

Lake County Illinois

Meeting Location:
18 N. County Street (10th FL)
Waukegan, IL 60085



Meeting Minutes - Final

Thursday, May 27, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at <https://bit.ly/33P0pgb>

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the Gubernatorial Disaster Proclamation, and the Written Determination of the Lake County Board Chair, this meeting will be held by audio and video conference.

PUBLIC ATTENDANCE: The public wishing to attend remotely / virtually may: (1) register at the link on the front page of this agenda to attend by audio or video conference or (2) attend remotely on the 10th Floor of the Administrative Tower, 18 N. County Street, Waukegan, Illinois (limited to the number of persons in keeping with social distancing requirements, currently 10 people).

PUBLIC VIEWING: This meeting will be recorded and live-streamed at <http://lakecounty.tv/> and on Comcast Channel 18 or 30 and AT&T Channel 99.

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. Individuals attending remotely / virtually 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 on items not on the agenda will be presented at the beginning of the meeting under "Public Comment." Comments on agenda items may be presented during consideration of that item. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment.

Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance (on the 10th Floor and then those via the registration link) then (2) written comments in the order they are received. To view County Board Rules, click here: <https://bit.ly/3idRdrV> .

Individuals providing Public Comment will be recorded and will provide the following information:

- * Meeting: F&A 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")

0 [21-0069](#)

Chair's determination of need to meet by audio or video conference.

Attachments: [Determination - Chair Hart 12.30.20](#)

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 Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Others present:

Mike Adam, Health Department

Marah Altenberg, County Board

Dick Barr, County Board

Chris Blanding, Enterprise Information Technology

Kevin Carrier, Division of Transportation

Carissa Casbon, County Board

Kristy Cechini, County Board Office

Mary Ross-Cunnigham, County Board

Stacy Davis-Wynn, Finance and Administrative Services

Bill Durkin, County Board

Daniel Eder, Lake County Emergency Management Agency

Karen Fox, State's Attorney's Office

Gary Gibson, County Administrator's Office

Robert Glueckert, Chief County Assessor's Office

RuthAnne Hall, Purchasing

Sandy Hart, County Board

Jim Hawkins, County Administrator's Office

Susannah Heitger, Crowe, LLC

Krista Kennedy, Finance and Administrative Services

Holly Kim, Treasurer

Carl Kirar, Facilities and Construction Services

Angelo Kyle, County Board

John Light, Human Resources

Larry Mackey, Health Department

Ann Maine, County Board

Austin McFarlane, Public Works

Matt Meyers, County Administrator's Office

Brenda O'Connell, Community and Development
Mark Pfister, Health Department
Ryan Pinter, Enterprise Information Technology
Cynthia Pruiim-Haran, Recorder of Deeds Office
Stephen Rice, State's Attorney's Office
Gina Roberts, County Board
Abby Scalf, County Board Office
Jennifer Serino, Workforce Development
Lisle Stalter, State's Attorney's Office
Susan Sullivan, Swanson, Martin, and Bell, LLC
Patrice Sutton, Finance and Administrative Services
Arin Thrower, Communications
Cassandra Torstenson, County Administrator's Office
MaryEllen Vanderverter, Recorder of Deeds
Jeremiah Varco, Facilities and Construction Services
Blanca Vela-Schneider, County Administrator's Office
Eric Waggoner, Planning, Building and Development
Brandon Ware, Facilities and Construction Services
Teri White, State's Attorney's Office
Steve Winnecke, Lake County Emergency Telephone System Board

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment (Items Not on the Agenda)

There were no comments from the public.

6. Chair's Remarks

There were no remarks from Chair Frank.

7. Unfinished Business

Chair Frank remarked on Vice-Chair Vealitzek and Member Clark's requests regarding improving accessibility of meetings to foreign language speakers and the hearing impaired. He remarked he would like to have a broader discussion regarding accessibility across multiple platforms. Jim Hawkins, Deputy County Administrator, provided a quick update regarding the expense to fund this request and the need to understand what priorities the staff should focus on. Chair Frank reported that he would like to see the estimated costs of several options. Staff has general estimates that can be brought forward for presentation.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.8)

APPROVAL OF MINUTES

8.1 [21-0845](#)

Minutes from April 29, 2021.

Attachments: [F&A 4.29.21 Minutes - Final.pdf](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that Consent Agenda items 8.1 and 8.2 be approved and that items 8.3 through 8.8 be recommended for adoption / received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.2 [21-0846](#)

Minutes from May 6, 2021.

Attachments: [F&A 5.6.21 Minutes - Final.pdf](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that Consent Agenda items 8.1 and 8.2 be approved and that items 8.3 through 8.8 be recommended for adoption / received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.3 [21-0820](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$251,082.54 for the resurfacing of various roads in the Grant Township Road District, which will be improved under the Illinois Highway Code for a total of 1.28 miles.

Attachments: [21-0820 Bid Tab, 2021 Grant Road District](#)
[21-0820 Vendor Disclosure, Peter Baker & Son](#)
[21-0820 Location Map, Grant Township Rd Dist.](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that Consent Agenda items 8.1 and 8.2 be approved and that items 8.3 through 8.8 be recommended for adoption / received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.4 [21-0821](#)

Joint resolution authorizing a contract with Precision Pavement Markings, Inc., Pingree Grove, Illinois, in the amount of \$841,627.94 for the removal and replacement of pavement markings, and the removal and replacement of pavement markers on various County highways, which will be improved under the Illinois Highway Code for a total of 120.62 centerline miles, and appropriating \$1,010,000 of Motor Fuel Tax Funds.

Attachments: [21-0821 Bid Tab, Pavement Marking & Marker Replacement](#)
[21-0821 Vendor Disclosure, Precision](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that Consent Agenda items 8.1 and 8.2 be approved and that items 8.3 through 8.8 be recommended for adoption / received and placed on the County Board agenda. Motion carried by the following roll call vote:

8.5 [21-0822](#)

Joint resolution authorizing a contract with Acura, Inc., Bensenville, Illinois, in the amount of \$286,795.20 for the Americans with Disabilities Act (ADA) curb ramp improvements on Cedar Lake Road, Gages Lake Road, and 9th Street, and appropriating \$345,000 of ¼% Sales Tax for Transportation funds.

Attachments: [21-0822 Bid Tab, ADA Curb Ramps](#)
[21-0822 Vendor Disclosure, Acura](#)
[21-0822 Location Map, ADA Curb Ramp Replacements](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that Consent Agenda items 8.1 and 8.2 be approved and that items 8.3 through 8.8 be recommended for adoption / received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.6 [21-0823](#)

Joint resolution authorizing a contract with Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$233,808.41 for sidewalk and curb ramp improvements at the Quentin Road at Illinois Route 22 intersection, and appropriating \$281,000 of ¼% Sales Tax for Transportation funds.

Attachments: [21-0823 Bid Tab, Quentin Road Sidewalk Improvements](#)
[21-0823 Vendor Disclosure, Alliance](#)
[21-0823 Location Map, Quentin Rd at IL 22](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that Consent Agenda items 8.1 and 8.2 be approved and that items 8.3 through 8.8 be recommended for adoption / received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.7 [21-0824](#)

Joint resolution authorizing a contract with Meade Electric Company, Inc., Willowbrook, Illinois, in the amount of \$294,977.77 for the replacement of video detection systems, and appropriating \$354,000 of ¼% Sales Tax for Transportation funds.

Attachments: [21-0824 Bid Tab, Video Detection Replacement](#)
[21-0824 Vendor Disclosure, Meade](#)
[21-0824 Location Map, Video Detection Replacement](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that Consent Agenda items 8.1 and 8.2 be approved and that items 8.3 through 8.8 be recommended for adoption / received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

FINANCIAL & ADMINISTRATIVE

8.8 [21-0831](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of April 2021.

Attachments: [April 2021](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that Consent Agenda items 8.1 and 8.2 be approved and that items 8.3 through 8.8 be recommended for adoption / received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

REGULAR AGENDA

LAW & JUDICIAL

8.9 [21-0813](#)

Joint committee action approving a contract modification to the agreement with Crowe LLP, Oak Brook, Illinois to provide consultant services for system implementation of a shared, scalable, integrated, enterprise family of public safety systems that includes computer aided dispatch (CAD), mobile data, records management systems (RMS) for law enforcement and fire / emergency medical services, and a jail management system (JMS) for the 9-1-1 Consolidation Implementation in the amount of \$21,875 for 25 months plus a flat fee of \$61,250 for organization change management for a total of \$608,125 with 40 percent of that cost paid for by Emergency Telephone System Board (ETSB) in an estimated amount of \$243,250 as approved at the May 4, 2021 ETSB

Board.

Attachments: [Memo Task 5.pdf](#)
[Crowe Task 5 Quote.pdf](#)
[Crowe LLP Vendor disclosure statement 05 05 2021.pdf](#)

Jim Hawkins, Deputy County Administrator, reported that this modification will allow Crowe, LLP, to provide consultant services to help implement the CAD, mobile data, and RMS for law enforcement fire/ emergency medical services, and a JMS for the 9-1-1 consolidation.

A motion was made by Member Pedersen, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

HEALTH & COMMUNITY SERVICES

8.10 [21-0861](#)

Joint resolution authorizing a five-year renewal of a delegation agreement through an Intergovernmental Delegation Agreement between the Illinois Environmental Protection Agency (IEPA) and Lake County for the solid waste management site inspection and enforcement program.

Attachments: [IEPA IGA 2021](#)

Larry Mackey and Mike Adam, Health Department, reported that this is a five year renewal agreement that allows the Health Department to inspect solid waste facilities and sites. This agreement covers the cost to inspect the sites including staff.

A motion was made by Member Wilke, seconded by Member Clark, that this resolution be recommended for adoption to the County Board agenda. The motion carried by the following vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.11 [21-0825](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$1,269,187.97 for the resurfacing of 21st Street, from Delany Road to Illinois Route 173, which will be improved under the Illinois Highway Code for a total of 2.03 miles, and appropriating \$1,523,000 of Motor Fuel Tax funds.

Attachments: [21-0825 Bid Tab, 21st Street Resurfacing](#)
[21-0825 Vendor Disclosure, Peter Baker & Son](#)
[21-0825 Location Map, 21st Street Resurfacing](#)

Kevin Carrier, Division of Transportation, reported that this contract is for a resurfacing

project along 21st Street. This project extends across two miles.

A motion was made by Member Clark, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.12 [21-0826](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$3,576,769.19 for the resurfacing of 33rd Street from Illinois Route 131 to Galilee Avenue, Kenosha Road from 9th Street to Russell Road, and Russell Road from Lewis Avenue to Sheridan Road, which will be improved under the Illinois Highway Code for a total of 4.4 miles, and appropriating \$4,292,000 of Motor Fuel Tax funds.

Attachments: [21-0826 Bid Tab, 33rd St., Kenosha Rd, Russell Rd Resurfacing](#)
[21-0826 Vendor Disclosure, Peter Baker & Son](#)
[21-0826 Location Map, 33rd St, Kenosha Rd, Russell Rd](#)

Kevin Carrier, Division of Transportation, reported that this contract is for the resurfacing of several roads. The roads were bundled together for efficiency. Discussion ensued regarding cost estimates and unit pricing of road projects.

A motion was made by Member Wilke, seconded by Member Clark, that this item be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.13 [21-0832](#)

Ordinance amending a change to Chapter 51: Water and Sewer Rates and Charges of the Lake County Code of Ordinances to authorize the Director of Public Works to effectuate rate increases of third-party service providers as appropriate.

Attachments: [21-0832 Chapter 51 Pass Through Update Technical Modification and FY](#)

Austin McFarlane, Public Works Interim Director, reported that this amendment allows Public Works to quickly implement pass-through rates from third party vendors.

A motion was made by Member Clark, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.14 [21-0833](#)

Joint resolution authorizing a contract with IHC Construction Companies, LLC, Elgin, Illinois, in the amount of \$235,650 for the Route 83 Force Main Realignment Project.

Attachments: [21-0833 Rte 83 Force Main Realignment Contract Documents](#)
[21-0833 Rte 83 Force Main Realignment Project Bid Tab](#)
[21-0833 Rte 83 Force Main Realignment Project Location Map](#)
[21-0833 Rte 83 Force Main Realignment Project Responsible Bidder](#)
[21-0833 Rte 83 Force Main Realignment Project Vendor Certification](#)
[21-0833 Rte 83 Force Main Realignment Project Vendor Disclosure](#)
[21-0833 Rte 83 Forcemain Realignment Award Information](#)

Austin McFarlane, Public Works Interim Director, reported that there have been a number of failures at one of the force mains requiring replacement. The project includes the installation of shut off valves.

This matter was recommended for adoption to the consent agenda

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.15 [21-0834](#)

Joint resolution authorizing an agreement with RHMG Engineers, Inc., Mundelein, Illinois in the amount of \$214,028 to provide preliminary and final engineering services for a new 1.25-million-gallon water tower in the Wildwood Water System.

Attachments: [21-0834 Wildwood Water Tower Engineering Service Agreement](#)
[21-0834 Wildwood Water Tower Project Award Infomation](#)
[21-0834 Wildwood Water Tower Project Location Map](#)
[21-0834 Wildwood Water Tower Vendor Disclosure Statement](#)

Austin McFarlane, Public Works Interim Director, reported that a new water tower will be constructed and will provide additional storage to customers served by the Wildwood Water System. Member Clark expressed her support for this project and the water reserve that will be available to the residents if and when needed. Discussion ensued regarding the removal of the existing storage.

A motion was made by Member Clark, seconded by Member Wilke, that this item be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.16 [21-0851](#)

Discussion regarding the proposed second amendment to the Host Agreement between Lake County, the Solid Waste Agency of Lake County (SWALCO) and the owner of the Zion Landfill, GFL, Inc.

Matt Meyers, Assistant County Administrator, remarked on last minute changes to the proposed agreement. Staff will bring this item forward in the near future when the final version of the agreement becomes available.

The Committee will discuss this item at a later date to be determined.

FINANCIAL & ADMINISTRATIVE

Recorder of Deeds

8.17 [21-0848](#)

Recorder of Deeds Office Annual Update.

Attachments: [Recorder of Deeds Presentation - May 2021.pdf](#)

Mary Ellen Vanderverter, Recorder of Deeds, and Cynthia Pruim-Haran, Deputy Recorder of Deeds, provided a presentation of the Recorder of Deeds Office. Documents extend back to 1844 and all documents are digitized and accessible to the public. There are 18 staff positions in the Office.

During the pandemic, the Recorder of Deeds Office remained fully functional. An unexpected increase in real estate transactions due to the sale of homes and low interest rates, realized a remarkable increase in recordings of 39.6 percent.

Recorder of Deeds Vanderverter reported the funds from the standard document fee are distributed to the General Fund, the Illinois Department of Revenue, the GIS Fund, and Recorder's Automation Fund. She noted that there is pending legislation proposal of significantly increasing the standard document fee so that the Illinois Department of Revenue receives a greater share. It is not certain if this legislation will pass. The Recorder's Automation Fund funds 14 of the 18 of the staff positions in the Office.

After a deed is recorded and scanned, it is sent to Chief County Assessment Office, the GIS / Mapping Division, the 18 township assessors' offices in Lake County, the Treasurer's Office, and Clerk of the Circuit Court's Office. The document is also available to the public. On average, there are approximately 100,000 documents that are scanned per year. This year there is a significant increase.

Discussion ensued regarding the consolidation of the County Clerk and Recorder of Deeds Offices.

The Recorder of Deeds Office provided an annual update.

Chief County Assessor

8.18 [21-0726](#)

Resolution declaring that the number of appeals annually filed with the Board of Review creates an emergency situation causing the need for an expanded Board of Review.

Bob Glueckert, Chief County Assessor, reported that due to the number of tax appeals filed by the public, there is a need for additional Board of Review alternate members. The Tax Code requires that the resolution include language "emergency situation".

A motion was made by Member Vealitzek, seconded by Member Clark, that this item be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Enterprise Information Technology

8.19 [21-0856](#)

Director's Report - Enterprise Information Technology.

Chris Blanding, Enterprise Information Technology, had nothing to report.

Human Resources

8.20 [21-0812](#)

Resolution authorizing a contract with Mesirow Insurance Services, Chicago, Illinois, for insurance broker services for a two year period, plus renewals, in the annual amount of \$73,900.

Attachments: [21041 Award Recommendation.pdf](#)
[21041 Agreement.pdf](#)
[Board Resolution Scoresheet.pdf](#)
[Vendor Disclosure Statement.pdf](#)

John Light, Human Resources Director, reported that the current agreement for broker services expires in July 2021. This contract is for a two year period with three additional, one-year renewals.

Member Danforth sought clarification of the services that will be provided. Director Light reported that the vendor provides brokerage services but also provides consulting. Paying the vendor ensures that the decisions that are being made are independent. Member Danforth sought additional information regarding the fees that the brokerage firm collects and whether any fees are received from selling the insurance. Discussion ensued.

Member Danforth moved, seconded by Member Pedersen, to postpone decision on this item until the next scheduled meeting. Discussion ensued regarding whether to postpone the decision.

The motion failed by the following vote:

Aye: 2 - Member Danforth, Member Pedersen

Nay: 5 - Member Clark, Chair Frank, Member Simpson, Member Vealitzek, Member Wilke

A motion was made by Member Vealitzek, seconded by Member Pedersen, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Nay: 2 - Member Danforth and Member Pedersen

8.21 [21-0872](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Metropolitan Alliance of Police Chapter 481 (MAP) Law Enforcement Division Sergeants Unit.

Attachments: [Redline 2019-2024 SO LE Sgt-MAP 481.redline 5.13.21.\(2\).pdf](#)
[CBA Clean Copy 2019-2024 - As approved at F&A 5.27.21.pdf](#)

John Light, Human Resources Director, reported that the MAP Chapter 481 (CBA) expired on November 19, 2019. The parties have agreed to a five year contract. Director Light noted a mathematical calculation error in the table that will need to be adjusted. New language in the contract allows the union and members who use body camera footage to review the footage prior to a disciplinary hearing.

This matter was recommended for adoption to the County Board agenda.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.22 [21-0855](#)

Director's Report - Human Resources.

John Light, Human Resources Director, had nothing to report.

Finance and Administrative Services

8.23 [21-0838](#)

Discussion regarding an Ordinance to amend Chapter 33, Purchasing, of the Code of Ordinances.

Attachments: [Purchasing Ordinance Key Changes 2021.pdf](#)
[purchasing ordinance revisions.pdf](#)
[Chapter 33 Purchasing Final Redlined.pdf](#)
[Draft Ordinance Language.pdf](#)

RuthAnne Hall, Purchasing, and Stephen Rice, State's Attorney's Office, provided a presentation regarding revisions to the County's Purchasing Ordinance.

Attorney Rice reported that he is aware that the County Board is interested in implementing diversity provisions related to Minority / Women Enterprise businesses but without being home rule, it would need state statute authority to enact such provisions. He noted that some of the Committee's asks might be more policy related and cautioned about creating rules that have unintended consequences or make it difficult for businesses to comply.

Ms. Hall, noting that she has worked with the State's Attorney's Office for nearly two years, presented recommended edits to the Purchasing Ordinance under the sections labeled General Provisions, Payment Methods, Competitive Bidding, Professional Services and Competitive Sealed Proposals, Purchases Exempt from Competitive Sealed Bidding, Ethics in Pubic Purchasing / Contracting, and Real Property Leases. She identified the challenges that the County faces with the existing regulations, particularly regarding the responsible bidder provisions. Ms. Hall reviewed next steps and outlined a timeline for the Committee's consideration.

Chair Frank reported that committee members may want to consider amendments related to sustainability and local contract policies which can delay staff's timeline. The Committee may also want to recommend that the Legislative Committee consider adding Minority Business Enterprises / Women Business Enterprise legislation to its lobbying efforts. Ms. Hall reported that the suggestions by Chair Frank are policy decisions and may want to be considered separately from the ordinance modifications. She noted that there are upcoming bid openings that may be impacted by the existing regulations and to establish some clarification regarding the ordinance would help the bid process.

Upon inquiry from Member Wilke, Ms. Hall reported that existing regulations require each trade to submit proof of an apprenticeship program. If one trade does not have a registered apprenticeship program, it could result in an entire bid being non-responsible. Additionally, the County's contract is with the general contract and there is no guarantee nor a mechanism to enforce that the subcontractors initially identified in the bid will be the subcontractors who actually perform the work. The Committee discussed the need to hold vendors accountable for having a responsible apprenticeship program and a need to balance the Board's intent with compliance of the rules.

The Committee discussed possible amendments to Chapter 33, Purchasing, of the Lake County Code of Ordinances.

8.24 [21-0839](#)

Discussion regarding the Procurement Card Policy for the use and administration of procurement cards (P-Cards).

Attachments: [PROCUREMENT CARD POLICY 2-6-21 CLEAN DRAFT.pdf](#)
[PROCUREMENT CARD POLICY 2-6-21 FULL REDLINE COPY.pdf](#)
[PCard Presentation for Board Review May 27 2021 Final.pdf](#)

Krista Kennedy, Finance and Administrative Services, and Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, provided an overview of the County's procurement card (P-Card) policy. There are 217 P-Cards issued to County employees and during the last six months, average monthly transactions totaled about 1,100 with an approximate \$500 per transaction. The annual spend is between \$6,000,000 and \$7,000,000 with an approximate rebate of \$100,000 which offsets the P-Card program costs.

In September 2020, the County transitioned to JP Morgan for its P-Card use and the County's policy regarding P-Cards was updated. Ms. Kennedy discussed the efficiencies that were gained by moving its P-Card program to JP Morgan.

(Member Wilke left the meeting at 10:47 a.m.)

Revisions to the P-Card policy were discussed including the need to terminate a P-Card when an employee provides notice of resignation or retirement but no more than 30 days before the employee leaves. This policy will also apply to elected officials.

The Committee discussed the Procurement Card Policy.

8.25 [21-0853](#)

Director's Report - Finance and Administrative Services.

Patrice Sutton, Chief Financial Officer / Finance and Administrative Services, had nothing to report.

Facilities and Construction Services

8.26 [21-0852](#)

Presentation and discussion on Lake County's Job Order Contracting.

Attachments: [JOC Committee Update](#)

Carl Kirar, Facilities and Construction Services Director, provided a presentation regarding Job Order Contracting (JOC) Program.

(Member Simpson left the meeting at 10:53 a.m.)

Director Kirar provided a brief history of the JOC, noting it was introduced to address specific project backlog and to provide consistent, dependable projects in sensitive areas. JOC is pre-priced work that complete specific tasks and is competitively bid. There are no defined quantity limitations which allows for faster procurement and typically results in a

cost savings between eight and 15 percent. Future work is conditioned upon how well a contractor performed on a previous project.

(Member Simpson entered the meeting at 11:00 a.m.)

Director Kirar reviewed the JOC historical work execution. He noted that Facilities and Construction Services staff has gone back and has conducted an informal review of whether subcontractors who have participated in JOC have self-identified whether they are a Local, Small Business, Minority Owned Business, or Women Owned Business Enterprise.

Director Kirar noted that CARES Act funding in 2020 did increase the number of JOC Projects due to the limited time of completing and expending the grant funds. He reviewed future projects and discussed next steps to increase accountability and increase vendor outreach. RuthAnne Hall, Purchasing, further discussed outreach for the JOC program.

Discussion ensued regarding the parameters of determining when a project will go through the JOC Program and the dollar threshold for JOC Programs.

A presentation of Lake County's Job Order Contracting was provided.

8.27 [21-0850](#)

Discussion on Facilities Capital Improvement Plan (CIP) Priorities for Fiscal Year (FY) 2022.

Attachments: [FY22 Facilities CIP Priority Brief Updated.pdf](#)

The discussion on the Facilities CIP priorities was continued to a special meeting to be determined in June 2021.

8.28 [21-0854](#)

Director's Report - Facilities and Construction Services.

The Committee postponed the Facilities and Construction Services Director's report to the next regularly scheduled meeting.

County Administrator's Office

8.29 [21-0869](#)

Presentation and discussion related to the American Rescue Plan Act (ARPA) funds provided by the US Treasury to Lake County for use in COVID-19 Public Health Emergency response and recovery.

Jim Hawkins, Deputy County Administrator, along with Matt Meyers and Cassandra Torstenson, Assistant County Administrators, Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, and Jennifer Serino, Workforce Development Director, provided a presentation regarding the ARPA.

Assistant Administrator Meyers provided a background of the \$121,500,000 received in CARES Act funding and the programs that were implemented with the funding. In December 2020, the government extended the use of the funds through 2021 but Lake County had expended most funds prior to the end of 2020. It is currently in the process of closing out the programs that were implemented with CARES Act funding.

In March 2021, ARPA was enacted and Lake County received \$136,000,000. Guidance on the use of the funds was provided in May 2021. Half of the funding will be received in 2021 and the other half will be received in 2022. The US Treasury has solicited feedback from ARPA recipients to ensure that it addresses concerns regarding the use of the funds. ARPA funding can be used for COVID-19 response or negative economic impact, for premium pay for eligible workers, to recoup lost revenue, and to invest in water, sewer and broadband infrastructure. Chief Financial Officer Sutton provided additional information regarding the ability to recoup lost revenue.

Assistant Administrator Meyers reviewed the differences between CARES Act funding and ARPA funding. Staff has begun consideration of the use of the funding and is aligning it with Lake County's Strategic Plan. Staff is proposing guiding tenets on the use of the funds to assist with the decision making of the funds.

Staff is conducting an immediate needs assessment and gap analysis with focus on other available resources. Next steps were identified. Staff currently recommends limited continuation and / or transition of two of the CARES programs for food distribution and housing support. Discussion ensued regarding the use of funds including services that support mental health services, whether park districts are receiving any funding, and whether Payroll Protection Program (PPP) loans are being forgiven.

(Chair Frank left the meeting at 3:05 p.m.)

Staff will proceed as discussed and will return to the Committee at a future date for further discussion and guidance.

The Committee discussed ARPA funding and next steps.

8.30 [21-0881](#)

Resolution authorizing an emergency appropriation of \$1,000,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) to continue food distribution and housing programs needed in response to the COVID-19 Public Health Emergency.

Attachments: [ARPA Fund Appropriation 06.21.pdf](#)

Jim Hawkins, Deputy County Administrator reported that CARES Act funding is being closed out. There are two programs that are being funded with CARES Act funding that are being recommended to continue and be funded with ARPA funding. This emergency

appropriation would allow the use of the funds to be used for housing programs and food distribution.

A motion was made by Member Clark, seconded by Member Simpson, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Member Danforth, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 2 - Chair Frank and Member Wilke

9. County Administrator's Report

Gary Gibson, County Administrator, remarked on the length of the agenda. He questioned whether the Committee wanted to have a special meeting on July 8, 2021.

(Chair Frank returned to the meeting at 11:41 a.m.)

Chair Frank indicated he would not be available July 8, 2021. The consensus was to hold a Special Meeting in June to discuss Facilities' CIP priorities and to hold an Executive Session to discuss IT Security, and possibly other agenda items. The Committee will consider a Special Meeting in July 2021 if necessary.

10. Executive Session

Executive Session was entered into at 11:45 a.m.

A motion was made by Member Vealitzek, seconded by Member Clark, to go into Executive Session. The motioned carried by the following vote:

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

Not Present: 1 - Member Wilke

10.1 [21-0868](#)

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

The Committee discussed pending litigation in Executive Session.

10.2 [21-0862](#)

Executive session pursuant to 5 ILCS 120/2(c)(8) to discuss security procedures and the use of personnel and equipment to respond to an actual, threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property.

Due to timing, the Committee postponed the discussion of security until a Special Meeting that will be scheduled in June.

10.3 [21-0849](#)

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

Due to timing, the review of closed session minutes was postponed until a Special Meeting in June.

Executive Session was adjourned at 12:18 p.m.

A motion was made by Member Clark, seconded by Member Vealitzek, to come out of Executive Session. The motion carried by the following vote:

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

Not Present: 1 - Member Wilke

10.3 [21-0857](#)

A

Executive Session Minutes from April 29, 2021.

This item was postponed until the next Special Meeting.

Aye: 5 - Member Clark, Member Danforth, Chair Frank, Member Simpson and Vice Chair Vealitzek

Not Present: 2 - Member Pedersen and Member Wilke

11. **Members Remarks**

There were no remarks from members.

12. **Adjournment**

Chair Frank declared the meeting adjourned at 12:23 p.m.

Next Meeting: July 1, 2021

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Financial and Administrative Committee, Chair