



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

Minutes of the Rules and Administration Committee

Wednesday, May 16, 2018

10:00 AM

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

ATTENDANCE

Present: Suffredin, Daley, Deer, Fritchey, Gainer, Morrison, Schneider, Silvestri and Sims (9)

PUBLIC TESTIMONY

Chairman Suffredin asked the Secretary to the Board to call upon the registered public speakers, in accordance with Cook County Code.

1. Mark F. Armstrong

2. George Blakemore

[18-3749](#)

COMMITTEE MINUTES

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

A motion was made by Vice Chairman Daley, seconded by Commissioner Sims, to recommend for approval 18-3749. The motion carried by the following vote:

Ayes: Suffredin, Daley, Deer, Fritchey, Gainer, Morrison, Schneider, Silvestri and Sims (9)

[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.

A motion was made by Commissioner Sims, seconded by Commissioner Silvestri, to recommend for approval 18-2634. The motion carried by the following vote:

Ayes: Suffredin, Daley, Deer, Fritchey, Gainer, Morrison, Schneider, Silvestri and Sims (9)

[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.

A motion was made by Commissioner Sims, seconded by Vice Chairman Daley, to recommend for approval 18-3159. The motion carried by the following vote:


Ayes: Suffredin, Daley, Deer, Fritchey, Gainer, Morrison, Schneider, Silvestri and Sims (9)

ADJOURNMENT

A motion was made by Vice Chairman Daley, seconded by Commissioner Sims to adjourn the meeting. The motion carried by the following vote:

Ayes: Suffredin, Daley, Deer, Fritchey, Gainer, Morrison, Schneider, Silvestri and Sims (9)

Respectfully submitted,


Chairman


Secretary

A video recording of this meeting is available at <https://cook-county.legistar.com>.