

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, January 30, 2013

1:00 PM

Assembly Room

Financial and Administrative Committee

1. **Call to Order**

Chair Paxton called the meeting to order at 1:00 p.m.

Present 7 - Chair Paxton, Vice Chair Pat Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Others present:

Barry Burton, County Administrator

Aaron Lawlor, County Board Chair

Gary Gordon, Finance & Administrative Services

Kurt Schultz, Finance & Administrative Services

Jon Joy, Finance & Administrative Services

RuthAnne Hall, Finance & Administrative Services

Yvette Albarran, Finance & Administrative Services

Brandy Schroff, Finance & Administrative Services

Efren Heredia, Finance & Administrative Services

Sabrina Cotta, Finance & Administrative Services

Chris Creighton, Finance & Administrative Services

Anita Patel, Finance & Administrative Services

Jeremiah Varco, Finance & Administrative Services

Karl Jackson, Assessor's Office

Kirk Talbott, Information Technology

Mary Ross Cunningham, County Board Member

Diane Hewitt, County Board Member

Audrey Nixon, County Board Member

Jane Tallitsch, County Board Office

Rodney Marion, HR Director

2. **Pledge of Allegiance**

Chair Paxton lead the group in the Pledge of Allegiance.

3. **Approval of Minutes**

3.1 **13-0118**

Minutes from January 9, 2013.

A motion was made by Member Taylor, seconded by Member Sauer, that minutes from January 9, 2013 be approved. The motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

4. **Added to Agenda**

There were no items added to the agenda.

5. **Public Comment**

There were no public comments.

6. **Old Business**

There was no old business to conduct.

7. **New Business**

Financial & Administrative

7.1 **13-0107**

Resolution authorizing a contract with Alpha Building Maintenance Services, Inc, Homer Glen, Illinois for janitorial and housekeeping services at the Administrative Tower and Depke Juvenile Center for a one year period, with four one year renewals, in the estimated annual amount of \$50,688.

RuthAnne Hall, Finance & Administrative Services, presented. She spoke on items 7.1 and 7.2 together. These were bid as a whole but assigned to two different janitorial companies. Item 7.1 is for services at the Administrative Tower and Depke Juvenile Center and 7.2 is for various other county facilities. Both are for a 1-year period with four one-year renewals which are based on performance. Gary Gordon, Finance & Administrative Services, provided additional background. Staff will follow up with both companies regarding the use of environmental sustainability products.

A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be approved and recommended to the County Board for adoption. The motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

7.2 **13-0108**

Resolution authorizing a contract with Crystal Management & Maintenance Service Corporation, Mt. Prospect, Illinois, for janitorial and housekeeping services at various Lake County facilities for a one year period, with four one year renewals, in the estimated annual amount of \$149,430.

A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be approved and recommended to the County Board for adoption. The motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

7.3 **13-0119**

Resolution approving the Years of Service Recognition program.

Barry Burton, County Administrator, and Rodney Marion, Human Services, presented. This is for the Recognition of County Employees. Seventy-five percentage of employees attend. Employees also get a day off of their choice.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be approved and recommended to the County Board for adoption. The motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

8. Executive Session

There was no executive session.

9. County Administrator's Report

Barry Burton, County Administrator, reported back on the Chief Deputy Coroner position. This was previously pulled out of the budget. However after much discussion, the Coroner is going to fill this position. Eventually the Coroner's budget will not be able to support this position. Barry Burton will come back to the Finance & Administrative Committee with recommendations on how to fill the gap.

9.1 13-0116

Presentation on Job Order Contracting (JOC).

Gary Gordon, Finance & Administrative Services, presented the Job Order Contracting (JOC) powerpoint. JOC was introduced to Lake County in 2009. JOC helps to expedite construction projects. It is another tool to help with procurement. JOC is a way to competitively bid construction projects which in turn helps get projects done quicker at a competitive price. Job performance is built in. The powerpoint highlighted the number of projects completed using JOC and it's benefits. Staff will provide pricing data to members for their review. The Gordian Group is the third party administrator of JOC. Discussion took place.

9.2 13-0117

Update on Administration Tower Rehabilitation Project (Floors 6-9).

Kurt Schultz, Finance & Administrative Services, provided an update on the Administrative Tower rehabilitation project which focuses on floors 6 through 9. Kurt provided a history of the building and construction to date. Finance & Administrative Services is asking to award the contract to JJ Henderson to complete this project. JOC would be used to secure this contract. The leases and a construction contract will be brought back to the Board in April for approval. Discussion took place. The State's Attorney and Purchasing have reviewed this matter and confirmed JOC can be used for this project. Staff will supply a list of the local subcontractors used. Committee gave consensus to move forward with JJ Henderson to do the construction of floors 6 through 9 and to bring back leases for the office space. Staff will be bring back the actual awards for the lease and for the construction contract, which will include numbers.

10. Adjournment

A motion was made by Member Mandel, seconded by Member Sauer, that this meeting be adjourned at 3:02 p.m. The motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Minutes prepared by Jane Tallitsch.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee