



COOK COUNTY BOARD OF REVIEW

MEETING AGENDA

Friday, November 4, 2022, at 2:30 PM

VIRTUAL MEETING

- I. Call to Order and Roll Call**
- II. Pledge of Allegiance**
- III. Public Participation**
- IV. Approval of Minutes from September 9, 2022 Meeting**
- V. Old Business**
- VI. New Business**

Motion 1: Closing the 2021 Session

Motion Text: Whereas the Cook County Board of Review has finished its adjudication of all valuation appeals timely submitted to it in the course of its review of the 2021 tax year assessment rolls, has transmitted its results to the Office of the Cook County Assessor, which were certified on October 11, 2022, and having completed all other matters as required by the Illinois Property Tax Code, it is therefore moved that the Board of Review close the session for the review of valuation appeals for the 2021 tax year.

Motion 2: Adoption of the Cook County Board of Review Personnel Rules

Motion Text: Whereas the Cook County Board of Review desires to adopt an employee handbook as a written compilation of its employee rules, policies, procedures, and other pertinent information. It is therefore moved that the Board of Review adopt the Board of Review Personnel Rules with an effective date of November 4, 2022.

Motion 3: Amendment to the Cook County Board of Review Sexual Harassment Policy

Motion Text: Whereas the Cook County Board of Review periodically assesses its current policies and procedures to ensure that they comport with current legal standards, remain compatible with Cook County policies, and incorporate best practices. It is therefore moved that the Cook County Board of Review amend its Discrimination, Harassment and Sexual Harassment Policy as follows.

- Update the definition of “Consent.”
- Add definitions of “Quid Pro Quo” sexual harassment and “Hostile Work Environment” sexual Harassment.
- Update the complaint process to detail how allegations are documented, investigated, and resolved.
- Add “preponderance of the evidence” as the standard of proof for any internal investigation.

Motion 4: Amendment to Cook County Board of Review Ethics Policy

Motion Text: Whereas the Cook County Board of Review periodically assesses its current policies and procedures to ensure that they comport with current legal standards, remain compatible with Cook County policies, and incorporate best practices. It is therefore moved that the Cook County Board of Review amend its Ethics Policy as follows.

- Revise policy to mirror the changes that were made to the Cook County Ethics Policy in December of 2021.
- The definition of “Gift” is changed to match the revised Cook County Ethics Policy.
- The definition of “Financial Interest” is added. The definition matches the revised Cook County Ethics Policy.
- The permitted exceptions to the gift ban are changed to match the revised Cook County Ethics Policy.
- “Domestic Partner” is defined.
- The definition of “Familial Relationship” was changed by the vote of the Cook County Board of Commissioners in a previous meeting. To match the Cook County Ethics Policy. This revised Ethics Policy includes the

definition previously voted upon. The word “Relative” will be changed to match “Familial Relationship”.

Motion 5: Amendment to the Cook County Board of Review Conflict of Interest Policy

Motion Text: Whereas the Cook County Board of Review periodically assesses its current policies and procedures to ensure that they comport with current legal standards, remain compatible with Cook County policies, and incorporate best practices. It is therefore moved that the Cook County Board of Review amend its Conflict of Interest Policy as follows.

- The policy is renamed “Conflict of Interest and Employee Appeal Policy” to reflect total nature of the policy.
- It is revised to clearly delineated the use of the Statement of Interest Disclosure Form versus the Conflict Compliance and Appeal Disqualification Form.
- The revised forms are attached as exhibits to the policy.
- The revised policy removes constraints from employees filing appeals but strengthened the protections against employees participating in their appeals process.

Motion 6: Amendment to the Cook County Board of Review Employment Plan

Motion Text: Whereas the Cook County Board of Review periodically assesses its current policies and procedures to ensure that they comport with current legal standards, remain compatible with Cook County policies, and incorporate best practices. It is therefore moved that the Cook County Board of Review amend its Employment Plan as follows.

- The employee recruitment process is detailed.
- The hiring process is standardized.

The *Shakman* exempt positions at the Cook County Board of Review are enumerated.

Motion 7: Adoption of the Cook County Board of Review Public Comment Policy

Motion Text: Whereas the Cook County Board of Review periodically assesses its current policies and procedures to ensure that they comport with current legal standards, remain compatible with Cook County policies, and incorporate best practices. Further, the Cook County Board of Review desires to offer opportunities for public comment during Board meetings in a manner that maximizes constituent input while retaining structure and efficiency in the meeting. It is therefore moved that the Cook County Board of Review adopt the submitted Public Comment Policy.

VII. Executive Session, if necessary

VIII. Adjourn Meeting