

**Board of Commissioners of Cook County
Minutes of the Vehicle Steering Committee Meeting**

Tuesday, July 22, 2025

10:00AM

In-person Meeting

ATTENDANCE

| | |
|----------------|--|
| Present | Zahra Ali (Chief Administrative Officer), Tanya Anthony (Chief Financial Officer), Velisha Haddox (Chief of the Bureau of Human Resources), Kanako Ishida (Director of the Department of Budget and Management Services), Raffi Sarrafian (Chief Procurement Officer), Sis Killen (Superintendent of Transportation and Highways), Deanna Zalas (Director of the Department of Risk Management), Anthony Scalise (Chair of the Finance Committee of the County Board), John Hourihane (States Attorney), Sojourner Colbert (Sheriff's Office), Kevin Schnoes (Interim Director of the Department of Environment and Sustainability) Commissioner Bridget Degnen (Chair of the Environment and Sustainability Committee of the County Board) (12) |
| Absent | Tom Lynch (Chief of the Bureau of Technology) (1) |

PUBLIC TESTIMONY

None

COMMITTEE MINUTES

III. Approve Minutes from April 16, 2025.

A motion to approve all minutes was made by Raffi Sarrafian, seconded by Anthony Scalise. Motion carries.

IV. Fleet Management Update

a. Countywide Vehicle Inventory

a. Rado Stoilov – Annual breakdown of Countywide vehicles by department. Grand total at 1,926 vehicles; 1,213 Sheriff Office, 189 SAO, 340 Offices Under the President, 110 Chief Judge, 41 Health and Hospitals, 33 Other Elected Officials/Independent Agencies.

b. Vehicle Violations

a. Rado Stoilov – City of Chicago vehicle violations totaling 198 with an outstanding amount of \$21,370.00, and 10 payments pending. No suburban violations.

V. Risk Management Q2 FY25 Update

a. Tiffany Leroy – FY2025 Settlements thru 6/30/25

- a. 23 payments totaling \$261,144.00 with an average amount paid of \$11,354.00

VI. Accident Review Board Q2 FY25 Updates

- a. BOA Collision Summary Report Q2 FY25
 - a. Total of 5 incidents, 0 pending VSC accident review board hearing, 0 discipline
- b. Sheriff's Collision Summary Report Q2 FY25
 - a. Total of 33 incidents, 7 resulting in discipline, and 5 pending CCSO accident review board hearing
- c. States Attorney Collision Summary Report Q2 FY25
 - a. Total of 7 incidents, 0 resulting in discipline and 7 pending SAO accident review board hearing
- d. DOTD Vehicle Summary Report Q2 FY25
 - a. Total of 4 incidents, 1 resulting in discipline, 0 pending DOTD accident review board hearing

VII. JTDC FY26 Vehicle Requests

- a. 2003 Ford E-450 with 160K miles to be replaced with a new 15 Passenger Van
- b. 2011 Chevy Tahoe with 160K miles to be replaced with a new Ford Explorer SUV

A motion to approve both 15 Passenger Van and Hybrid Ford Explorer SUV was made by Raffi Sarrafian, seconded by Zahra Ali. Motion carries.

VIII. Vehicle Salvage Improvement Project Update and Recommendations

- a. Design, build and implement a Vehicle Fleet Salvage Management Process available to all Stakeholders that includes digitized forms, automation, document storage, request tracking and stakeholder communications.
- b. Track details of all for salvage requests (date, department, vehicle information) accessible to all Stakeholders
- c. Create an electronic data store to house all titles
- d. Centralized form ownership/maintenance
- e. Standardize how after-market equipment is removed and tracked (GAAP accounting standards)
- f. Streamline the buyer scheduling and pick up process (dedicated process manager/liaison)

IX. AVL/GPS and Take-Home Vehicle Compliance Update

- a. AVL-GPS Policy/Take Home Policy
 - a. New process and new forms Include
 - i. Fleet SharePoint site
 - ii. Document library and dedicated file structure

X. Q4 FY2025 VSC Meeting September 24, 2025

XI. Adjourn

ADJOURNMENT

A motion to adjourn meeting was made by Raffi Sarrafian, seconded by Anthony Scalise. Motion carries.