

Lake County Illinois

*Lake County Courthouse and Administrative Tower
18 N County Street
Waukegan, Illinois 60085*



Meeting Minutes - Final

Wednesday, April 24, 2019

9:00 AM

18 N. County Street, Waukegan IL 60085

Conference Room 7-152 B

Lake County Board of Review

1. Call to Order

Member Fleming called the meeting into order at 9:03 A.M.

Board Attendees: Member Fleming, Member Helm and Member Glueckert

Staff Attendees: Paulson, Jackson, Sowul and Franke

2. Approval of Minutes

Regular Session: April 17, 2019

The Board of Review members reviewed the minutes from their April 17, 2019 meeting. Member Fleming asked for a motion to approve. Member Glueckert motioned to approve, Member Helm second the motion. The Board members approved the minutes as presented 3-0.

3. Public Comment -None**4. Demonstration on Certificate of Error Process**

Clerks Jackson, Sowul and Franke provided the Members with a demonstration on the Certificate of Error approval process within the Tyler iasWorld System.

5. Approval of Certificate of Errors

The Board of Review Members reviewed and approved the electronic Certificate of Errors that were presented, with no exceptions.

6. Final Review of Draft 2019 Board of Review Rules of Procedure

A Final review of the Draft 2019 Board of Review Rules of Procedure was reviewed by the Members and Clerk Paulson. The Board of Review Members agreed the Draft was ready for the Public Comment Period. Clerk Paulson proposed the following process for a public review of the 2019 draft; (1) The Board rules will be posted on the Board of Review website; key stakeholders will be made aware of the draft. (2) Comments on the draft Rules are to be provided to the Board of Review by the end of business on Monday, May 6 and (3) The Board of Review will review the comments provided at their Wednesday, May 8 meeting, with an expectation of approving the 2019 Board rules in that meeting.

7. Old Business

Member Fleming announced he is currently contacting the Alternate Member candidates received from the recent Illinois Department of Revenue Board of Review examination. Member Fleming asked members to consider a date for the Alternate Member Training. Member Glueckert suggested the training include "Best Practice" procedures for navigating the new Tyler iasWorld System. Member Helm expressed the idea of having "Lead" Alternate Members be trained at the outset of the hearing process. There was an additional consideration of using letter hearings as the ideal setting for training.

8. New Business

Chairman Fleming raised the topic of the re-appointment of Members Glueckert and Helm as their terms expire as of May 31, 2019. Alternate Members will likely be sworn in sometime in June.

Member Helm inquired about the Chief County Assessment Officer Survey, the method of delivery, stakeholders involved and spoke on the significance of the Board of Review Members as key stakeholders for that position.

7. Adjournment

Chairman Fleming called for a motion to adjourn. Member Helm motioned to adjourn, seconded by Member Glueckert. The motion carried unanimously 3-0. The meeting adjourned at 11:06 A.M.