ETHICS COMMISSION
McHenry County Administration Building
2200 N. Seminary – Room B120
Woodstock IL 60098

MINUTES OF THURSDAY MARCH 18, 2010

Chairman Hartman called the meeting to order at 3:04 p.m. The following members were in attendance: Robert Martens; Deborah Nier; Scott Hartman; and Tim Savage. Major John Price was absent. Also in attendance: Sarah Jansen, Civil Division State's Attorney; Bev Beyer, Risk Management; Ersel Schuster, County Board Member; and interested public.

Scott Hartman, Chairman

Tim Savage	Robert Martens
Deborah Nier	Major John Price

PUBLIC PARTICIPATION

None

MINUTES

None

NEW BUSINESS

Discussion of Operating and Hearing Procedures for the McHenry County Ethics Ordinance: Commission members reviewed several Ethics Ordinances from other areas for content and consideration for inclusion into the McHenry County Ethics Ordinance. Commissioner's appreciated the information compiled from the other communities in order to consider the best available format for procedures if an ethics complaint is brought forward. Ms. Jansen, the Assistant State's Attorney reminded committee members that any changes made would need to be consistent with the current County Ordinance. Commission members questioned if staff could be assigned duties of the commission. Ms. Jensen stated that the State's Attorney's office can help as a parliamentarian, but, since their office would be in charge of prosecution efforts it would limit the duties of that office. It was stated that the Village Clerk in Gurnee is where complaints are filed and commissioners questioned if this procedure could be set up at the County. Ms. Jansen stated that she could draft something for consideration at the next meeting which would include "County" specific items that fit well within the County Ordinance. Commission members stated that the table on page 11 of the Gurnee procedures for complaint's, are a good reference for consideration. They stated that the flow chart shows this process as well. Commission members agreed that the complaint form was a good form to be used and shows the procedures needed to follow in order to address any complaints. Commission members were asked if there were any items that should not be included for consideration. They stated that all the ordinances require they meet on a quarterly basis and they may not want to meet this often, especially if there was not a reason to meet. The first few meetings of the commission have been scheduled in order to review current policies and procedures for the ethics commission. It was suggested that the commission meet again in one month to continue discussion on the operating procedures and current ordinance and then determine what meeting schedule should be set for the commission. Commission members agreed it would take a few more meetings in order to get the policies and procedures in place and the meeting dates and times can be changed as needed. Once the Ordinance and procedures has been approved by the commission the meeting dates can be determined.

Discussion/recommendations for County Employees to receive training on the Ethics Ordinance: Commission members were informed that there is nothing in the current ordinance that states the employees must be trained on the County's Ethics Act. Commission members felt it important that the employees understand and get trained on the McHenry County Ethics Ordinance and procedures. It was noted that any changes to the ordinance would need to go before the Management Services Committee for consideration. Commission members directed Ms. Jansen to rewrite a draft of the current ethics ordinance, including a requirement that all County Employees receive training on the ordinance and the procedures, for consideration at the next commission meeting.

Commission members discussed dates for the next commission meeting. The next meeting date was set for Wednesday, April 21st at 3:00p.m.

ADJOURNMENT

Noting no further business, the meeting adjourned at 3:20 p.m. on a motion by Ms. Nier, seconded by Mr. Hartman, with all members present voting aye.

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RECOMMENDATIONS FOR COUNTY BOARD ACTION

Approved: 1-27-11