

Lake County Illinois

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



Meeting Minutes - Final

Thursday, March 21, 2024

9:00 AM

Special Meeting

Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/49X1wuz>

Financial & Administrative Committee

1. Call to Order

Vice Chair Vealitzek called the meeting to order at 9:05 a.m.

2. Pledge of Allegiance

Vice Chair Vealitzek led the Pledge of Allegiance.

3. Roll Call of Members

Present 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh
and Vice Chair Vealitzek

Absent 1 - Member Pedersen

** Electronic Attendance: Chair Frank and Member Danforth*

Other Attendees

In Person:

*Sandy Hart, County Board Chair
Mary Cunningham, Board Vice Chair
Marah Altenberg, Board Member
Carissa Casbon, Board Member
Gina Roberts, Board Member
Patrice Sutton, County Administrator's Office
Chris Anderson-Sell, Communications
Jo Gravitter, State's Attorney's Office
Kevin Quinn, Communications
Matt Meyers, County Administrator's Office
Melissa Gallagher, Finance
Mike Wheeler, Finance
Steve Spagnolo, State's Attorney's Office
Tammy Chatman, Communications
Kristy Cechini, County Board Office*

Electronically:

*John Wasik, Board Member
Abby Krakow, Communications
Alex Carr, Communications
Anna Guthman, Treasurer's Office
Arnold Donato, Stormwater Management
Ashley Rack, Sheriff's Office
Brea Barnes, Finance
Carl Kirar, Facilities and Construction Services
Chloe Hilles, Chicago Tribune
Chris Blanding, Enterprise Information Technology
Demar Harris, Workforce Development*

Dominic Strezo, Planning, Building, and Development
Elizabeth Brandon, County Administrator's Office
Errol Lagman, Finance
Jim Chamernik, Sheriff's Office
Janna Philipp, County Administrator's Office
JazMine' Evans, Finance
Jerial Jorden-Woods, Finance
Jolanda Dinkins, County Board Office
Jon Nelson, Division of Transportation
Karen Fox, State's Attorney's Office
Kasia Kondracki, Treasurer's Office
Katie Ladis, Sheriff's Office
Keay Crandall, County Administrator's Office
Krista Kennedy, Finance
Kurt Woolford, Stormwater Management
Lawrence Oliver, Sheriff's Office
Mary Crain, Division of Transportation
Michael Peterson, Finance
Michael Wheeler, Finance
Nancy Rojas, Finance
Nick Principali, Finance
Nicole Rogers, Finance
Ruby Bahena, Finance
RuthAnne Hall, Purchasing
ShaTin Gibbs, Finance
Stacy Davis-Wynn, Purchasing
Stephen Gray, Treasurer's Office
Theresa Glatzhofer, County Board Office

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 remarks from the Vice Chair.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

24-0313

Resolution authorizing the approval of the County Elected Official Compensation Policy.

Attachments: [1.6 County Elected Official Compensation Policy FINAL as APPROVED or](#)
[1.6 County Elected Official Compensation Policy - CLEAN, as amended at](#)
[1.6 County Elected Official Compensation Policy - REDLINE, as amended](#)

Chair Frank provided clarification why the County Elected Official Compensation Policy was brought back to Committee. Patrice Sutton, County Administrator, displayed an example spreadsheet of what the enacted amendment would look like for Board Member's salary increases. Discussion ensued in regards to the amendment adding the new language to the policy.

A motion was made by Member Clark, seconded by Member Parekh, that this resolution be amended to add the following language to the policy. Add a section 1.4 that states, "Further, it is the intent of the County Board by enacting this policy that all office holders serving in the same office or similar offices shall be compensated the same amount at the same points of time." Add language to section 5.1 "in the first possible year when the salary can be increased for all elected officials of the same type". Add language to section 5.2, "and the State's Attorney's salary is set by the State of Illinois". The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 1 - Member Pedersen

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

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 1 - Member Pedersen

8.2 24-0363

Discussion regarding the Fund Balance Reserve Policy.

Attachments: [3.2 Fund Balance Reserve Policy](#)

Melissa Gallagher, Interim Chief Financial Officer, presented on the current Fund Balance Reserve Policy, which is reviewed yearly. Discussion ensued.

8.3 24-0364

Discussion regarding the Fiscal Year (FY) 2025 Budget Planning Guidance.

Attachments: [3.5 Budget Development Policy](#)
 [3.5.FY24 Budget Planning Guidance](#)
 [3.6 Budget Execution Policy](#)
 [3.5.FY25 Budget Planning Guidance Policy Draft 4.4.2024](#)

Melissa Gallagher, Interim Chief Financial Officer, and Mike Wheeler, Budget Manager, presented on the Fiscal Year 2025 Budget Planning Guidance Policy, including the background and the current policies annual review. Discussion ensued. A redline Budget Planning Guidance Policy will be brought back to the April 4, 2024 Financial and Administrative Committee for approval and then will be on the May 14, 2024 County Board meeting agenda for approval.

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 10:27 a.m.

Next Meeting: March 28, 2024

Minutes prepared by Kristy Cechini.