

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N. County Street  
Waukegan, IL 60085-4351*



## Meeting Minutes - Final

Friday, August 5, 2022

1:00 PM

Assembly Room, 10th Floor or register to virtually attend at  
<https://bit.ly/3PHdK0m>

**Diversity and Inclusion Committee**

**PUBLIC ATTENDANCE:** The public can attend Lake County Committee and Board meetings (two options):

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 18 N. County Street, Waukegan, Illinois.
- (2) Remote / virtual attendance through registration at the link on the front page of this agenda.

**RECORDING:** Meetings, to include Public Comment, will be recorded.

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per comment. In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item. Individuals attending in-person or remotely may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to [PublicComment@Lakecountyil.gov](mailto:PublicComment@Lakecountyil.gov) or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)).

Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance on the 10th Floor, (2) Public Comment by individuals who registered via the link on the front page of the agenda and are attending remotely / virtually, and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- \* Meeting: Diversity & Inclusion Committee (Subject line for written Public Comment)
- \* Name (REQUIRED)
- \* Topic or Agenda Item # (REQUIRED)
- \* Street Address, City, State (Optional)
- \* Phone Number (Optional)
- \* Organization/Agency/etc. Represented (If representing yourself, put "Self")

\* \* \*To view County Board Rules, click here: <https://bit.ly/3idRdrV> \* \* \*

**1. Call to Order**

*Chair Cunningham called the meeting to order at 1:00 p.m.*

**2. Pledge of Allegiance**

*Chair Cunningham led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 4 - Chair Ross Cunningham, Member Kyle, Member Maine and Vice Chair Roberts

**Absent** 1 - Member Casbon

*Others Present:*

*Abby Krakow, Communications*

*Alex Carr, Communications*

*Bailey Wyatt, Communications*

*Cassandra Hiller, County Administrator's Office*

*Frank D'Andrea, Finance*

*Gary Gibson, County Administrator's Office*

*Janna Philipp, County Administrator's Office*

*Jennifer Serino, Workforce Development*

*Jim Hawkins, County Administrator's Office*

*John Light, Human Resources*

*Justine Gilbert, Communications*

*Karen Fox, State's Attorney's Office*

*Kevin Quinn, Communications*

*Kristy Cechini, County Board Office*

*Kurt Woolford, Stormwater Management*

*Mary Crain, Division of Transportation*

*Matt Meyers, County Administrator's Office*

*Paul Frank, Board Member*

*Sandy Hart, County Board Chair*

*Sonia Hernandez, County Administrator's Office*

*Tammy Chatman, Communications*

*Theresa Glatzhofer, County Board Office*

**4. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**5. Public Comment (Items not on the agenda)**

*There were no public comments.*

**6. Chair's Remarks**

*There were no Chair's remarks.*

**7. Unfinished Business**

*There was no Unfinished Business to discuss.*

**8. New Business****CONSENT AGENDA (Item 8.1)****\*APPROVAL OF MINUTES\*****8.1 22-1009**

Minutes from April 15, 2021.

**Attachments:** [D&I 4.15.21 Final Minutes](#)

**A motion was made by Vice Chair Roberts, seconded by Member Kyle, that the minutes from April 15, 2021 be approved. Motion carried by the following voice vote:**

**Aye:** 4 - Chair Ross Cunningham, Member Kyle, Member Maine and Vice Chair Roberts

**Absent:** 1 - Member Casbon

**REGULAR AGENDA****8.2 22-1083**

Update on Lake County Staff workforce diversity.

**Attachments:** [8.2-Staff Demographics 08.05.22](#)

*John Light, Human Resources Director, gave a presentation regarding the workforce diversity at Lake County. Director Light explained that the County's racial workforce diversity reflects the racial diversity of the County itself. Director Light noted that the diversity data points (race and gender) were self-identified by employees.*

*Discussion ensued.*

**8.3 22-1084**

Discussion on the 2023 Lake County Diversity and Inclusion Calendar.

**Attachments:** [D&I 2023 Calendar-DRAFT\(08.02.22\)](#)

[D&I 2022 Calendar\(04.15.21\)](#)

*Jim Hawkins, Deputy County Administrator, gave a brief overview of the proposed 2023 Diversity and Inclusion calendar. Deputy County Administrator Hawkins noted that the calendar is the same as the 2022 calendar, except for the recommendation to remove the Holocaust Days of Remembrance from the calendar, as they are not as widely recognized as the national Holocaust Remembrance Day on April 18, 2023.*

*Member Maine introduced the idea of adding Genocide Remembrance Day to the calendar. Chair Hart recommended a potential additional calendar to recognize various important dates that do not necessarily fit onto the proposed Diversity and Inclusion calendar.*

*Deputy County Administrator Hawkins noted that staff will assemble a 2023 calendar of*

*special recognitions/important dates for this Committee or the Financial and Administrative Committee to review.*

*Discussion ensued.*

*Committee consensus was to bring forward the calendar as presented for approval at the next Committee meeting.*

**8.4 [22-1085](#)**

Discussion on Lake County's Diversity and Inclusion Policy.

**Attachments:** [1.6 Diversity and Inclusion-Approved\(05.11.21\)](#)

*Jim Hawkins, Deputy County Administrator, noted that the Lake County Diversity and Inclusion Policy was approved approximately two years ago and was amended approximately one year ago. Deputy County Administrator Hawkins asked the Committee for recommendations for potential policy amendments.*

*Discussion ensued.*

*Committee direction was to continue with the current policy as written.*

**9. County Administrator's Report**

*Jim Hawkins, Deputy County Administrator, summarized the items for staff action that resulted from the meeting.*

**10. Executive Session**

*The Committee did not enter into Executive Session.*

**11. Members' Remarks**

*Member Maine recommended that the Diversity and Inclusion Committee meetings have a set schedule and that they be placed on the approved County Board calendar.*

*Discussion ensued.*

**12. Adjournment**

*Chair Cunningham declared the meeting adjourned at 1:58 p.m.*

**Next Meeting: TBD**

*Minutes prepared by Theresa Glatzhofer.*

*Respectfully submitted,*

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*Diversity and Inclusion Committee Chair*

