

**Lake County Forest Preserve District
Rules Committee - Minutes
December 8, 2016**

The Lake County Forest Preserves Rules Committee met on Thursday, December 8, 2016. The meeting was held at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

Members Present:

Jeff Werfel, Chair
Audrey Nixon, Vice Chair
Bill Durkin
Sandra Hart
Sidney Mathias
Linda Pedersen
Mike Rummel

Also Present:

Ann B. Maine, President
Chuck Bartels (via telephone)
Diane Hewitt (at 9:25 a.m.)
Alex Ty Kovach
Mike Tully
Steve Neaman
Mary Kann
Matt Norton, *Holland & Knight*
Maureen Shelton
Julie Gagnani

1.0 Call to Order - With a quorum present, Chair Werfel called the meeting to order at 9:00 a.m. A Pledge of Allegiance was led by member Hart following the Call to Order. Chair Werfel announced that Commissioner Chuck Bartels was attending the meeting via speaker phone.

2.0 Public Comment – None

3.0 Addenda to the Agenda – None

4.0 Approve Minutes of Previous Meeting – Motion by member Durkin, second by member Nixon to approve the Minutes of the December 8, 2015 meeting. Voice vote being had, the motion passed unanimously and the Minutes were circulated for signatures.

5.0 Review modifications to the Rules of Order and Operational Procedures of the Lake County Forest Preserve District for 2016-2018 – Chair Jeff Werfel turned the meeting over to Executive Director Kovach, who went through the draft Rules document and explained each proposed revision. In addition to corrections made for cleanup/grammar, etc., revisions of note included:

- Board meeting start time revised from 10:30 a.m. to 10:00 a.m.;
- Delete “Invocation” from “Invocation or Moment of Silence” on Board agendas;
- NEW: Budgeted items that are within budget would go from the appropriate standing committee directly to the Board. Items that are not within the budget, or unbudgeted, would still go from the standing committee to Finance, then on to the full Board;
- Change “yea” to “aye” for consistency;
- NEW: By unanimous consent, the Board may, when authorizing a previous roll call vote to authorize a Commissioner who voted on the previous roll call to abstain on the pending question. A general discussion ensued regarding the authorization of a previous roll call vote and President Maine asked Attorney Norton to clarify this with Commissioners as part of a summary of Roberts Rules of Order at the January Ethics training session;
- NEW: With advice and consent of the Board, the President is authorized, but not required, to make appointments to entities other than the District when those entities request such appointment;
- NEW: Restructured standing committees: Finance and Administrative Committee renamed Finance Committee; delete Land Preservation and Acquisition Committee; Planning and Restoration Committee

renamed Planning Committee; new committee called Operations Committee; and delete Education, Cultural Resources and Public Affairs Committee;

- NEW: If the Rules are amended, or a standing committee is eliminated and the Rules do not expressly state which committee has jurisdiction on a matter, the Executive Director will determine which standing committee, if any, shall exercise jurisdiction, responsibility, or duty.

Mr. Kovach distributed a chart showing each new standing committee's responsibilities, and explained each committee in detail. He gave an overview of how documents will flow through the new committees before going to the full Board for approval, and a general discussion ensued. President Maine had concerns that the Finance Committee would still have the big picture on the budget and projects with not all items coming through them. Mr. Kovach noted that the reason for the change to committee structure is that the District is moving into an operational mode and land acquisition funds are nearly gone. The new structure will also be more efficient, eliminating duplicate presentations made on certain items. Attorney Norton added that having Committees of the Whole rather than the former lunch and learn sessions will allow additional flexibility for discussions and decision-making in compliance with the Open Meetings Act.

Mr. Kovach noted that the Committees of the Whole will be used for department reports so that all Board members are aware of what the department's focus will be for the next 6 months at a time. Also, all Board members would receive timely information regarding critical topics within the District for general discussion and direction. President Maine added that discussion for long-range planning would take place at these meetings. Chair Werfel suggested sending a summary to the Board explaining the new committee structure prior to the next Board meeting. After discussion it was decided that Mr. Kovach would send an email to the Board summarizing the changes to the Rules and committee structure, including the two handouts from today's meeting.

Mr. Kovach continued with revisions in the Rules document:

- NEW: Authorization to pay for goods and services as necessary to comply timely with the Local Government Prompt Payment Act;
- NEW: The Board must approve a policy regulating the reimbursement of mileage expenses and requiring that all Commissioner travel expenses be approved by the Board per the new Local Government Expense Control Act. Attorney Norton explained the details of the new Act and a general discussion ensued. Mr. Norton noted that beginning January 1, 2017 Commissioners will be required to submit a form for mileage reimbursement. During discussion, Mr. Norton added that Commissioner expense reimbursement will be listed under the Consent Agenda, and continue to do a roll call vote for the Consent Agenda. The new Act also flatly prohibits reimbursement for entertainment including sporting events.

President Maine noted that at a recent presentation given by a PAC representative to the Preservation Foundation board, it was recommended that the total time limit for public comment for matters not on the agenda should be expanded from 15 to 30 minutes maximum. Going beyond the time limit would still be at the discretion of the President. Attorney Norton felt that was acceptable and there were no objections from committee members. President Maine also suggested making sure all committee agenda formats are consistent.

The committee reviewed and discussed the 2017 and 2018 meeting calendars. President Maine suggested that the Monday committee meetings be moved earlier to: 9:00 am Operations Committee, 11:00 am Committee of the Whole, and 1:00 pm Planning Committee. The Thursday Finance Committee meetings would remain at 8:30 am. The committee members agreed with these start times. President Maine asked that the two scheduled Rules Committees in December 2018 be added, and also said that the Committee of the Whole meetings would start at 11:00 a.m. or 15 minutes following the Operations Committee, whichever is later.

The committee briefly discussed emails being public records and subject to the Freedom of Information Act.

Executive Director Kovach summarized the actions from the meeting's discussion and there were no objections or corrections:

more efficiency, positioning us to spend more time on big-picture items in regularly scheduled Committee of the Whole meetings;


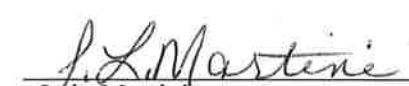
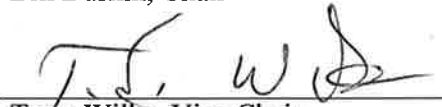

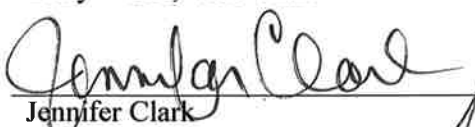
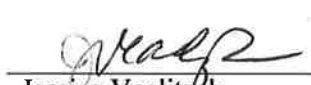


- Items approved in the budget with no other impact will go from the standing committee directly to the Board;
- Change “yea” to “aye” throughout the document;
- Revise time for public comment on items not on the agenda to 30 minutes total;
- Start times for Monday committee meetings will be 9:00 am, 11:00 am, and 1:00 pm;
- Add two Rules Committee dates and times in the December 2018 calendar and coordinate the District’s calendars with the County;
- Delete the word “Invocation” from “Invocation or Moment of Silence” on Board meeting agendas;
- Create a “cheat-sheet” for January, explaining the process for items moving through the new committees;
- Explore options on a brief summary of commonly used information from Roberts Rules of Order;

6.0 Recommend approval of Ordinance adopting the Rules of Order and Operational Procedures of the Lake County Forest Preserve District for 2016-2018. Motion by member Mathias, second by member Hart to recommend approval of an Ordinance adopting the Rules of Order and Operational Procedures for 2016-2018 as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

7.0 Next Meeting: December 9, 2016 if needed - Chair Werfel canceled the meeting scheduled for December 9, 2016.

8.0 Adjourn - With no further business before the Committee, motion by member Durkin, second by member Nixon to adjourn the meeting. Voice vote being had, the motion passed unanimously. The committee adjourned at 10:45 a.m.

APPROVED:

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
 Bill Durkin, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Judy Martini	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Terry Wilke, Vice-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Craig Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Jennifer Clark	<input type="checkbox"/>	<input type="checkbox"/>	 Jessica Vealitzek	<input type="checkbox"/>	<input type="checkbox"/>
 Mary Ross Cunningham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 John Wasik	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Adam R. Didech

Date Approved: 12-6-2018