pledge of Allegiance**

*Chair Calabresa led the Pledge of Allegiance.*

**3. Approval of Minutes**

*There were no minutes for approval.*

**4. Addenda to the Agenda**

*There were items added to agenda.*

**5. Public Comment**

*There were no public comments.*

**6. Chairman's Remarks**

*Chair Calabresa thanked the Bronner Group for their assistance and for returning with recommendations promptly.*

**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](#)

*Gila Bronner of Bronner Group reported on items that the Committee provided consensus on during the last Rules Committee Meeting. Board spending topics and recommendations include separating constituent services from board spending in the County Board Rules of Order and Operational Procedures (Rules). Other topics include types of allowable spending, technology and equipment, constituent mailing, travel spending and procedure, spending limits, methods of purchase, role of the Board Chair and review responsibility, and irregularities and disputes.*

*There was much discussion on allowable spending. Concerns were raised that funds would only allow for two constituent mailings per year. There was recommendation and consensus to reduce the allowance from \$7,000 to \$2,500 and to create a separate fund for constituent mailings. It was also noted that a supplemental to the Rules with a list of approved travel or events could be added and updated annually.*

*Discussion occurred on the replacement cycle for iPads. It was the consensus of the Committee that the recommended replacement cycle be every two years and four years for laptops.*

*With the consensus of the Committee other recommendations include providing a per diem for travel, based on the General Service Administration (GAS) travel resource. Removing the option to have a procurement card but issuing board members travel cards, to be signed out only when a member is traveling. It was indicated that County Board staff pay for all possible travel expenses and that all statements be posted online for the public to access. Additionally, the Committee agreed that irregular uses or disputes be brought to an independent body comprised of members that do not report to the County Board Chair.*

**9. Executive Session**

*There was no executive session.*

**10. County Administrator's Report**

*There was no County Administrator Report.*

**11. Members' Remarks**

*The members provided no remarks.*

**12. Adjournment**

*Meeting adjourned at 12:31 p.m.*

**A motion was made by Member Carlson, seconded by Member Martini, to adjourn.**

**The motion carried unanimously.**

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

**Next Meeting: TO BE DETERMINED**

*Meeting minutes prepared by Heidie Hernandez.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Rules Committee*