



## **Cook County Multi-Jurisdictional All Hazards Mitigation Plan**

### **Steering Committee Ground Rules**

#### **PURPOSE**

As the title suggests, the role of the Steering Committee (SC) is to guide the Cook County Planning Partners and the planning team through the process that will result in a plan that can be embraced by both political leaders and the constituency within the planning area. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all Planning Partners and the various interest groups within the planning area. To enhance the planning effort and to help build support for hazard mitigation, members of the SC were selected who as a group would represent the best possible cross section of views. Table 1 at the end of this document lists SC members. The Planning Team, (made up of representatives from the Cook County Department of Homeland Security and Emergency Management [DHSEM] and their consultants) is responsible for coordinating the preparation of the Cook County Hazard Mitigation Plan (HMP). Planning Partners (representatives of local governments) have committed to actively participating in preparing and adopting the Cook County HMP.

#### **CHAIRPERSON**

The SC has selected **Sam Pulia** from the Village of Westchester as its Chairperson. The role of the Chairperson is to:

- Lead meetings so that agendas are followed and meetings adjourn on time
- Allow all members to be heard during discussions
- Moderate discussions among members with differing points of view
- Serve as a sounding board for staff in preparations of agendas and strategy to best involve the full SC in hazard mitigation plan tasks.

The SC selected **Sandy Frum** from the Northwest Municipal Conference as the Vice Chairperson. The principal role of the Vice-Chairperson is to assume the duties of the Chairperson when the Chairperson is not able to attend a meeting or forum. Both the Chairperson and Vice-Chairperson may be asked to act as spokespersons for this effort during this planning process as need arises, and as determined by Cook County DHSEM.

#### **ATTENDANCE**

Participation of all SC members in meetings is important, and members should make every effort to attend each meeting. If SC members cannot attend, they should inform the Planning Team or the Chairperson before the meeting. Each SC member should identify an alternate who will represent that member at any meeting that he/she cannot attend. If a member accumulates two consecutive, unexcused absences without attendance of an alternate, or three consecutive excused absences, the Chairperson will contact that member to inquire about any issues regarding that member's participation on the SC. Any final action following the inquiry will be at the direction of the Planning Team. The SC will strive to maintain membership at 25 members, with representation similar to that of the initial SC. If a quorum of members is present, a member may attend a meeting via teleconference or video conference only if the member is prevented from attending due to illness, employment purposes, the



business of the jurisdiction they represent, or an emergency arises where giving advance notice is impractical. A member attending via teleconference or video conference under the circumstances described above must provide 24-hour notice to the SC chairperson in order to have full participation in the meeting, including the ability to vote.

### **QUORUM**

A minimum attendance at each meeting is needed to ensure that different viewpoints of committee members are adequately represented. The committee has chosen to establish a quorum as 15 permanent SC members or their designated alternates attending a meeting in person or via electronic means. No final outcomes from the planning process will result from a meeting where a full quorum is not present.

### **ALTERNATES**

A group of people was selected for the SC who committed to attend SC meetings and gain understanding of the issues and each other's viewpoints in order to reach agreement on plan recommendations. However, circumstances may arise to prevent attendance of regular members. Therefore, each primary member was strongly encouraged to identify an alternate member. The SC has decided that the roles of alternates and regular SC members are fully interchangeable. An SC alternate can make a binding decision or vote on any issue at a meeting lacking attendance of his/her associated primary member. To ensure all SC alternates are continually apprised of progress in development of plan recommendations, the SC alternates will be added to all mailing lists for receipt of information pertinent to the planning process. The list of designated alternates appears in Table 1 at the end of this document.

### **DECISION-MAKING**

Consensus or voting among SC members (or eligible attending alternates) will be the two primary ways to reach decisions regarding SC advice and guidance on the planning process. "Consensus" is defined as acceptance without vote of a recommendation that, perhaps not ideal for each SC member, but which every member can live with. "Voting" is defined as subjecting a proposition to a "yes or no" decision by all present members and eligible alternates, and "majority rules." In either case, strong minority opinions will be recorded in meeting minutes, and the SC may choose to note these opinions in its final recommendations. The SC decided that it will strive for consensus on all decisions, and if consensus cannot be reached, will implement voting. In the event of a tied vote, the Cook County representative to the SC will cast the tie-breaking vote.

### **RECOMMENDATIONS**

The SC's recommendations will be recorded in the meeting minutes and reflected in the plan as appropriate. The SC may also assist in presentation of the plan to the elected bodies of participating organizations.



## **SPOKESPERSONS**

The Cook County DHSEM will act as the official spokesbody for this planning effort. All requests for media involvement in this process will be coordinated through DHSEM.

However, the SC may act as the spokesbody for this effort under some circumstances. This could occur when the public or the press attends a scheduled SC meeting. In this situation, it would be ideal for the SC to present a united front after recognizing and considering different viewpoints or recommendations of its members. To consistently represent the SC's recommendations and decisions via consensus or vote to participating organizations, the public, and the media, an SC spokesperson should be selected. All requests to address this spokesperson shall be coordinated through DHSEM.

In addition, each member should assume responsibility to represent the SC's recommendation when speaking on plan-related issues as an SC member. Any differing personal or organizational viewpoints should be clearly distinguished from those accepted by the SC.

## **STAFFING**

The Planning Team for this project includes appropriate personnel from DHSEM and its consultant, Tetra Tech, Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for SC meetings, write meeting minutes, and generally seek to facilitate the SC's activities.

## **PUBLIC INVOLVEMENT**

As they conduct SC work, members will seek to keep the public and the groups to which they are affiliated informed about the plan process. Development of a public involvement strategy will be one of the first tasks undertaken by the SC.

All SC meetings will be open to the public and advertised as such. The SC will adhere to "Rules of Conduct" consistent with the Illinois Open Meetings Act (5 *Illinois Compiled Statutes* [ILCS] 120/1), as well as protocol adopted by the Board of Cook County Commissioners. Members of the public wanting to address the SC may do so based on the following protocol:

### *Addressing the SC*

- Any person desiring to address the SC must first be recognized by the Chairperson. A person may be required to fill out a sign-in sheet as a condition of speaking. All sign-in sheets shall be delivered to the Chairperson of the SC.
- Each person speaking via a microphone, or if no microphone is available but the meeting is being recorded or minutes are being taken, shall initially identify himself or herself by his or her name, mailing address (unless confidentiality is requested), and, if appropriate, representative capacity.
- Any person submitting letters or documents should provide a minimum of five (5) copies prior to the meeting or at the meeting. All copies should be given to the Chairperson of the SC. The Chairperson will be officially responsible for distributing the submittal(s).
- To maintain decorum befitting a deliberative, legislative, or executive process the following actions will not be permitted: display of banners, signs, buttons, or apparel expressing opinions on political matters or matters considered by the SC; applause; or similar actions.



- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum asserted.
- When addressing the SC, members of the public shall direct all remarks to the SC Chairperson and shall confine remarks to the matters specifically before the board.
- All comments must have relevance to the plan and the planning area. Topics of discussion must be related to the current meeting's agenda items. Relevance will be determined by the Chairperson.

#### *Speaking Time Limits*

- Unless deemed otherwise by the Chairperson, each person addressing the SC shall be limited to 3 minutes speaking time. The speaking time limit does not include time necessary to respond to questions asked by the SC.
- A person may yield his/her 3 minutes to another person provided he/she so indicates this on the sign-in sheet or at the time he/she is recognized by the Chairperson.
- The number of public comments received will be at the discretion of the Chairperson, but total time allotted will not exceed 15 minutes. If a member of the public is not allowed to address the SC because of this time restriction, he/she will be provided the opportunity to submit written testimony to the SC for its consideration at the next scheduled meeting.

#### **SC MEMBER TRAINING**

The SC will adhere to training requirements consistent with the Illinois Open Meetings Act (5 ILCS 120/1.05). Each SC member will complete electronic training and file a copy of the Certificate of Completion with the Cook County DHSEM. In addition, the SC will designate one member as the Open Meetings Act designee for the Committee. The SC designee will complete Open Meetings Act training annually. The electronic training for SC members and the SC designee is available at <http://foia.ilattorneygeneral.net>.

#### **COURTESY**

SC members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

#### **MEETING DATES**

Meetings generally will occur on the fourth Tuesday of each month from 10:00 a.m. to 12:00 p.m. at locations to be determined by the SC. The SC wants to provide access to the process to as much of the public and Planning Partnership as possible. To accomplish this goal, the SC wants to schedule its meetings at different locations throughout the planning area. Ability to do so will depend on availability of suitable meeting space and a sponsor.



## **Attachment**

### **Meeting Attendees and Contact Information**



**Table 1. Steering Committee Members**

Name	Agency	Email
Bennett, Gerald	Southwest Council of Mayors	<a href="mailto:mayorbennett@paloshillsweb.org">mayorbennett@paloshillsweb.org</a>
Bunge, Dave	ComEd	<a href="mailto:David.Bunge@comed.com">David.Bunge@comed.com</a>
Bush, Leslie	U.S. Army Corps of Engineers	<a href="mailto:leslie.c.bush@usace.army.mil">leslie.c.bush@usace.army.mil</a>
Michael Cosme	Metropolitan Water Reclamation District of Greater Chicago	<a href="mailto:michael.cosme@mwrđ.org">michael.cosme@mwrđ.org</a>
Quintanilla, Antonio (Alternate)	Metropolitan Water Reclamation District of Greater Chicago	<a href="mailto:Antonio.quintanilla@mwrđ.org">Antonio.quintanilla@mwrđ.org</a>
Doughtie, Matt	City of Chicago, Office of Emergency Management and Communications	<a href="mailto:mdoughtie@cityofchicago.org">mdoughtie@cityofchicago.org</a>
McCurdy, Kelli (Alternate)	City of Chicago, Office of Emergency Management and Communications	<a href="mailto:kelli.mccurdy@cityofchicago.org">kelli.mccurdy@cityofchicago.org</a>
Dufkis, Leonard	Forest Preserve District of Cook County	<a href="mailto:leonard.dufkis@cookcountyil.gov">leonard.dufkis@cookcountyil.gov</a>
Eber, Brian	Illinois Department of Natural Resources, Office of Water Resources	<a href="mailto:brian.eber@illinois.gov">brian.eber@illinois.gov</a>
Frum, Sandra	North West Municipal Conference	<a href="mailto:frum@northbrook.il.us">frum@northbrook.il.us</a>
Fowler, Mark (Alternate)	North West Municipal Conference	<a href="mailto:mfowler@nwmc-cog.org">mfowler@nwmc-cog.org</a>
Gallagher, Jack	Village of Oak Lawn	<a href="mailto:jgallag@oaklawn-il.gov">jgallag@oaklawn-il.gov</a>
LaFosse, Ricardo	Cook County Bureau of Technology	<a href="mailto:Ricardo.LaFosse@cookcountyil.gov">Ricardo.LaFosse@cookcountyil.gov</a>
Lovero, Robert	West Central Municipal Conference	<a href="mailto:rlovero@ci.berwyn.il.us">rlovero@ci.berwyn.il.us</a>
James, Neil (Alternate)	West Central Municipal Conference	<a href="mailto:njames@westcook.org">njames@westcook.org</a>
Mack, Bob	Cook County Department of Transportation and Highways	<a href="mailto:Robert.Mack1@cookcountyil.gov">Robert.Mack1@cookcountyil.gov</a>



Name	Agency	Email
Kilday, Mary (Alternate)	Cook County Department of Transportation and Highways	<a href="mailto:mary.kilday@cookcountyil.gov">mary.kilday@cookcountyil.gov</a>
Alexander-Maxie, Yvette	American Red Cross	<a href="mailto:yvette.alexander@redcross.org">yvette.alexander@redcross.org</a>
Cozzi, Ken (Alternate)	American Red Cross	<a href="mailto:ken.cozzi@redcross.org">ken.cozzi@redcross.org</a>
Miller, Stacy	U.S. Coast Guard	<a href="mailto:Stacy.L.Miller@uscg.mil">Stacy.L.Miller@uscg.mil</a>
Neubauer, Jason (Alternate)	U.S. Coast Guard	<a href="mailto:jason.d.neubauer@uscg.mil">jason.d.neubauer@uscg.mil</a>
Murphy, Barrett	Chicago Department of Water Management	<a href="mailto:barrett.murphy@cityofchicago.org">barrett.murphy@cityofchicago.org</a>
Paesel, Ed	South Suburban Mayors and Managers Association	<a href="mailto:paesel@ssmma.org">paesel@ssmma.org</a>
Pulia, Sam	Village of Westchester	<a href="mailto:spulia@westchester-il.org">spulia@westchester-il.org</a>
Ramaker, Jill	North Shore University Health System	<a href="mailto:jramaker@northshore.org">jramaker@northshore.org</a>
Rajceвич, T.J. (Alternate)	North Shore University Health System	<a href="mailto:trajceвич@northshore.org">trajceвич@northshore.org</a>
Reardon, Jay	Mutual Aid Box Alarm System (MABAS)	<a href="mailto:reardon@mabas-il.org">reardon@mabas-il.org</a>
Haywood, Dave (Alternate)	MABAS	<a href="mailto:haywood@mabas-il.org">haywood@mabas-il.org</a>
Roulo, Ronald	Nicor Gas	<a href="mailto:rroulo@nicor.com">rroulo@nicor.com</a>
Koif, Scott (Alternate)	Nicor Gas	<a href="mailto:skoif@nicor.com">skoif@nicor.com</a>
Ryan, Gene	Cook County Department of Homeland Security and Emergency Management	<a href="mailto:gene.ryan@cookcountyil.gov">gene.ryan@cookcountyil.gov</a>
Hardin, Tom (Alternate)	Cook County Department of Homeland Security and Emergency Management	<a href="mailto:thomas.hardin@cookcountyil.gov">thomas.hardin@cookcountyil.gov</a>
Saewert, Scott	Wheeling Township Highway Commissioner	<a href="mailto:ssaewert@wheelingtowship.com">ssaewert@wheelingtowship.com</a>



Name	Agency	Email
Nutzke, Tom (Alternate)	Wheeling Township	
Schaefer, John	South Suburban Public Works Coalition	<a href="mailto:jschaefer@village.homewood.il.us">jschaefer@village.homewood.il.us</a>
Schnoes, Kevin	Cook County Department of Environmental Control	<a href="mailto:Kevin.Schnoes@cookcountyil.gov">Kevin.Schnoes@cookcountyil.gov</a>
Lipman, Chris (Alternate)	Cook County Department of Environmental Control	<a href="mailto:christopher.lipman@cookcountyil.gov">christopher.lipman@cookcountyil.gov</a>
Sheahan, Terry	Chicago Department of Public Health	<a href="mailto:Terry.sheahan@cityofchicago.org">Terry.sheahan@cityofchicago.org</a>
Snow, Murray	Village of Oak Park	<a href="mailto:msnow@oak-park.us">msnow@oak-park.us</a>
Tanksley, Rick (Alternate)	Village of Oak Park	<a href="mailto:tanksley@oak-park.us">tanksley@oak-park.us</a>
Williams, Lenny	Illinois Army National Guard	<a href="mailto:leonard.a.williams8.mil@mail.mil">leonard.a.williams8.mil@mail.mil</a>