

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, September 5, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:

<https://bit.ly/3MqwkJ5>

**Financial & Administrative Committee**

**1. Call to Order**

*Chair Frank called the meeting to order at 8:30 a.m.*

**2. Pledge of Allegiance**

*Chair Frank 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

*Member Parekh joined the meeting at 8:34 a.m.*

*Other Attendees*

*In Person:*

*Sandy Hart, County Board Chair  
Anthony Vega, County Clerk  
Cynthia Pruim-Haran, County Clerk's Office  
Karl Walldorf, 19th Judicial Court  
Carl Kirar, Facilities and Construction Services  
Darcy Adcock, Human Resources  
Caitlin Everett, Human Resources  
Melissa Gallagher, Finance  
Patrice Sutton, County Administrator's Office  
Matt Meyers, County Administrator's Office  
Kevin Quinn, Communications  
Tammy Chatman, Communications*

*Electronically:*

*Theresa Glatzhofer, County Board Office  
Jolanda Dinkins, County Board Office  
Janna Philipp, County Administrator's Office  
Sam Johnson, Health Department  
Jo Gravitter, State's Attorney's Office  
John Idleburg, Sheriff's Office  
Jim Chamernik, Sheriff's Office  
Sara Balmes-Flores, Sheriff's Office  
RuthAnne Hall, County Administrator's Office  
Ruby Bahena, Finance  
Matt Finstein, Purchasing  
Michael Maslana, Enterprise Information Technology  
Heidie Hernandez, Enterprise Information Technology  
ShaTin Gibbs, Finance  
Michael Wheeler, Finance*

*Claudia Gilhooley, 19th Judicial Circuit Court*  
*Demar Harris, Workforce Development*  
*Nick Principali, Finance*  
*Melanie Nelson, State's Attorney's Office*  
*Abby Krakow, Communications*  
*Shane Schneider, Division of Transportation*  
*Christine Sher, Finance*  
*Elizabeth Brandon, County Administrator's Office*  
*Mike Klemens, Division of Transportation*  
*Jerial Jordan-Woods, Finance*  
*Eric Tellez, Planning, Building, and Development*  
*Brea Barnes, Finance*  
*Krista Kennedy, Finance*  
*Erika Osinski, Human Resources*  
*Ashley Rack, Sheriff's Office*  
*Chris Blanding, Enterprise Information Technology*  
*Yvonne Mendoza, Finance*  
*Errol Lagman, Finance*  
*Robin Grooms, County Administrator's Office*  
*Terri Kath, Enterprise Information Technology*  
*Jim Hawkins, County Administrator's Office*  
*Lawrence Oliver, Sheriff's Office*  
*Maria Castellanos, Finance*  
*Nicole Rogers, Finance*  
*Jazmin Padron, Human Resources*  
*Nancy Rojas, Health Department*  
*Kurt Woolford, Stormwater Management*

**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**

*Chair Frank asked everyone to keep the victims of the school shooting that happened in Georgia in their thoughts.*

**7. Unfinished Business**

*There was no unfinished business to discuss.*

**8. New Business**

**CONSENT AGENDA (8.1 - 8.22)**

**\*REPORTS\***

**8.1 24-1122**

Cash & Investment Report from Holly Kim, Treasurer, for the month of July, 2024.

**Attachments:** [FSG 7.31.24](#)  
[Lake County July 2024 Summary Report](#)  
[Treasurer Holly Kim's Cash & Investment Report - July 2023](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, seconded by Member Pedersen, that this communication or report be approved 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 Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.2 24-1124**

Finance Monthly Report - July 2024.

**Attachments:** [Monthly Financial Report July 2024.pdf](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, seconded by Member Pedersen, that this report be approved and filed. The motion carried by the following voice vote:**

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

**Not Present:** 1 - Member Parekh

**\*HEALTH & COMMUNITY SERVICES\***

**8.3 24-1129**

Joint resolution accepting the AIDS Foundation of Chicago grant and authorizing an emergency appropriation in the amount of \$57,245 for the Ryan White A Medical Benefits Coordination grant.

**Attachments:** [AFC RWA MBC \\$57,245](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

8.4 [24-1130](#)

Joint resolution accepting the AIDS Foundation of Chicago grant and authorizing an emergency appropriation in the amount of \$138,958 for the Ryan White A Medical Case Management grant.

**Attachments:** [AFC RWA MCM \\$138,958](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

8.5 [24-1131](#)

Joint resolution accepting the AIDS Foundation of Chicago grant and authorizing an emergency appropriation in the amount of \$4,624 for the Ryan White B Medical Case Management grant.

**Attachments:** [AFC RWB MCM \\$4,624](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

8.6 [24-1133](#)

Joint resolution accepting the Illinois Department of Children and Family Services grant and authorizing an emergency appropriation in the amount of \$17,183 for the Intensive Placement Services grant.

**Attachments:** [CABS IPS \\$17,183](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

8.7 [24-1134](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$4,847 for the Juvenile Justice grant.

**Attachments:** [CABS JJ \\$4,847](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

8.8 [24-1135](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$12,513 for the Suicide Prevention Call Center Enhancement grant.

**Attachments:** [CCP SPCCE \\$12,513](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

8.9 [24-1136](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$239,749 for the Regional Substance Use Prevention Integration Center grant.

**Attachments:** [IDHS RSUPIC \\$239,749](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

8.10 [24-1137](#)

Joint resolution accepting the Illinois Department of Healthcare and Family Services funding and authorizing an emergency appropriation in the amount of \$1,730,000 for the Medicaid Match program.

**Attachments:** [Medicaid Match \\$1,730,000](#)  
[Details for the Medicaid Match capital projects](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.11 [24-1138](#)**

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$9,658 for the Psychiatric Medications grant.

**Attachments:** [Psychiatric Meds \\$9,658](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.12 [24-1139](#)**

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$10,417 for the Quality of Life grant.

**Attachments:** [Quality of Life \\$10,417](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.13 [24-1140](#)**

Joint resolution accepting the Illinois Department of Human Services grant and

authorizing an emergency appropriation in the amount of \$3,263 for the Supervised Residential grant.

**Attachments:** [Supervised Residential \\$3,263](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.14 [24-1141](#)**

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$3,048 for the Supported Residential grant.

**Attachments:** [Supported Residential \\$3,048](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.15 [24-1142](#)**

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$1,883 for the Women, Infants, and Children Breastfeeding Peer Counseling grant.

**Attachments:** [WIC BFPC \\$1,883](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.16 [24-1143](#)**

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$38,912 for the Women, Infants, and Children Special Supplemental Nutrition grant.



**Attachments:** [WIC SSN \\$38,912](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**\*LAW & JUDICIAL\***

**8.17 [24-1033](#)**

Joint resolution authorizing an emergency appropriation in the amount of \$50,000 in funding from the Illinois Department of Healthcare and Family Services and the approval of the renewal of an Intergovernmental Agreement for the Nineteenth Judicial Circuit's Access and Visitation for State Fiscal Year (FY) 2025.

**Attachments:** [IA for FY25 Lake A&V 2025-55-024-D.pdf](#)  
[24-1033 County Board JE 50K AV July 2024](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.18 [24-1070](#)**

Joint resolution accepting the Illinois Department of Human Services Redeploy Illinois Grant; and approving an emergency appropriation in the amount of \$297,000.

**Attachments:** [Signed Grant Agreement.pdf](#)  
[24-1070 County Board JE Juvenile Redeploy Grant Sep 2024](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.19 [24-1154](#)**

Joint resolution authorizing an emergency appropriation with offsetting revenue in the

amount of \$9,300 to support the Nineteenth Judicial Circuit Court's Self-Represented Litigant Program.

**Attachments:** [2024-2025 Grant Agreement.pdf](#)  
[24-1154 County Board JE 9,300 SRL Aug 2024](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.20 [24-1101](#)**

Joint resolution approving an intergovernmental agreement (IGA) for part-time contractual police services by and among the Beach Park School District #3, Lake County, and the Lake County Sheriff's Office (LCSO) in the amount of \$52,244.75.

**Attachments:** [Beach Park School Dist # 3 SRO Agreement 2024-2025](#)  
[Beach Park School Dist # 3 SRO Contract 2024-2025 Calculations](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.21 [24-1088](#)**

Joint resolution authorizing the emergency appropriation of \$20,000 from the State's Attorney's Office (SAO) Environmental Prosecution fund to pay consultant invoice for current Civil case.

**Attachments:** [IL Statute 415 ILCS 5-42 for Environ Pros.](#)  
[Terracon Proposal for Environ Pros case](#)  
[Budget Summary SAO Environmental Prosecution Fund](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**8.22 [24-1089](#)**

Joint resolution authorizing the renewal of the State's Attorney Violent Crime Victims Assistance (VCVA) grant program awarded by the Office of the Illinois Attorney General.

**As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Not Present:** 1 - Member Parekh

**REGULAR AGENDA**

**\*FINANCIAL & ADMINISTRATIVE\***

**County Clerk**

**8.23 [24-1150](#)**

Resolution accepting the Illinois State Board of Elections Voter Registration State Grant 2025 and authorizing an emergency appropriation in the amount of \$601,373.77 for the specific purpose of assisting in the maintenance and other costs associated with the County's voter registration system to facilitate communication with the centralized statewide voter registration system, and physical election security related expenses.

**Attachments:** [IVRS Grant Appropriation 2024](#)

*Anthony Vega, County Clerk, and Cynthia Pruim-Haran, Deputy Recorder, provided a summary of the Illinois State Board of Elections Voter Registration State renewal grant. The funding will assist with the maintenance and other costs associated with the County's voter registration system. Discussion ensued.*

*Member Parekh joined the meeting at 8:34 a.m.*

**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

**Finance**

**8.24 [24-0530](#)**

Director's Report - Finance.

*Melissa Gallagher, Chief Financial Officer, stated the County still has a AAA rating through Moody and provided a summary of the rating. CFO Gallagher also stated the*

*single audit has been filed on time and over the last couple of years federal awards have increased.*

### Human Resources

8.25 [24-1145](#)

Resolution on the addition of the Family Bereavement Leave Policy in the Employee Policies and Procedures Manual.

**Attachments:** [Policy 4.14- Family Bereavement Leave.pdf](#)

*Darcy Adcock, Human Resource Director, and Caitlin Everett, Human Resources Deputy Director, provided a summary of the addition of the Family Bereavement Leave Policy in the Employee Policies and Procedures Manual. Discussion ensued.*

**A motion was made by Vice Chair Vealitzek, 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

8.26 [24-0014](#)

Director's Report - Human Resources.

*There was no Human Resources Director's report.*

### Facilities and Construction Services

8.27 [24-1117](#)

Resolution authorizing a contract with Yellowstone Landscape, Wauconda, Illinois, for Lawncare and Landscape Services for Lake County Facilities in the estimated annual amount of \$95,291.

**Attachments:** [24262 Bid Document](#)

[24262 Bid Tab](#)

[Yellowstone Landscaping Vendor Disclosure Form](#)

*Carl Kirar, Facilities and Construction Services Director, provided a summary of the contract with Yellowstone Landscape for lawncare and landscape services for the Lake County facilities. Discussion ensued.*

*Member Parekh left the meeting at 8:45 a.m. and returned at 8:47 a.m.*

**A motion was made by Member Kyle, seconded by Member Clark, 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

8.28 [24-1155](#)

Resolution approving an agreement with Johnson Controls, Milwaukee, Wisconsin for a

software upgrade on the main server of the Building Automation System in the amount of \$79,908.

**Attachments:** [Proposal](#)  
[Vendor Disclosure](#)

*Carl Kirar, Facilities and Construction Services Director, provided a summary of the contract with Johnson Controls for a software upgrade on the main server of the Building Automation System.*

**A motion was made by Member Parekh, 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

**8.29 [24-1116](#)**

Director's Report - Facilities and Construction Services.

**Attachments:** [FY2024 Q3 JOC Report 05SEP24](#)  
[JOC FY24 3rdQuarterSummaryReport 23AUG24](#)

*Carl Kirar, Facilities and Construction Services Director, provided an update for the 3rd Quarter of the Job Order Contract.*

**County Administration**

**8.30 [24-1181](#)**

Update on the Enterprise Resource Planning (ERP) System Project funded by ARPA.

**Attachments:** [ERP PPT 09.05](#)

*Patrice Sutton, County Administrator, presented the Enterprise Resource Planning (ERP) System Project funded by ARPA. Discussion ensued.*

**9. County Administrator's Report**

*Matt Meyers, Assistant County Administrator, provided an update on the Intergovernment Agreement, that will be on the September 10, 2024, County Board Agenda, between Lake County and the Village of Libertyville for funding, construction, and maintenance for an extension of a bike path within the Village of Libertyville. Discussion ensued.*

**10. Executive Session**

*The Committee did not enter into Executive Session.*

**11. Member Remarks and Requests**

*Chair Frank asked to direct staff to bring back to the Committee some estimates on the cost for a master plan for landscaping at all Lake County facilities. Discussion ensued. The consensus of the Committee is to have County Administration look into low cost options for the prior Winchester House property and Libertyville government campus.*

**12. Adjournment**

*Chair Frank declared the meeting adjourned at 9:24 a.m.*

**Next Meeting: September 26, 2024.**

*Meeting minutes prepared by Kristy Cechini.*