

**Lake County Forest Preserve District  
Rules Committee - Minutes  
December 8, 2022**

The Lake County Forest Preserve District Rules Committee met on December 8, 2022 at the Lake County Forest Preserve District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

**1.0 Call to Order** – With a quorum present, Chair Paras Parekh called the meeting to order at 9:00 am.

**2.0 Roll Call** - Committee Secretary Gragnani call the roll and six committee members responded: Paras Parekh, Chair; Mary Ross Cunningham, Kevin Hunter, Sara Knizhnik, Ann Maine, and Gina Roberts. Attorney Norton clarified that although member Frank was present on Zoom, his absence did not comply with the current policy on remote attendance, and so he would be observing the meeting but not participating as a committee member.

**Also Present:**

Angelo Kyle, President  
Marah Altenberg  
Sandy Hart  
Adam Schlick

**Also Present:**

Alex Kovach, Executive Director  
Matt Norton, Corporate Counsel  
Mike Tully  
Julie Gragnani  
Sandra Meyers

**On Zoom:**

Paul Frank  
Carissa Casbon  
Rosemary Heilemann, LWV  
Susan Zingle  
Diane Sanderson, LWV

**3.0 Pledge of Allegiance** – Mary Ross Cunningham led the Pledge of Allegiance.

**4.0 Addenda to the Agenda** – Chair Parekh announced that he would need to leave the meeting early and asked the committee to appoint a Chair pro tem now to streamline his departure. Chair Parekh opened the floor for nominations and made a motion to nominate Mary Ross Cunningham, which was seconded by member Roberts. There were no other nominations and Chair Parekh closed the floor to nominations. Voice vote being had, the motion passed unanimously.

**5.0 Approve Minutes of Previous Meeting** – Motion by member Roberts, second by member Cunningham to approve the Minutes of the February 1, 2021 meeting. Voice vote being had, the motion passed unanimously.

**6.0 Public Comment** – There was no public comment for items not on the agenda.

**7.0 Correspondence** – Executive Director Kovach summarized a letter received previously from the League of Women Voters, stating their concerns over the inconsistent start times of the monthly Board meetings, and possible violation of the spirit of the Open Meetings Act. Director Kovach noted that staff is proposing a revised start time of 11:30 a.m. in the Rules of Order exhibits being presented today.

Public comment was given by Susan Zingle, who spoke in favor of a set start time for forest preserve meetings, or a start time later than 11:30 a.m. to avoid late starts.

**8.0 Review modifications to the Rules of Order and Operational procedures of the Lake County Forest Preserve District for 2022-2024** – Mr. Kovach reviewed each page of the proposed Rules document that contained revisions. At a point referencing the meeting calendars, member Maine proposed moving the board meetings to the day following the County board meeting, at 9:00 a.m. at the District's general offices. She felt this would address the concerns of the League of Women Voters, and would also give Forest Preserve business its deserved time and attention by the Board. She added that the District is

charged rent and other fees for holding their meetings at the County building. When the building on Winchester Road was purchased, moving the Board meetings was discussed but the technology was expensive. Now the Zoom technology is used for remote attendance at little cost. Staff could efficiently use their time and not come to the County building to wait for the County Board to adjourn. Member Maine noted that she would be making a motion to change the Board meetings to a separate day at a set time. A general discussion ensued. Commissioner Frank noted that the October 3, 2024 Finance Committee meeting is in conflict with a Jewish holiday and requested that the meeting be moved. During discussion, Attorney Norton noted that that particular meeting is usually canceled because it follows a joint meeting in the same week. After discussion, Mr. Kovach concluded that this meeting could simply be deleted from the calendar. He added that the Wednesday following the County Board meeting at 9:00 a.m. at the Forest Preserve building would be good from staff's perspective. President Kyle added that he would be in favor of this as well. Commissioner Frank requested that if the Committee approves this meeting change date, time and place, the whole Board should be emailed today to make them aware of this schedule change.

Mr. Kovach also noted that the July board meetings in 2023 and 2024 would be changed to Committee of the Whole meetings for educational purposes. Review of the Rules document continued.

On Page 10 regarding Electronic Attendance, an amendment to the Electronic Attendance Policy is being proposed adding a 4<sup>th</sup> qualification for electronic attendance of "employment purposes" to match the County's policy. A general discussion ensued. Member Maine was concerned that this qualification is too open-ended and would burden colleagues. Chair Parekh felt the Forest Preserve should be consistent with the County; Commissioner Frank felt perhaps a limit of requests should be considered; Commissioner Casbon felt that if a Chair is attending remotely, they should defer the meeting to the Vice Chair if the Vice Chair is in person.

Chair Parekh left the meeting at 9:55 a.m. and member Cunningham chaired the meeting and discussion continued. Member Maine felt that military absence should also be included in the qualifications for attending remotely. On page 10 regarding seating, member Hunter felt the committee meeting room should be reconfigured so that Commissioners do not have their backs to anyone. Mr. Kovach said staff will work on that.

On Page 13, the election of the President and Vice President was discussed. Currently the election is called by a roll call vote during which each Commissioner states the name of the nominated candidate they are voting for. Attorney Norton prepared an amended paragraph in case the committee decided to change the process to the viva voce method like the County does, where a vote is taken for the first nominee, and if that vote fails, a vote is taken for the second nominee, etc. A general discussion ensued.

On Page 20, member Maine felt something should be added under Quorum and Attendance regarding the requirement of the chair to be physically present to chair the meeting as discussed earlier. Attorney Norton said he would add a cross-reference and that this requirement would also apply to the President.

Page 25 C.2.b. included a revision per a request from Commissioner Maine at a previous joint committee meeting regarding the Planning Committee referring an item to another committee

9.0 Recommend approval of an Ordinance Adopting the Rules of Order and Operational Procedures for 2022-2024 - Motion by member Maine, second by member Roberts to recommend approval. Attorney Norton stated the following three amendments as discussed:

- 1) Amend Exhibit A to the Rules to make the Forest Preserve District Board meetings the Wednesday following the Lake County Board meetings at 9:00 a.m. at the General Offices; and to delete the

October 3, 2024 Finance Committee Meeting from the calendar. Motion by member Maine, second by member Hunter. Voice vote being had, the motion passed unanimously.





2) Amend the Electronic Attendance at Meetings Policy to 1) add employment purposes, including military service, as a reason to allow electronic attendance; and 2) require that the Chair of a Board or Committee meeting must be in person. Motion by member Roberts, second by member Knizhnik. Voice vote being had, the motion passed unanimously.

3) Amend the Rules to change the voting method for President and Vice President to the viva voce method used by the County. Motion by member Roberts, second by member Knizhnik. Roll call vote being had, the motion passed by a vote of: AYES: 3, NAYS: 2.

On the main motion to approve the 2022-24 Rules of Order and Operational Procedures - as amended, with a roll call vote being had, the motion passed by a vote of: AYES: 4, NAYS: 1. The recommendation was forwarded to the full Board for approval.

10.0 Adjournment – President Kyle announced that the Rules Committee meeting scheduled for Friday, December 9, 2022 is canceled. With no further business before the Committee, Chair pro tem Cunningham declared the meeting adjourned at 11:02 a.m.

**APPROVED:**

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
 _____ Paras Parekh, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____ Sara Knizhnik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 _____ Paul Frank, Vice-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Ann B. Maine	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Mary Ross Cunningham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Gina Roberts	<input type="checkbox"/>	<input type="checkbox"/>
_____ J. Kevin Hunter	<input type="checkbox"/>	<input type="checkbox"/>			