



**Board of Commissioners of Cook County
Board of Commissioners**

Rules and Administration Committee

Wednesday, May 16, 2018

10:00 AM

**Cook County Building, Board Room,
118 North Clark Street, Chicago, Illinois**

NOTICE AND AGENDA

There will be a meeting of the Committee or Subcommittee of the Board of Commissioners of Cook County at the date, time and location listed above to consider the following:

PUBLIC TESTIMONY

Authorization as a public speaker shall only be granted to those individuals who have submitted in writing, their name, address, subject matter, and organization (if any) to the Secretary 24 hours in advance of the meeting. Duly authorized public speakers shall be called upon to deliver testimony at a time specified in the meeting agenda. Authorized public speakers who are not present during the specified time for public testimony will forfeit their allotted time to speak at the meeting. Public testimony must be germane to a specific item(s) on the meeting agenda, and the testimony must not exceed three minutes; the Secretary will keep track of the time and advise when the time for public testimony has expired. Persons authorized to provide public testimony shall not use vulgar, abusive, or otherwise inappropriate language when addressing the Board; failure to act appropriately; failure to speak to an item that is germane to the meeting, or failure to adhere to the time requirements may result in expulsion from the meeting and/or disqualify the person from providing future testimony.

18-3749

COMMITTEE MINUTES

Approval of the minutes from the meeting of 04/25/2018

[18-2634](#)

Presented by: (Inactive) RANJIT HAKIM, Executive Director, Department of Human Rights and Ethics

PROPOSED CHANGES TO PUBLIC FACING RULES AND REGULATIONS

Department: Human Rights and Ethics

Summary: Revision to the Procedural Rules of the Cook County Commission on Human Rights

(Approved by Cook County Commission on Human Rights at March 8, 2018 meeting)

Consistent with County Code, § 1.9, the following proposal, which was noticed and approved by the Cook County Commission on Human Rights at its March 8, 2018 meeting will not be effective until the sooner of May 7, 2018 or the date upon which this rule revision is received and filed by the Rules Committee of the Cook County Board of Commissioners.

Revision 1: Document Preservation Obligation Runs to All Parties

Existing rule:

Section 420.135 **Maintenance of Records by Respondent**

Once a Complaint has been served on a Respondent, the Respondent shall preserve all records and other material which may be relevant to the Complaint until the matter has been closed.

Revised rule:

Section 420.135 **Maintenance of Records by Respondent Parties**

~~Once a Complaint has been served on a Respondent, the~~ Complainant(s) and Respondent(s) shall preserve all records and other material which may be relevant to the Complaint or any defenses until the matter has been closed by the Commission. Provided that a party has not previously incurred a duty to preserve evidence through agreement, contract, statute or its own affirmative conduct, a Complainant's preservation obligation begins when the Complainant files the Complaint with the Commission, and a Respondent's preservation obligation begins when the Complaint has been served on the Respondent. A party's failure to meet its preservation obligations under this Rule may result in the Commission drawing an adverse assumption about the content of the missing record or other material against the party that failed to preserve that record or other material.

Legislative History : 3/14/18 - Board of Commissioners - refer to the Rules and Administration Commi

[18-3159](#)

Presented by: SHANNON E. ANDREWS, Chief Procurement Officer

PROPOSED CHANGES TO PUBLIC FACING RULES AND REGULATIONS

Department: Office of the Chief Procurement Officer, Department of Administrative Hearings

Summary: In accordance with §1-9 of the Cook County Code of Ordinances, the Office of the Chief

Procurement Officer (OCPO) submits the attached Joint Rules and Procedures of the Office of the Chief Procurement Officer and the Department of Administrative Hearings Concerning Disqualification of Contractors.

The Proposed Rules and Procedures shall govern the process by which the County may disqualify a contractor for the grounds set forth in the Cook County Procurement Code. The Proposed Rules and Procedures will be posted to the OCPO's website after being received and filed by the Rules and Administration Committee.

Legislative History : 4/25/18 - Board of Commissioners - refer to the Legislation and Intergovernmenta

Legislative History : 4/25/18 - Board of Commissioners - reconsider

Legislative History : 4/25/18 - Board of Commissioners - refer to the Rules and Administration Commi



Secretary

Chairman: Suffredin

Vice-Chairman: Daley

Members: Deer, Fritchey, Gainer, Morrison, Schneider, Silvestri, Sims