

**Lake County Forest Preserve District
Rules Committee - Minutes
December 6, 2018**

The Lake County Forest Preserves Rules Committee met on Thursday, December 6, 2018. The meeting was held at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

Members Present:

Bill Durkin, Chair
Terry Wilke, Vice Chair
Jennifer Clark
Mary Ross Cunningham
Judy Martini
Craig Taylor
Jessica Vealitzek
John Wasik

Absent:

Adam Didech

Also Present:

Angelo Kyle, President
Steve Carlson
Sandy Hart
Ann Maine
Linda Pedersen
Alex Ty Kovach
Mike Tully
Matt Norton, *Legal Counsel*
Maureen Shelton
Julie Gagnani
Dakisha Wesley

1.0 Call to Order - With a quorum present, Chair Bill Durkin called the meeting to order at 9:02 a.m. A Pledge of Allegiance was led by member Terry Wilke. Chair Durkin asked everyone at the table to introduce themselves.

2.0 Public Comment – None

3.0 Addenda to the Agenda – None

4.0 Approve Minutes of Previous Meeting – Motion by member Taylor, second by member Clark to approve the Minutes of the December 8, 2016 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 2018-2020 – Executive Director Kovach made opening remarks and Attorney Matt Norton explained the various revision markings throughout the document. Mr. Kovach then began a page by page review and discussion of proposed revisions in the document. During the review, there was consensus of the committee to make the following changes:

- Page 3, para. D Emergency Meetings – Chair Durkin requested to add language allowing six Commissioners to call an emergency meeting, the same as in para. C, Special Meetings. Attorney Norton requested to check the Open Meetings Act to make sure there are no prohibitions for that; if none, he will add the language.
- Page 4, H.2 – Revise “all documentation” to read “all documentation including attachments”. A discussion ensued on not receiving paper copies of Board documents since all documents are hyperlinked electronically to the agenda.
- Page 6, J.2 – Add language that conflicting recommendations will be explained to the Board in the staff memo.
- Page 6, J.4 – A discussion ensued on proclamations and it was the consensus of the committee to change “volunteer service” to “volunteer, or other service”, and add that the proclamation must be germane to the business of the District.

During discussion, President Kyle stated for the record that Commissioner Julie Simpson could not be in attendance at today's meeting due to taking her child to a doctor appointment; Commissioner Paul Frank was unable to attend, and Committee member Adam Didech was absent due to having a law school exam.

- Page 10, K.2.1. – Add language about notifying the President and Committee Chairs in advance if a Commissioner will be absent from a Board and/or Committee meeting.
- Page 10, L.1. – Mr. Kovach noted that the Forest Preserves follows the Rules of the County regarding seating at Board meetings so that Board members are not switching seats between meetings.

The committee discussed procedures for holding meetings in case of a federal disaster. Attorney Norton noted that a meeting by phone is not allowed under the Open Meetings Act, which requires a physical quorum. He will confer with the County's attorneys to see if they have any other ideas.

- Page 14, F.2 and F.3 – The committee discussed the 15 day requirement not being long enough to elect a new president; in the event of a vacancy on the Board, a longer timeframe would give time to fill that vacancy before a vote for a new president is taken. After a lengthy discussion the committee agreed to leave the language as is for now while Mr. Norton reviews the matter further to ensure that 1) any election of a new president would occur with a full County Board; and 2) whether a Board is authorized, once it elects a president, to un-elect the president by its own Rules of if there is a state statute for that.
- Page 15, G.2 and G.2 – Make the same revisions as for F.2 and F.3, when known.

A discussion ensued regarding political representation on standing committees and absenteeism. Attorney Norton noted that the president has discretion in appointing and removing committee members, with advice and consent of the Board.

Mr. Kovach distributed a list of standing committees and their areas of responsibility. The only new committee being proposed was the Legislative Committee. At this time the Committee discussed Exhibit A, the two-year meeting schedule, which showed the Legislative Committee meeting 4 times per year in January, March, May and November.

Also, the County wanted the Thursday morning time slot of the Forest Preserve Finance Committee. Mr. Kovach proposed the County have their Finance meeting at the Forest Preserve building immediately following the Forest Preserve Finance Committee, but they rejected that option. The Forest Preserve could move their meeting to the following Monday, but would then have to have its Board meeting later in the week, which it was felt was not a good option. If Finance met on Wednesday, there would not be enough time to hyperlink documents to the agenda from the Monday committees; it would be less transparent but still legal. The only other option would be to move the Forest Preserve Finance Committee to 1:00 p.m. on the same Thursday, but this would mean that hand delivery of paper packets to the County Committee of the Whole on Friday morning would no longer be possible due to time constraints. A general discussion ensued. Member Wilke felt that 1:00 p.m. on Thursday would be the best option and President Kyle recommended trying it to see how it works. Mr. Kovach noted that with a Thursday afternoon Finance meeting, there would not be enough time to prepare paper packets to delivery Friday morning to the County Committee of the Whole. Commissioners would work with electronic documents using the hyperlinks to the Board agenda, and could prepare a paper packet at the Board meeting to those who want paper copies. A general discussion ensued regarding Commissioners stopping by the General Offices after Committee of the Whole on Friday to pick up a paper packet if they didn't want to wait until Tuesday to get one. The committee reached consensus to approve changing the Finance Committee meetings from 8:30 am to 1:00 pm; and that paper Board packets would be ready for pickup at the General Offices by 11:00 am on Friday following the County C.O.W., for anyone who wants a paper packet prior to the Tuesday Board meeting.

Mr. Kovach resumed review of the proposed revisions to the Rules document.

- Page 20, para. b – Member Martini requested that language be added regarding including all attachments with the agenda, to be consistent with previous paragraphs.

In response to a question, Attorney Norton noted that no Commissioner can legally be excluded from attending any closed session; the only recourse for someone disclosing confidential information would be censure.

The committee discussed travel reimbursement for travel under the District's policy and the Local Government Travel Expense Control Act.

Member Wasik asked if office space could be made available to Commissioners for meeting with constituents. Mr. Kovach noted that it could be made available if arranged for in advance.




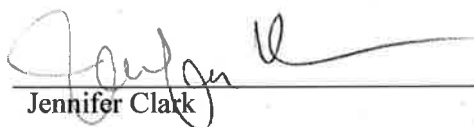
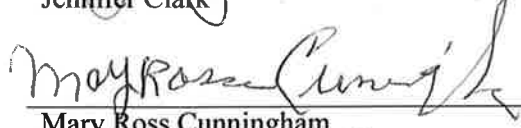

In summary, Chair Durkin asked again if everyone was okay with moving the Finance Committee meeting time to 1:00 pm. There were no objections.

6.0 Recommend approval of Ordinance adopting the Rules of Order and Operational Procedures of the Lake County Forest Preserve District for 2018-2020. Motion by member Cunningham, second by member Wasik to recommend approval of an Ordinance adopting the Rules of Order and Operational Procedures of the Lake County Forest Preserve District for 2018-2020 as presented with the consensus amendments approved by the Rules Committee, subject to the meeting calendar (Exhibit 1) approved by the District President and the County Board Chair. 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 7, 2018 if needed - Chair Durkin canceled the meeting as it was not needed.

8.0 Adjourn - With no further business before the Committee, Chair Durkin declared the meeting adjourned at 11:45 am.

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 type="checkbox"/>	<input type="checkbox"/>
 Jennifer Clark	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
 Adam R. Didech					

Date Approved: 3-25-2019