

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, December 4, 2019

12:30 PM

18 North County Street, Waukegan IL 60085

Conference Room 6 D

Lake County Board of Review

1. **Call to Order-** Member Helm called the meeting into order at 12:31 P.M.

Board Attendees: Member Helm and Member Monie

Staff Attendees: Glueckert and Crawford

2. **Approval of Minutes**

Regular Session: November 22, 2019

Executive Sessions: November 7, 2016, January 23, 2017, November 27, 2017 and November 30, 2017

The Board of Review members reviewed the minutes from their November 22, 2019 meeting. Member Monie motioned to approve. Member Helm seconded the motion. The Board members approved the minutes as presented 2-0.

Clerk Crawford will recall the Executive Session minutes of November 7, 2016, January 23, 2017, November 27, 2017 and November 30, 2017 in six months.

3. **Public Comment -None**

4. **Election of Interim Chairperson**

Clerk Glueckert calls for an election of an interim Chairperson in the absence of Chairman Fleming. The Interim Chairperson will assume all duties and responsibilities governing the Members and Additional Lake County Board of Review Members until at the earliest January 06, 2020 when Chairman Fleming is expected to return from a family medical leave of absence.

Member Monie expresses personal interest, however, nominates Member Helm whose background, experience and tenure is more significant at this time. Member Helm humbly accepts the nomination. Member Monie motions to approve the nomination, Member Helm accepts. The Board unanimously approves the nomination 2-0.

5. **Approval Process for Board Requests**

Clerk Glueckert makes a recommendation to the Board that they expand the approval process of Board Requests to at least one additional alternate Board Member considering the caseloads being presented. Interim Chair Helm tabled the recommendation sighting technical concerns and suggests the Board Members discuss an alternate efficiency.

6. **Old Business**

Clerk Glueckert reminded the Board Members of the upcoming 6 day a week hearing schedule. Saturday schedules will begin with letter cases heard on Saturday December 7, 2019 with live hearings scheduled later in the month and will continue throughout the 2019/2020 session.

7. New Business

Interim Chair Helm makes an inquiry as to the “real” time processing of decisions related to the Tyler System. Clerk Glueckert shares an enhancement to the Tyler iasWorld System allowing this functionality will be in place for the 2020 Session.

Interim Chair Helm and Member Monie sight challenges with Assessor Evidence being published to iasWorld for Appellants and or Attorneys to view prior to hearing date and time. Clerk Glueckert informs the Members that if the Assessor failed to check the box Township Evidence complete the automated evidence message was not delivered. The Clerk will remind Assessors and Staff.

8. Adjournment

Member Monie motioned to adjourn, seconded by Interim Chair Helm. The motion carried unanimously 2-0. The meeting adjourned at 12:59 P.M.