

EXHIBIT B



KAREN A. YARBROUGH

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES
COOK COUNTY, ILLINOIS

VIA EMAIL

January 26, 2016

Cardelle Spangler
Recorder Compliance Administrator
69 West Washington Street, Suite 840
Chicago, IL 60602
CSpangler@winston.com

RE: Information re: Motion to Amend Exempt List

Ms. Spangler:

I am writing in an effort to provide additional information that you might find helpful in making your recommendation to the Court regarding our Motion to Amend the Exempt List. I see that you have had an opportunity to discuss issues relating to this Motion with a number of CCRD employees, including myself. I apologize if you have already received some of this information through interviews with CCRD staff. Nonetheless, I wanted to make sure that you had as much information as possible when making your recommendation to the Court.

Since your interview with me, I have spoken to [REDACTED] about the Public Outreach Coordinator position. From our conversation, I learned more about the creation, development, and ultimate decision not to post this position. When this job was originally created, the purpose of this job was to reduce the administrative burden on [REDACTED] as it relates to our outreach program. [REDACTED] is a tremendous asset to our office. He has provided strong leadership to our property fraud unit while working to combat property fraud - both by stopping fraud before it happens as well as building fraud cases after the fraud has occurred. At the time the Public Outreach Coordinator job was initially created, the idea was that the Public Outreach Coordinator would perform administrative tasks relating to our outreach program so that [REDACTED] can focus more of his time working on combating property fraud.

When developing the Public Outreach Coordinator position, the duties incorporated into the position were mostly administrative in nature. For example, the person holding this position would be responsible for maintaining a schedule of outreach events, maintaining lists noting the individuals staffing those events, keeping inventory for items, such as laptops and projectors, that are used at outreach events, and intake requests for services relating to various programs offered by the Recorder's office.

I know that during your interview of me, you mentioned that you had specific concerns about three key duties being referenced in the job description: 1) Maintains a strong familiarity with laws and legislation regarding property fraud and veterans issues; 2) Makes policy

recommendations to the Director regarding the administration of CCRD public outreach programs and procedures; and 3). Representing CCRD at off-site community outreach events.

In terms of the requirement to maintain a strong familiarity of laws and legislation regarding property fraud and veterans' services, this requirement would simply be fulfilled by training/internal communications regarding these programs. There is no requirement to perform legal research or otherwise develop legislation regarding various policy initiatives. Having this knowledge is important since the job would require participation in the outreach programs offered by the office - you cannot answer questions about our programs unless you are aware of what they are.

In terms of the requirement to "make policy recommendations to the Director regarding the administration of CCRD public outreach programs and Fraud Section procedures", [REDACTED] indicated that the use of the phrase "making policy recommendations" was a poor choice of words. He indicated that what he meant by this was that the person holding this position would be able to make suggestions to the Director of Public Information regarding ways to best perform administrative tasks relating to outreaches (e.g. how best to keep inventory of equipment used for outreaches). He said he did not mean that this person would be engaged in policymaking duties.

In terms of representing CCRD at community outreach events, this person would be required to discuss programs related to property fraud, veterans services or other programs that are subject to outreach. This job would not necessarily be a core function of the Public Outreach Coordinator position. Instead, the Public Outreach Coordinator may be asked to fill in where other staff is unavailable to attend an outreach event.

As you know, the Public Outreach Coordinator position was never posted. Before it could be posted, I discussed the possibility of creating the Special Assistant to the Recorder - Community Affairs position with members of the Executive Staff. As I mentioned in your interview of me, the need for having a *Shakman*-Exempt Community Affairs position was initially discussed approximately in the fall of 2014. At the time, Tom Nowinski and Lisa Meador suggested holding off on this Exempt position until we were able to complete our restructuring of HRD. In the course of working through HR Restructuring, Brian Hays indicated that he believed that [REDACTED] was a non-Exempt employee being treated as an Exempt employee, and he suggested that we move him into an Exempt position. Although there wasn't an open Exempt position at the time, in my opinion, this presented an opportunity for us to raise the Community Affairs position as a potential Exempt position. This would allow us to accomplish two things - meet the need for an Exempt policymaking outreach executive while addressing an ongoing need to restructure HR. In the end, the need for a Public Outreach Coordinator would be diminished if we did have an Exempt Community Affairs professional. With this said, this does not mean that the two positions are the same. Although there are some duties that are included in the Public Outreach Coordinator position that are also included in the job description for the Community Affairs position, there are many policymaking duties in the job description for the Community Affairs position that are not included in the job description for the Public Outreach Coordinator.

With this, I would like to discuss some of the powers inherent in the Community Affairs position. First, the Community Affairs position involves a certain level of broad discretionary authority. For example, the person that holds the Community Affairs position would be responsible for much more than simply scheduling outreach events. This position would be responsible for implementing a strategic plan to promote programs falling under the Recorder's policy agenda. In doing this, the holder of the Community Affairs position will have to utilize data to target specific communities for outreach. Next, this position involves both the making of policy (and thus the exercise of political judgment) as well as access to confidential, politically sensitive thoughts of the officeholder and her executive staff. For example, this position requires collaboration with Deputy Recorders and other policymakers regarding various policy objectives. Additionally, this position involves researching and analyzing policy issues and working with other divisions of the office to develop policies and programs that will effectuate the policy goals of the office. Ultimately, this position involves meaningful input on governmental decision-making on issues where there may be disagreement on goals or their implementation – the person holding the Community Affairs position would have significant input into which programs gets promoted, and to whom those programs are promoted. In doing so, this position must consider how these outreach activities will impact the perception of the Recorder of Deeds office in the community.

I hope that you found this information helpful. If you have any questions or concerns, do not hesitate to contact me at (312) 603-3096 or by email at james.gleffe@cookcountyil.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "James Gleffe". The signature is fluid and cursive, with the first name "James" written in a larger, more prominent script than the last name "Gleffe".

James Gleffe
Chief Legal Counsel
Cook County Recorder of Deeds