

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Tuesday, June 16, 2020**

**9:00 AM**

**18 North County Street, Waukegan IL, 60085**

**Conference Room 6 E**

**Lake County Board of Review**

1. **Call to Order - Chair Helm called the meeting into order at 9:10 A.M. by Roll Call.**

**Board Attendees: Chair Helm, Member Monie and Member Paslawsky**

**Staff Attendees: Glueckert & Crawford**

**Zoom Participants: ASA Gunnarsson, ASA Helton and ASA Randall**

2. **Approval of Minutes**

**Regular Session: June 3, 2020**

**The Board of Review members reviewed the minutes from their June 3, 2020 meeting. Member Monie motioned to approve. Member Paslawsky seconded the motion. The Board members approved the minutes as presented 3-0.**

3. **Public Comment - None**

4. **Old Business - None**

5. **New Business**

**Chair Helm addressed establishing some standard protocols for more efficiency in balancing off-site BOR workload goals due to the expected increase in certificates of error and other workflow-related approvals throughout the upcoming season which also impact staff priorities. She also informed that a township's recent submission of 500+ certificates of error were still awaiting Board member approvals. Several suggestions were put forth to members and staff for feedback about best practices. Chair Helm also inquired with Member Monie and Member Paslawsky as to their routine availability so that the three members can keep pace with their respective approvals of workflow items. Chair Helm will likely send out a weekly Workflow Status Report to Clerk Glueckert as a means of keeping everyone apprised about workflow productivity, issues and needs.**

**At 9:22 A.M.; Clerk Glueckert requested a break in the sequence of Agenda Items to allow for the Zoom Meeting Participants to join the conversation specific to the Governor's Executive Order 2020-44. Chair Helm agreed.**

ASA Gunnar Gunnarsson, ASA Jaimie Helton and ASA Paula Randall joined the meeting via Zoom Conference Call to outline & discuss the OMA guidelines relating to a Determination of Need for Meetings of the Lake County Board of Review. ASA Jaimie Helton prepared a Determination Letter to be considered and signed by Chair Helm. ASA Gunnarsson felt this was a good idea to plan for, however it remains unanswered as to whether the County Board Chair is the acting “Head of Public Body” or if Chair Helm, on behalf of the Lake County Board of Review, would be required to sign a separate Determination Letter specific to the Board of Review’s distinct activities. The State’s Attorney Office will advise once Chair Hart renders her decision at the County Board level and will monitor related developments.

Member Monie raised the question about who is responsible for the cataloging, retention, storing and archiving of alternative-format appeal hearings and Board meetings (e.g. Zoom). ASA Gunnarsson referred the members back to the IDOR records retention standards along with the assistance of the County’s IT department for storing all electronic file recordings.

Clerk Glueckert advised he would be facilitating an Attorney Meeting at which time he would provide an overview of the 2020 Board of Review Rules, Hearing Platform, Evidence submissions and the new PTAB management plan.

Clerk Glueckert also advised that Governor Pritzker signed into law Public Act 101-636 granting authority to the Chief County Assessment Officer to have the option to approve specific exemption renewals without application for tax year 2020 providing certain requirements are met. He intends to exercise this option for tax year 2020 only. Letters will be sent out to all property owners who received one of the specified exemptions in 2019 indicating if the specific conditions are met; their exemption will automatically be rolled into 2020 with no additional action on their part.

Member Monie suggested that future Board Meetings include a CCAO Update Report as an Agenda Item.

#### **5.1 Re-Adopt & Sign the 2020 Rules of the Lake County Board of Review**

Minor grammatical and formatting adjustments were made to the 2020 Board of Review Rules to reflect the Governor’s Executive Orders related to Open Meetings Act: specifically, regarding the future determination of In-Person hearings. Chair Helm called for a motion to adopt the 2020 Board of Review Rules (V3) as amended to replace the prior version. Member Paslawsky motioned to approve. Member Monie seconded the motion. Members signed the officially adopted 2020 Rules of the Lake County Board of Review for publication.

**5.2 Testing the 2020 Appeal Hearing Platform - Deferred TBD****5.3 Discussion on Alternate Training**

Member Paslawsky suggested reaching out to the Alternate Members for about their areas of expertise and interests in support of the Residential & Commercial hearings.

Chair Helm noted that Alternate Members may not be totally comfortable but would need to adjust to the required “live” recording of hearings pursuant to the new OMA guidelines. A suggestion was offered to provide them with a short synopsis of the Governor’s orders and OMA guidelines.

Member Monie requested clarification on the Board’s position in resolving prior year PTAB cases during the current year hearings. Clerk Glueckert shared that he would approach this topic with the Attorneys during the upcoming Attorney Meeting on a date yet to be determined. Specific Agenda items for the Alternate Member Training Session will be finalized during the next scheduled Board of Review Meeting, set for July 15, 2020.

**6. Adjournment**

Prior to adjourning, the Board set July 15, 2020 at 9:00am as their next meeting date and tentatively set July 22nd as the Alternate Member Training Date.

Member Paslawsky motioned to adjourn, seconded by Member Monie. The motion carried unanimously 3-0. The meeting adjourned at 11.12 A.M.