



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: August 30, 2018
MEMO TO: S. Michael Rummel, Chair
Finance Committee
FROM: Alex Ty Kovach
Executive Director

REQUEST: Provide policy direction regarding the establishment of policies for vendor disclosure of political contributions and familial relationships and for revolving door employment.

STRATEGIC DIRECTIONS SUPPORTED:

FINANCIAL DATA: None at this time.

BACKGROUND: At the August 9, 2018 Lake County Forest Preserve Finance Committee Meeting Commissioner Hart requested that the Finance Committee consider enacting two policies:

1. A Vendor Disclosure Form as part of the District's procurement process that would require District vendors to disclose campaign contributions and family relationships with county employees.
2. A post-employment restriction policy for recent employees.

Currently the District has the following relevant policies and disclosures in place:

1. Statement of Economic Interests to be filed with the County Clerk on an annual basis.
2. Ordinance regulating ethical conduct and political activities by elected officials and employees (which complies with the State Officials and Employees Ethics Act and adds some hiring restrictions).
3. District Purchasing Policies and Requirements.
4. District Policy for Reimbursement of Travel, Meal, and Lodging Expenses (which complies with the State Local Government Travel Expense Control Act).
5. District Purchasing Charge Card Policies and Procedures.

In addition, state campaign reporting requirements are available to the public for contributions that exceed \$150.

Staff is seeking direction whether staff and Corporate Counsel should prepare such policies. Corporate Counsel has provided some initial guidance on these issues and will update the Committee at its meeting. The bottom line is that the District likely has legal authority to create such policies, in some form. However, to give staff and Corporate Counsel appropriate guidance, it would be appropriate to understand fully the goals that the Committee would try to promote with any such policies. For example, would the vendor disclosure form be only for the sake of transparency? Or would the policy also seek to disqualify bidders that have made certain donations or have certain relationships? The next step would be to perform any necessary legal research, so we can be confident that the Committee's direction is lawful. Following on the prior example, the District lawfully may be authorized to require disclosures for transparency, but it is less clear whether the District can use that information to disqualify bidders.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Corporate Counsel.