

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Meeting Minutes - Final

Thursday, December 7, 2023

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/3T2lwpY>**

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options):

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 18 N. County Street, Waukegan, Illinois.
- (2) Remote attendance through an electronic conferencing application (register via the link on the front page of the agenda).

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT:

Time is reserved near the beginning of the meeting for all Public Comment. At the Chair's discretion, Public Comment for an item(s) on the agenda may be presented during consideration of that specific item. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance and then (2) Public Comment by individuals attending remotely through an electronic conferencing application. Individuals may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office 18. N. County Street, Waukegan, Illinois, (10th floor)). Written comments will be circulated to the Members, but not read aloud.

Individuals providing Public Comment will provide the following information:

Meeting: Financial and Administrative Committee (Subject line for written Public Comment)

Topic or Agenda Item #: (REQUIRED)

Name: (REQUIRED)

Organization/Entity Represented: (REQUIRED) ("Self" if representing self)

Street Address, City, State: (Optional)

Phone Number: (Optional)

Email: May be REQUIRED for remote attendance

1. Call to Order

Vice Chair Vealitzek called the meeting to order at 8:30 a.m.

2. Pledge of Allegiance

Member Danforth led the Pledge of Allegiance.

3. Roll Call of Members

Present 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

** Electronic Attendance: Chair Frank*

In Person:

Betsy Brandon, County Administrator's Office

Carissa Casbon, Board Member

Carl Kirar, Facilities and Construction Services

Gary Gibson, County Administrator's Office

Jim Hawkins, County Administrator's Office

John Light, Human Resources

Kevin Quinn, Communications

Kristy Cechini, County Board Office

Matt Meyers, County Administrator's Office

Melissa Gallagher, Finance

Patrice Sutton, Finance

Tammy Chatman, Communications

Electronically:

Abby Krakow, Communications

Adam Krueger, Finance

Arnold Donato, Stormwater Management

Austin McFarlane, Public Works

Brea Barnes, Finance

Claudia Gilhooley, 19th Judicial Circuit Court

Corina Miranda, Human Resources

Errol Lagman, Finance

Gina Roberts, Board Member

Heidie Hernandez, Enterprise Information Technology

Holly Kim, Treasurer

Janna Philipp, County Administrator's Office

Jessica Gallagher, Guidehouse

Jon Nelson, Division of Transportation

Joseph Quille, Guidehouse

Karen Fox, State's Attorney's Office

Kasia Kondracki, Treasurer's Office

Katie Ladis, Sheriff's Office
Krista Kennedy, Finance
Kurt Woolford, Stormwater Management
Maria Castellanos, Finance
Mary Crain, Division of Transportation
Melanie Nelson, State's Attorney's Office
Michael Wheeler, Finance
Mick Zawislak, Daily Herald
Monica McClain, Human Resources
Nick Principali, Finance
Nicole Rogers, Finance
Ruby Bahena, Finance
RuthAnne Hall, Purchasing
Sonia Hernandez, County Administrator's Office
Shane Schneider, Division of Transportation
Stephen Gray, Treasurer's Office
Terri Kath, Enterprise Information Technology
Theresa Glatzhofer, County Board Office
Vernesha Lawrence, Finance
Yvonne Mendoza, Finance

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment

There were no comments from the public.

6. Chair's Remarks

There were no Chair remarks.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.9)

MINUTES

8.1 [23-1751](#)

Committee action approving the Financial and Administrative Committee minutes from November 9, 2023

Attachments: [F&A 11.9.23 Final Minutes](#)

A motion was made by Member Clark, seconded by Member Danforth, that these minutes be approved. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

HEALTH & COMMUNITY SERVICES

8.2 [23-1772](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$162,406.38 for the Comprehensive Health Protection grant.

Attachments: [CHP Grant \\$162,406.38](#)

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.3 [23-1773](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$94,246.12 for the Comprehensive Health Protection grant.

Attachments: [CHP Grant \\$94,246.12](#)

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.4 [23-1774](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$2,406 for the Comprehensive Health Protection grant.

Attachments: [CHP Grant \\$2,406](#)

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.5 [23-1775](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$1,719 for the Comprehensive Health Protection grant.

Attachments: [CHP Grant \\$1,719](#)

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.6 [23-1776](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$8,434 for the Cities Readiness Initiative grant.

Attachments: [CRI Grant \\$8,434](#)

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.7 [23-1780](#)

Joint resolution authorizing a contract with Conference Technologies, Inc., Itasca, Illinois, for the replacement and four years of additional service support of the Traffic Management Center (TMC) PASSAGE video wall and TMC conference room upgrades at a cost of \$127,166.48 and appropriating \$156,200 of ¼% Sales Tax for Transportation funds.

Attachments: [23-1780 SOW, TMC Video Wall Replacement](#)
[23-1780 Vendor Disclosure, CTI](#)

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.8 [23-1781](#)

Joint resolution appropriating a supplemental amount of \$318,000 of Motor Fuel Tax funds and approving Change Order Number One in the amount of \$317,911 for additional professional engineering services for improvements along Deep Lake Road, from Illinois Route 173 to the Illinois/Wisconsin state line.

Attachments: [23-1781 Change Order, Deep Lake Road CO1 Contract](#)
[23-1781 Vendor Disclosure, HR Green, Inc.](#)
[23-1781 Location Map, Deep Lake Road \(Intersection Improvements & R](#)

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

FINANCIAL & ADMINISTRATIVE

8.9 [23-1787](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2024 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

Attachments: [Dec-23 Carryovers - Final](#)

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.10 [23-1771](#)

Joint resolution accepting the Managed Care Organizations payment and authorizing an emergency appropriation in the amount of \$819,605 for the Directed Payments.

Attachments: [MCO Payments \\$819,605](#)

Mark Pfister, Health Department Executive Director, reported on the Managed Care Organizations funding for renovations to the Health Department's group home.

A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.11 [23-1778](#)

Joint resolution authorizing an agreement with Peralte-Clark, LLC, Arlington Heights, Illinois, for Phase I professional engineering services for improvements to Riverwoods Road, from Deerfield Road to Illinois Route 22, and to Duffy Lane, from Riverwoods

Road to the I-94 Bridge at a maximum cost of \$1,173,752 and appropriating \$1,410,000 of County Option Motor Fuel Tax funds.

Attachments: [23-1778 Agreement, Riverwoods and Duffy Phase I FINAL](#)
[23-1778 Vendor Disclosure, Peralte-Clark, LLC](#)
[23-1778 Location Map, Riverwoods Road and Duffy Lane 3R](#)

Shane Schneider, Division of Transportation Director, reported on the improvements to Riverwoods Road, including bike paths. Discussion ensued.

A motion was made by Member Clark, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.12 [23-1779](#)

Joint resolution authorizing an agreement with Pace Suburban Bus Division of the Regional Transportation Authority (Pace) providing terms and conditions for the operation of the Ride Lake County paratransit service as a borderless, countywide service for 2024 and appropriating \$1,000,000 of ¼% Sales Tax for Transportation Funds.

Attachments: [23-1779 Agreement, Ride Lake County FY24 Pace](#)
[23-1779 Location Map, Ride Lake County](#)

Shane Schneider, Division of Transportation Director, reported on the agreement with the Pace Suburban Bus Division of the Regional Transportation Authority (PACE). Discussion ensued.

A motion was made by Member Kyle, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

FINANCIAL & ADMINISTRATIVE

County Clerk

8.13 [23-1777](#)

Resolution to make changes to Early Voting Site locations for the March 19, 2024 Primary Election in Lake County.

Attachments: [Exhibit A 031924 - EV](#)

Anthony Vega, County Clerk, reported on the changes for the Early Voting Site locations for the March 19, 2024 Primary Election in Lake County and stated why the sites were changed. Discussion ensued.

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.14 [23-1788](#)

Ordinance amending a previous ordinance designating the voting sites assigned to 55 of the 431 precincts in Lake County Townships.

Attachments: [Exhibit A 031924.FINAL v2](#)

Anthony Vega, County Clerk, reported on the Ordinance designating the voting sites assigned to 55 of 431 precincts in Lake County Townships and stated the changes to the Ordinance and Exhibit A attachment. Discussion ensued.

A motion was made by Member Clark, seconded by Member Danforth, to amend the 9th Whereas of the Ordinance to read: "For precinct 372, Waukegan Community Church replaces St. Paul's Lutheran Church due to reorganization of precinct assignments. For precincts 374 and 375, Waukegan Community Church replaces North Elementary School. For precinct 379, Waukegan Community Church replaces New Hope United Methodist Church. For precincts 380". The motion carried by the following voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

A motion was made by Member Clark, seconded by Member Danforth, that this ordinance be approved as amended to the County Board agenda . The motion carried by the following voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Facilities and Construction Services

8.15 [23-0679](#)

Director's Report - Facilities and Construction Services.

There was no Facilities and Construction Services report.

Human Resources

8.16 [23-1794](#)

Resolution to implement Paid Leave for All Workers Act (PLAWA) to Policy 4.2, Vacation and Paid Leave Time, in the Employee Policies and Procedures Manual.

Attachments: [4.2 Vacation Time Policies and Procedures FINAL as Approved on 12-12-23](#)
[4.2 Vacation Time Policies and Procedures - Clean Version](#)
[4.2 Vacation Time Policies and Procedures - Red-line](#)

John Light, Human Resources Director, reported on revising the Vacation and Paid Leave

Time Policy to implement the Paid Leave for All Workers Act.

A motion was made by Member Pedersen, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.17 [23-0096](#)

Director's Report - Human Resources.

There was no Human Resources Director's report.

Enterprise Information Technology

8.18 [23-0097](#)

Director's Report - Enterprise Information Technology.

There was no Enterprise Information Technology Director's report.

Finance

8.19 [23-1784](#)

Finance Monthly Report - October 2023.

Attachments: [Monthly Financial Report October 2023](#)

Melissa Gallagher, Deputy Finance Director, reported on the Monthly Financial Report for October.

8.20 [23-0098](#)

Director's Report - Finance.

There was no Finance Director's report.

County Administration

8.21 [23-1789](#)

Joint resolution adopting the Lake County Broadband and Digital Equity Action Plan and directing staff to proceed in implementation.

Attachments: [Dec 1 Special Committee Presentation Final Action Plan Updated](#)
[Lake County Broadband and Digital Equity Action Plan Final](#)
[Appendix A. Project Details](#)
[Appendix B. Funding Catalogue Content](#)
[Appendix B. Funding Catalogue](#)
[Appendix C. Current State Assessment](#)
[Appendix D. Stakeholder Engagement Report](#)
[Appendix E. Potential Fiber Expansion Models](#)

Matt Meyers, Assistant County Administrator, and Betsy Brandon, Assistant to the County Administrator, reported on the Lake County Broadband and Digital Action Plan and

introduced the partners, Jessica Gallagher, Guidehouse, and Joseph Quille, Guidehouse. Ms. Gallagher and Mr. Quille gave an overview of the presentation provided at the Broadband Committee meeting on December 1, 2023, regarding the Lake County Broadband and Digital Action Plan. Discussion ensued.

A motion was made by Member Clark, seconded by Member Pedersen, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

9. County Administrator's Report

There was no County Administrator's Report.

10. Executive Session

The Committee did not enter into Executive Session.

11. Member Remarks and Requests

There were no Member remarks or requests.

12. Adjournment

Vice Chair Vealitzek declared the meeting adjourned at 9:36 a.m.

Next Meeting: January 11, 2024

Meeting minutes prepared by Kristy Cechini.