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COOK COUNTY
BOARD OF REVIEW

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September 17, 2020

Confidential Transmittal

Mr. Patrick M. Blanchard
Independent Inspector General
69 West Washington Street, Suite 1160
Chicago, IL 60602

Re: OIG Summary Report No. IIG18-0344

Dear Mr. Blanchard:

I am writing on behalf of and at the direction of the Commissioners of the Cook County Board of Review in reply to the letter dated September 3, 2020 from Mr. Christopher Duffin of your office in the above captioned matter.

As you acknowledged, the Commissioners responded on August 13, 2020 to your office's report in this matter pursuant to Section 2-285(e) of the OIG Ordinance. Although Section 2-285(e) applies explicitly to a "department or bureau head" and each Commissioner is a separately elected official and not a "department or bureau head," the Commissioners have cooperated continuously with your inquiry. Section 2-285(e) states:

If the Independent Inspector General issues a recommendation of corrective action to the head of a County department or bureau, that department or bureau head must respond to that recommendation within 45 days with a written response to the Independent Inspector General and Chief of the Bureau of Human Resources. This response must include either (1) **a description of any corrective action the department or bureau head has taken** or (2) a request for a 30-day extension of the 45-day decision period if additional time is needed by the department or bureau head to review the recommendation of corrective action. **If the head of that department or bureau did not take any corrective action, or took a different corrective action than that recommended by the Independent Inspector General, the department or bureau head must describe the different action and explain the reasons for the different action in the written response.** (Emphasis added)

As required by Section 2-285(e), the Commissioners' Response dated August 13, 2020 described the corrective actions the Board of Review has taken and explained the reasoning behind these

actions: (sic)

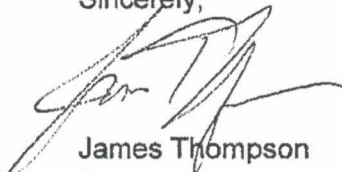
The Commissioners have carefully reviewed your recommendations. The Commissioners have already implemented many of these recommendations and are in the process of implementing others. For example, open positions at the Board of Review are posted on the Board's public website with a job description and clear point of contact. Further, the Commissioners are revising the written job descriptions and titles for all Board positions to more accurately reflect the current duties, responsibilities and qualifications of each position. The Commissioners will share these updated job titles with the County Human Resources Office to update their job codes, as residential and commercial analysts at the Board of Review continue to be listed as Stenographer IV, File Clerk III and other outdated job titles. Moreover, you recommend the "[r]egular public disclosure of BOR activities and efforts related to implementing" these improvements. In 2011, the Commissioners published the first annual report of the Board of Review and have published it every year since then. The Commissioners will include these employment improvements in future publications. In addition, you "recommend an office-wide training to both orientate staff to the establishment of new practices and procedures and the rationale supporting their implementation." The Commissioners created the Board of Review's first Ethics Policy and first Sexual Harassment Policy - based on the County's same policies - and appointed the Board's first Ethics Officer; as part of his duties, the Ethics Officer conducts an annual ethics training and update for all Board staff. The Ethics Officer will include this recommended training in his next and future office-wide trainings.

Accordingly, pursuant to Section 2-285(e), the Commissioners attest to satisfying the request and have provided a response to the recommendations within 45 days of the OIG report.

The Commissioners of the Board of Review remain committed to excellence in public service and ensuring homeowners and other property owners pay only their fair share in property taxes.

Thank you for your additional consideration of the Commissioners' responses above.

Sincerely,



James Thompson
Secretary

Cook County Board of Review