

Lake County Illinois

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



Meeting Minutes - Final

Friday, October 18, 2019

1:00 PM

18 N. County St. Waukegan, IL 60085

Conference Room 6 D

Lake County Board of Review

1. **Call to Order - Chairman Fleming called the meeting into order at 1:05 P.M.**

Board Attendees: Chairman Fleming, Member Helm and Member Monie

Staff Attendees: Glueckert, Jackson, Sowul and Crawford

2. **Approval of Minutes**

Regular Sessions:

August 02, 2019

The Board of Review members reviewed the minutes from their August 02 meeting. Member Helm motioned to approve. Member Monie seconded the motion. The Board members approved the minutes as presented 3-0.

August 07, 2019

The Board of Review members reviewed the minutes from their August 07 meeting. Member Helm motioned to approve. Member Monie seconded the motion. The Board members approved the minutes as presented 3-0.

3. **Public Comment - None**

4. **Certificate of Errors**

None presented. The deadline for filing certificates of error with the Clerk of the Board was October 11, 2019. Members have reviewed and approved all electronic Certificates of Error presented prior to this meeting.

5. **Tyler Training**

Clerk Jackson provided a recap demonstration of the Tyler System highlighting the key areas members will review appeal data, property characteristics and submitted evidence and or documentation. Best practice functionalities within the system were also shared. Clerk Sowul shared a step by step overview of the area's members will affix their electronic approvals, render decisions and change values accordingly.

6. **CCAO Status Update**

Clerk Glueckert provided the members with an electronic copy of the department's township publication status report, as of this date. In addition; Clerk Glueckert provided an update on the data importing for the 5 Non-Tyler Townships.

7. **Old Business**

The minute keeper, Clerk Crawford will recall the confidential Executive Session Minutes for the next scheduled Board of Review Member Meeting.

8. New Business - None

9. Adjournment

Member Helm motioned to adjourn, seconded by Member Monie. The motion carried unanimously 3-0. The meeting adjourned at 3:49 P.M.