

Lake County Illinois

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



Meeting Minutes - Final

Thursday, September 29, 2022

8:30 AM

**Assembly Room, 10th Floor or register to virtually attend at
<https://bit.ly/3qNIF1d>**

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 / virtual attendance through registration at the link on the front page of this agenda.

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

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per comment. In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item. Individuals attending in-person or remotely may present their Public Comment during the meeting. Individuals not in attendance 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)).

Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance on the 10th Floor, (2) Public Comment by individuals who registered via the link on the front page of the agenda and are attending remotely / virtually, and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- * Meeting: Financial & Administrative Committee (Subject line for written Public Comment)
- * Name (REQUIRED)
- * Topic or Agenda Item # (REQUIRED)
- * Street Address, City, State (Optional)
- * Phone Number (Optional)
- * Organization/Agency/etc. Represented (If representing yourself, put "Self")

To view County Board Rules, click here: <https://bit.ly/3idRdrV>

1. **Call to Order**

2. **Pledge of Allegiance**

Vice Chair Vealitzek led the Pledge of Allegiance.

3. **Roll Call of Members**

Present 6 - Member Danforth, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wilke and Member Kyle

Absent 1 - Member Simpson

** Electronic attendance: Member Danforth*

Others present:

In-Person:

Carl Kirar, Finance

Cassandra Hiller, Assistant County Administrator

Chris Blanding, Enterprise Information Technology

Darcy Adcock, Human Resources

Gary Gibson, County Administrator

Jim Hawkins, Deputy County Administrator

John Light, Human Resources

Kevin Considine, Lake County Partners

Kevin Quinn, Communications

Kristy Cechini, County Board Office

Matt Meyers, Assistant County Administrator

Melanie Nelson, State's Attorney's Office

Melissa Gallagher, Finance

Patrice Sutton, Finance

Tammy Chatman, Communications

Electronically:

Adam Krueger, Finance

Alex Carr, Communications

Ashley Rack, Sheriff's Office

Kevin Quinn, Communications

Austin McFarlane, Public Works

Brenda O'Connell, Planning, Building and Development

Carl Kirar, Facilities and Construction

Dominic Strezo, Planning, Building and Development

Eric Waggoner, Planning, Building and Development

Erik Karlson, Enterprise Information Technology

Errol Lagman, Finance

Frank D'Andrea, Finance

Heidie Hernandez, Enterprise Information Technology
Holly Kim, Treasurer
Jim Chamernik, Sheriff's Office
Jamie Helton, State's Attorney's Office
Janna Philipp, County Administrator's Office
Jerial Jorden-Woods, Finance
Joel Sensenig, Public Works
John George, RSM
Jolanda Dinkins, County Board Office
Jon Nelson, Division of Transportation
Karen Fox, State's Attorney's Office
Kelly Kirkman, RSM
Krista Kennedy, Finance
Kurt Woolford, Stormwater Management
Lisa Copy, Public
Mark Pfister, Health Department
Mary Crain, Division of Transportation
Matt Meyers, County Administrator's Office
Melanie Nelson, State's Attorney's Office
Michael Danforth, Board Member
Michael Wheeler, Finance
Mick Zawislak, Daily Herald
Mike Mondini, Public
Monica McClain, Payroll
Nicole Rogers, Finance
Ruby Acosta, Finance
RuthAnne Hall, Purchasing
Sonia Hernandez, County Administrator's Office
Shane Schneider, Division of Transportation
ShaTin Gibbs, Finance
Stacy Davis-Wynn, Purchasing
Stephen Rice, State's Attorney's Office
Susan August, Purchasing
Terri Kath, Enterprise Information Technology
Theresa Glatzhofer, County Board Office
Terri White, State's Attorney's Office

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment (Items Not on the Agenda)

There was no public comment.

6. Chair's Remarks

Chair Frank stated support for the people in Florida as they recover from the hurricane.

7. Unfinished Business

There was no unfinished business.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.5)

MINUTES

8.1 [22-1345](#)

Committee action approving the Financial and Administrative Committee minutes from September 1, 2022.

Attachments: [F&A 9.1.22 Final Minutes](#)

A motion was made by Vice Chair Vealitzek, seconded by Member Kyle, that these minutes be approved. The motion carried by the following voice vote:

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

Absent: 1 - Member Simpson

8.2 [22-1346](#)

Committee action approving the Financial and Administrative Committee minutes from September 8, 2022.

Attachments: [F&A 9.8.22 Final Minutes](#)

A motion was made by Vice Chair Vealitzek, seconded by Member Kyle, that these minutes be approved. The motion carried by the following voice vote:

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

Absent: 1 - Member Simpson

REPORTS

8.3 [22-1320](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of August 2022.

Attachments: [August 2022](#)

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

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

Absent: 1 - Member Simpson

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.4 [22-1323](#)

Joint Resolution authorizing a contract with Evoqua Water Technologies, Sarasota, Florida, in the estimated amount of \$380,644.49 annually for replacement of media for Public Works odor control units.

Attachments: [22-1323 Odor Control Units Bid Tab](#)
[22-1323 Odor Control Units Final Bid Document](#)
[22-1323 Odor Control Units Vendor Disclosure Form](#)

A motion was made by Vice Chair Vealitzek, 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: 6 - Member Danforth, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wilke and Member Kyle

Absent: 1 - Member Simpson

8.5 [22-1325](#)

Joint resolution appropriating \$40,000 of Matching Tax funds for cellular service and landline phone service to communicate with various Lake County Division of Transportation field assets, including traffic signals, cameras, and snow and ice equipment and integration with Lake County PASSAGE.

A motion was made by Vice Chair Vealitzek, 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: 6 - Member Danforth, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wilke and Member Kyle

Absent: 1 - Member Simpson

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.6 [22-1322](#)

Joint Resolution adopting the Proposed 2023-2027 Capital Improvement Program for the Lake County Department of Public Works.

Attachments: [22-1322 2023-2027 LCPW CIP Anticipated Program Costs](#)
[22-1322 2023-2027 LCPW CIP Presentation](#)

Austin McFarlane, Interim Public Works Director, reported on the five year capital program that was presented at the Public Works, Planning, and Transportation Committee.

A motion was made by Vice Chair Vealitzek, seconded by Member Wilke, that this

resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

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

Absent: 1 - Member Simpson

FINANCIAL & ADMINISTRATIVE

Finance

8.7 [22-1374](#)

Presentation of Fiscal Year 2021 Annual Comprehensive Financial Report and County-wide audit by RSM US LLP.

Attachments: [Lake County_21 Non GAS ACFR_Final](#)

Melissa Gallagher, Deputy Finance Director, reported on the Financial Audit and introduced John George and Kelly Kirkman from RSM. John George, Audit Partner, RSM, provided an overview of the audit. Kelly Kirkman, RSM, presented on the Fiscal Year 2021 Annual Comprehensive Financial Report and the Single Audit Report.

8.8 [22-0032](#)

Director's Report - Finance.

There was no Finance Director's report.

Facilities and Construction Services

8.9 [22-0625](#)

Director's Report - Facilities and Construction Services.

There was no Facilities and Construction Services Director's report.

Human Resources

8.10 [22-0031](#)

Director's Report - Human Resources.

There was no Human Resources Director's report.

Enterprise Information Technology

8.11 [22-1340](#)

Resolution approving a contract for licenses, hardware, software, and professional services to support the Mitel Phase 2 phone project for \$209,275.46 with Heartland Business Systems, LLC of Lisle, Illinois.

Attachments: [FY22 - CIP - Heartland - Mitel Phase 3 \\$209,275.46](#)
[FY22 - CIP - Heartland - Mitel Phase 3 \\$209,275.46 - VDF](#)

Chris Blanding, Chief Information Officer, reported on the contract to update and support the Mitel Phase 2 phone project. Discussion ensued.

A motion was made by Member Wilke, 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: 6 - Member Danforth, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wilke and Member Kyle

Absent: 1 - Member Simpson

8.12 [22-1341](#)

Resolution approving a contract with SHI, Somerset, New Jersey, for Tanium security patching solution in the amount of \$216,793 for a one-year period.

Attachments: [FY22 - SHI Tanium \\$216,792.09 - QUO](#)
[FY22 - SHI Tanium \\$216,792.09 - VDF](#)

Chris Blanding, Chief Information Officer, reported on the software that will help the County be proactive with cyber security and provide a patching solution. Discussion ensued.

A motion was made by Member Kyle, 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 Danforth, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wilke and Member Kyle

Absent: 1 - Member Simpson

8.13 [22-0030](#)

Director's Report - Enterprise Information Technology.

Chris Blanding, Chief Information Officer, reported on the Awareness Program. Enterprise Information Technology has been doing phishing tests to track staff clicking on dangerous links. Discussion ensued.

County Administrator

8.14 [22-1368](#)

Discussion and Guidance on ARPA Affordable Housing Expenditure.

Matt Meyer, Assistant County Administrator, reported on the status of the ARPA Affordable Housing Expenditures and introduced Brenda O'Connell, Director of Community Development.

Brenda O'Connell, Director of Community Development, provided an overview of the Affordable Housing program. There was a change in the funding for the Affordable Housing Expenditures. Administrator Meyers stated an emergency appropriation for the additional funding will be brought to the Finance and Administrative Committee next week. Discussion ensued.

8.15 [22-1400](#)

Discussion and Guidance on Regional Economic Development Initiative.

Kevin Considine, Lake County Partners President and CEO, reported on the Regional Economic Development Initiative. There is a pilot program for Lake County Partners to partner with World Business Chicago, along with seven collar counties in Illinois, for Economic Development. Discussion ensued. Committee consensus is to move forward with actions to support this effort.

9. County Administrator's Report

10. Executive Session

10.1 [22-0033](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

10.2 [22-0034](#)

Executive Session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).

10.3 [22-0035](#)

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1).

10.4 [22-0555](#)

Executive Session to discuss claims, loss/risk, records, data, advice, or communications with respect to an insurer, risk management association, or self-insurance pool pursuant to 5 ILCS 120/2 (c)(12).

10.5 [22-0036](#)

Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

10.5 [22-1394](#)

A

Committee action approving the Financial and Administrative Committee's Executive Session Minutes from September 1, 2022.

A motion was made by Vice Chair Vealitzek, seconded by Member Kyle, that these minutes be approved. The motion carried by the following voice vote:

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

Absent: 1 - Member Simpson

10.5 [22-1396](#)

B

Committee action approving the Financial and Administrative Committee's Executive Session Minutes from September 8, 2022.

A motion was made by Vice Chair Vealitzek, seconded by Member Kyle, that these minutes be approved as amended. The motion carried by the following voice vote:

Aye: 5 - Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wilke and Member Kyle

Present: 1 - Member Danforth

Absent: 1 - Member Simpson

11. Members' Remarks

Chair Hart asked about the "Doing Business with Lake County" informational meetings. Gary Gibson, County Administrator, stated County Administration has been working with Finance and Purchasing on the meetings and outreach events for the bidding and RFP process. Patrice Sutton, Chief Financial Officer, stated there will be outreach events for the buying plan and will be presented at the next Diversity and Inclusion Committee Meeting. Discussion ensued.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:19 a.m.

Next Meeting: October 6, 2022

Meeting minutes prepared by Kristy Cechini.

Respectfully submitted,

Financial and Administrative Chair