



McHenry County  
Ethics Commission - Public Meeting  
MINUTES

November 8, 2023, 3:00 PM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Shelly Spata, Vanessa Candow, William Kurnik, Dawn Pruchniak, Mark Zuelke

Full comments on all agenda items are included in the audio recording of this meeting.

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1. CALL TO ORDER

Meeting called to order at: 3:09 P.M.

Also present: Scott Hartman, Deputy County Administrator; Norm Vinton, SAO Chief of Civil Division; Terri Greeno, County Board member; Cheryl Chukwu, Director of Human Resources.

2. MINUTES APPROVAL

**Mover:** Dawn Pruchniak  
**Secunder:** William Kurnik

Approve the previous minutes of the June 28, 2023 meeting.

Aye (5): Shelly Spata, Vanessa Candow, William Kurnik, Dawn Pruchniak, and Mark Zuelke

Recommended (5 to 0)

2.1 Ethics Commission - Public Meeting - June 28, 2023, 3:00 P.M.

3. PUBLIC COMMENT

None

4. NEW BUSINESS

Mr. Hartman introduces Ms. Chukwu, Director of Human Resources, as the Ethics Advisor. He elaborates on Ms. Chukwu's role as the Ethics Advisor, emphasizing her responsibility to provide guidance to employees with questions related to situations that may be considered Ethics violations.

5. OLD BUSINESS

5.1 Adoption of a Revised Complaint Flow Chart

Mr. Hartman provides the commission with copies of the revised complaint flow chart. He explains that the original flow chart, while thorough and comprehensive, has been modified in response to the commission's request. The revised version includes only the basic steps, removing extraneous details and behind-the-scenes information. Chairwoman Spata expresses her preference for the full flow chart for the commission but acknowledges the value of the reduced version for the average employee.

**Mover:** William Kurnik

**Secunder:** Vanessa Candow

To amend the Operating Procedures and adopt the attached chart as exhibit 1.

Aye (5): Shelly Spata, Vanessa Candow, William Kurnik, Dawn Pruchniak, and Mark Zuelke

**Recommended (5 to 0)**

5.2 Commissioner Training on Administrative Hearing Process

Mr. Hartman informs the commission of past practices involving mock cases to guide them through the Administrative Hearing process if a complaint is accepted. The training aims to provide insights into the Administrative Hearing process, including its various steps, components, and the commission's role. Mr. Vinton advises that guidance for a hearing can be found in the Ethics Ordinance and Operating Procedures, with precedence given to the Ordinance in case of conflicts. He further explains that an Administrative Hearing is a fact-finding process, with the commission acting as administrator of facts. Their decision-making involves evaluating testimonies, documents, and evidence to make informed judgments. Mr. Vinton and the commission review the Administrative Hearing process, covering definitions, ethical considerations, and potential scenarios that may arise.

**6. REPORTS**

None

**7. MEMBER COMMENTS / FUTURE TOPICS**

None

**8. EXECUTIVE SESSION (AS NECESSARY)**

None

**9. ADJOURNMENT**

**Mover:** Vanessa Candow

**Secunder:** Mark Zuelke

To adjourn the meeting at 4:30 P.M.

Aye (5): Shelly Spata, Vanessa Candow, William Kurnik, Dawn Pruchniak, and Mark Zuelke

**Recommended (5 to 0)**