

# **Lake County Illinois**

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



## **Meeting Minutes - Final**

**Wednesday, August 7, 2019**

**8:30 AM**

**18 N. County Street, Waukegan, IL 60085**

**Assembly Room, 10th Floor**

**Lake County Board of Review**

**1. Call to Order-Chairman Fleming called the meeting into order at 8:39 A.M.**

**Board Attendees:** Chairman Fleming, Member Helm and Member Monie  
**Staff Attendees:** Glueckert, Jackson, Cordeniz, Paslawsky, Glenn, Perry and Crawford

**2. Public Comment -None**

**3. Approval of Certificate of Errors**

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

**4. Additional Member Training**

**4.1 General Business**

The additional Board of Review members in attendance at the start of the meeting were sworn in for the 2019 Board session by Chief Deputy Clerk Todd Govain of the Lake County Clerk's Office. Chairman Fleming welcomed the additional Board of Review members and brief introductions were shared amongst the group. Clerk Crawford presented the new additional members with the Lake County Electronic Communications Policy and other General forms for signing. The Chairman outlined the Board's Formal Code of Conduct. Best Practices were shared by the three standing Board Members.

**4.2 Review of Board of Review 2019 Rules**

Clerk Glueckert reminded all members hearings constitute the Open Meetings Act. All appeals will be filed electronically for the 2019 Board of Review Season. Chairman Fleming announced that new additional members will shadow returning additional members at the start of the season.

**4.3 Types of Appeals**

Clerk Glueckert presented examples of the various types of appeals the 2019 Board of Review members will encounter. The clerk also reminded the members that all evidence is admissible including anything brought into a physical hearing. Also, unlike prior years, we are not encouraging the Board Members or Additional Members to settle outstanding PTAB cases. No carry over of prior year PTAB decisions and no pre-hearing review of Appraisals this year by the Board of Review staff. Clerk Glueckert provided the members with a handout for the Reasons of Change.

Lunch was provided- the group recessed & reconvened in the basement training room at 1:08 P.M.

**4.4 Demonstration of Tyler iasWorld System**

Clerk Jackson and Clerk Cordeniz provided the members with an overview and hands-on demonstration of the new Tyler iasWorld System. All members were given Tyler sign on access and a list of test parcels to practice navigating the new system.

- 5. Old Business-None
- 6. New Business - None
- 7. Adjournment

Member Monie motioned to adjourn, second by Member Helm. The motion carried unanimously 3-0. The meeting adjourned at 3:34 P.M.