

Lake County Illinois

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



Agenda Report - Final

Thursday, August 7, 2025

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/409U5xq>**

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings in one of two ways:

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois.
- (2) Remote attendance through an electronic conferencing application (register via the link on the front page of the agenda).

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

PUBLIC COMMENT:

An opportunity for Public Comment will be provided during the meeting in accordance with the Lake County Board Rules of Order and Operational Procedures. At the time of Public Comment, it will proceed in the following order: (1) Public Comment by individuals in attendance and then (2) Public Comment by individuals attending remotely through an electronic conferencing application. Individuals 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)). Written comments will be circulated to the Members, but not read aloud.

PLEASE NOTE: An individual is allowed 3 minutes total for one or more public comments.

Individuals providing Public Comment will provide the following information:
Meeting: Financial and Administrative Committee (Subject line for written Public Comment)

Topic or Agenda Item #: (REQUIRED)

Name: (REQUIRED)

Organization/Entity Represented: (REQUIRED) ("Self" if representing self)

Street Address, City, State: (Optional)

Phone Number: (Optional)

Email: May be REQUIRED for remote attendance

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Members
4. Addenda to the Agenda
5. Public Comment
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (Items 8.1 - 8.12)

TECHNOLOGY

8.1 25-0996

Joint resolution authorizing execution of a contract with PACE Systems, Inc., Naperville, Illinois, for professional services to install access control, security cameras, and intrusion alarm systems in leased warehouse at 3740-3742 Hawthorn Ct, Waukegan, Illinois, in the amount of \$52,457.85.

- The Lake County Clerk's Office is entering a new lease agreement at 3740-3742 Hawthorn Ct, Waukegan, Illinois to house elections equipment and supplies.
- The warehouse requires access control, security cameras, and intrusion alarm systems to ensure proper security of the facility.
- Pursuant to Chapter 33.115 Cooperative Joint Purchasing Authorized, the County may either participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of goods, services, constructions, or professional services with one or more public procurement units in accordance with an agreement between those units to do so.
- A cooperative purchasing contract with PACE Systems, Inc. has been identified through the TIPS Contract #230105 to procure needed goods, services, or professional services that have been competitively solicited and awarded.
- This resolution authorizes the execution of an agreement with PACE Systems, Inc. Naperville, Illinois, in an estimated amount of \$52,457.85.

Attachments: [Lake County Verkada County Clerk Warehouse 18JUL25](#)
[Lake County Clerk Verkada Vendor Disclosure Statement 21JUL25](#)

8.2 25-0981

Joint resolution approving a Cybersecurity Awareness Training Policy.

- The Cybersecurity Awareness Training Policy reduces the risk and impact from cyber security threats by educating employees on their role in combatting information security threats.

- This policy was first approved by the County Board on March 14, 2023. Staff reviewed and revised draft 5.2 Cybersecurity Awareness Training Policy.
- This policy was developed using County Policy 1.1: Policy Making Framework, ensuring all County departments and stakeholders had opportunity to review and provide comment.

Attachments: [5.2 Cyber Security Awareness Training Policy DRAFT FINAL](#)
[EIT Presentation for 8 1 25 Tech Committee on Policies_DRAFT](#)

8.3 **25-0983**

Joint resolution approving an Artificial Intelligence (AI) Governance Policy.

- The AI Governance Policy enables the benefits of AI for Lake County staff and residents, while establishing proper oversight and responsible use of this emerging technology.
- Staff, in conjunction with a consultant, developed the policy ensuring alignment with best practices and County operations.
- This policy was developed using County Policy 1.1: Policy Making Framework, ensuring all County departments and stakeholders had the opportunity to review and provide comment.

Attachments: [Lake County AI Governance Policy DRAFT FINAL](#)
[EIT Presentation for 8 1 25 Tech Committee on Policies_DRAFT](#)

8.4 **25-0984**

Joint resolution approving an Artificial Intelligence (AI) Usage Policy.

- The AI Usage Policy provides guidance on the responsible and ethical use of AI technologies in Lake County to safeguard the county's assets, workforce, residents and reputation from risks associated with inappropriate use or bias.
- Staff, in conjunction with a consultant, developed the policy ensuring alignment with best practices and County operations.
- This policy was developed using County Policy 1.1: Policy Making Framework, ensuring all County departments and stakeholders had opportunity to review and provide comment.

Attachments: [Lake County AI Usage Policy DRAFT FINAL](#)
[EIT Presentation for 8 1 25 Tech Committee on Policies_DRAFT](#)

HEALTH & COMMUNITY SERVICES

8.5 [25-0908](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Apprenticeship Expansion Grant 2025 and authorizing an emergency appropriation in the amount of \$275,000 for the Lake County Workforce Development Department and increasing the head count by one full-time employee.

- The WIOA Apprenticeship Expansion Grant budget is a total of \$275,000 with a grant term of July 1, 2025, through June 30, 2026.
- The WIOA Apprenticeship Expansion Grant funds Apprenticeship Specialist personnel costs, regional apprenticeship work with McHenry County Workforce Network and employer stipends.
- Workforce Development will add a new position, Apprenticeship Specialist - Care Economy Industry to expand the program in healthcare, education, and social services.
- The position will be eliminated if or when this grant's funding is no longer available and no other funding source outside of property tax dollars has been identified.

Attachments: [Workforce Development WIOA Apprenticeship Specialist Grant July 2025](#)
[Workforce Development WIOA Apprenticeship Specialist Grant Budget J](#)

8.6 [25-0953](#)

Joint resolution approving the first amendment to the HOME American Rescue Plan Program (HOME-ARP) Allocation Plan.

- On March 14, 2023, the Lake County Board approved a HOME-ARP Allocation Plan which included \$6,025,377 for the development of affordable rental housing and program administration.
- Lake County was notified that due to an administrative error by the Department of Housing & Urban Development an additional \$9,044 has been awarded to the County.
- This first amendment incorporates additional funding of \$9,044 for the development of affordable rental housing and program administration.

Attachments: [HOME-ARP Allocation Plan Amendment 1.pdf](#)

8.7 [25-0969](#)

Joint resolution accepting an additional \$30,000 of rental assistance of Supporting Municipalities for Asylum Seeker Services (SMASS) funds from the Metropolitan Mayors Caucus (MMC) and authorizing an emergency appropriation in the amount of \$30,000.

- On October 8, 2024 the Lake County Board approved the acceptance of

\$1,130,238 in SMASS funds from MMC.

- An additional \$30,000 of funding was made available to Lake County for eligible expenses incurred during the grant performance period.
- All funding will be pass-through to Mano a Mano for previously incurred rental assistance expenses.

Attachments: [Lake County - AMENDED Grant Agreement - SMASSFY25](#)
[Emergency Appropriation 2025-08 SMASS](#)

8.8 **25-1027**

Joint resolution authorizing the emergency appropriation of \$2,040,635.74 in Medicaid Match dollars for Fiscal Year (FY) 2025 for the Lake County Health Department & Community Health Center.

- The Lake County Health Department and Community Health Center receives Medicaid Match Managed Care Organization (MCO) funding annually from the Illinois Department of Healthcare and Family Services for Federally Qualified Health Centers (FQHC).
- Pursuant to Lake County's Budget Development Policy, Section 5.10.8 - Capital Improvement Guidelines, Medicaid Match the Health Department will prepare capital improvement projects using the County's standard Capital Improvement Program (CIP) format.
- This action will emergency appropriate \$2,040,635.74 in Fiscal Year 2025.

Attachments: [Emergency Appropriation for FY25 July 2025 Medicaid Match](#)

LAW & JUDICIAL

8.9 **25-0958**

Joint resolution authorizing the renewal of the Lake County Children's Advocacy Center's Victims of Crime Act (VOCA) funding awarded by the Children's Advocacy Centers of Illinois (CACI) for Fiscal Year (FY) 2026, including an emergency appropriation of grant funding of \$219,591.

- The Lake County Children's Advocacy Center/Lake County State's Attorney's Office has been awarded \$219,591 in grant funds from the Children's Advocacy Centers of Illinois (CACI).
- The grant term is July 1, 2025, through June 30, 2026.
- The Lake County Children's Advocacy Center will use the funds for the continuation of contractual mental health services provided by the Lake County Health Department and Youth and Family Counseling.
- Funds will also be used towards On-Call Special Pay for staff who are on-site for a forensic interview after regular business hours or on weekends.
- If funding for these programs end, and new funding is not secured, the programs will be eliminated.

Attachments: [Lake County CAC - FY26 VOCA Grant Award Letter](#)

[CAC VOCA Emergency Appropriation](#)

8.10 [25-0952](#)

Ordinance adopting a revised fee schedule for the Lake County Sheriff's Office.

- The Sheriff's Office, in conjunction with the Finance Department, completed a fee study analysis on the cost of certain services the Sheriff's Office provides.
- The services include:
 - Service of summons, paper copies and subpoenas throughout Lake County, on average, fees will decrease 26.79 percent.
 - Replevin (return of property pursuant to court order), on average, fees will increase 113.33 percent.
 - Evictions (removal of individuals pursuant to court order), on average, fees will decrease 8.54 percent.
 - Eviction enforcement past the initial hour will be billed at \$110 per hour/per deputy, a decrease of 11.29 percent.
 - Fingerprint Fee an increase of 8.7 percent.
- The Sheriff's Office and the Finance Department reviewed these fees in 2021; however, none of these fees have been modified since 2017.
- The recent analysis illustrated that the fee charged for each of these services were utilizing an outdated formula.
- As a result of the study, a revised fee schedule should be adopted, with an effective date of December 1, 2025.

Attachments: [FY25 Fee Schedule Employee Calculations.pdf](#)

[35.36 Fees for Services Performed by Lake County Sheriff's Office Redlir](#)

[35.36 Fees for Services Performed by Lake County Sheriff's Office Clean](#)

8.11 [25-0948](#)

Joint resolution accepting the High Intensity Drug Trafficking Area (HIDTA) grant from the Office of National Drug Control Policy (ONDCP) and appropriating \$254,700.

- In July 2024, the Sheriff's Office applied for renewal funding of the High Intensity Drug Trafficking Area (HIDTA) through the Office of National Drug Control Policy (ONDCP).
- The Sheriff's Office received a notification on May 23, 2025, that it had been awarded an additional \$254,700.
- Grant funds will be primarily used to defray the cost of overtime specifically for HIDTA related investigations and for investigative supplies necessary for HIDTA investigations.
- The mission of the HIDTA Program is to enhance and coordinate America's drug-control efforts among local, state and federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences in critical regions of the United States
- The mission includes coordination efforts to reduce the production, manufacturing,

distribution, transportation and chronic use of illegal drugs, as well as the attendant money laundering of drug proceeds.

Attachments: [Notice of Award Grant Number HID0425G0626-00.pdf](#)

PUBLIC WORKS & TRANSPORTATION

8.12 [25-0903](#)

Joint resolution authorizing execution of a contract with Boller Construction Company, Inc., of Waukegan, Illinois, in the amount of \$1,065,868 for the Corporate Woods Reservoir Improvements project.

- The Lake County Department of Public Works owns and operates the Corporate Woods Reservoir in the Vernon Hills water system, and the facility requires improvements including roof repair, interior and exterior coating application, and modification of appurtenances to extend its service life.
- An invitation to bid was issued and sealed bids were received from two vendors, ranging from \$122,200 to \$1,065,868, one bid was determined to be non-responsive.
- Boller Construction Company, Inc., of Waukegan, Illinois, was determined to be the lowest responsive and responsible bidder, who best meets the needs of the County, in the amount of \$1,065,868.
- \$700,000 was allocated for this project in the Department's capital program and budget; the Department will use an additional \$400,000 of budgeted contingency capital funds for construction of this project.
- This resolution authorizes and directs the County Purchasing Agent to execute a contract with Boller Construction Company, Inc., of Waukegan, Illinois, in the amount of \$1,065,868.

Attachments: [25-0903 Corp Woods Bid Documents](#)

[25-0903 Corp Woods Bid Tab](#)

[25-0903 Corp Woods Project Location Map](#)

[25-0903 Vendor Disclosure Boller](#)

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

County Clerk

8.13 [25-0941](#)

Resolution accepting the Illinois State Board of Elections Voter Registration State Grant 2026 and authorizing an emergency appropriation in the amount of \$440,326.57 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 as required by Title III Section 303 of the Help America Vote Act of 2002, and with other election security related expenses.

- The County Clerk's Office has received a grant from the Illinois State Board of Elections for the purpose of assisting in the maintenance and other costs associated with its voter registration system.
- Grant funds will be used to facilitate communication with the Centralized Statewide Voter Registration System as required by Title III Section 303 of the Help America Vote Act of 2002, and with other election security related expenses.
- The \$440,326.57 in grant funding was not previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2025 budget.
- This is a reimbursement grant, whereby purchases are made by the County Clerk, and upon presentation of invoices and proof of payment, and approval by the Grants Program Manager, the County is reimbursed for qualified expenses.
- The grant award is for the period July 1, 2025, through June 30, 2026.

Attachments: [Copy of LIT Template 2026](#)

[LAKE FY26 IVRS Grant Agreement - Copy Redacted](#)

Lake County Partners

8.14 [25-0974](#)

Presentation and discussion regarding a potential economic development opportunity in Lake County.

Facilities and Construction Services

8.15 [25-0939](#)

Resolution authorizing an Intergovernmental Support Agreement between the Naval Station Great Lakes and Lake County for demolition and installation support services.

- Congress enacted legislation creating Intergovernmental Support Agreements (IGSA) in 2013 which allow military services to form partnerships with local and state governments for the provision, receipt or sharing of installation and

community support services.

- The Naval Station Great Lakes (NSGL) approached Lake County to enter an IGSA to optimize services, enhance mission effectiveness and readiness, reduce administrative time, and improve relationships.
- The two parties enter into this IGSA so that Lake County can provide demolition and other installation support service projects, to NSGL.
- As part of this IGSA, Lake County would manage and execute numerous installation support service projects as identified and authorized through specific task orders.
- Lake County has an existing job order contract for demolition, construction, and renovation of facilities that allows for joint purchasing.
- As part of the IGSA, Lake County will execute job orders and the NSGL will pay Lake County for specific services, inclusive of a variable percentage administrative fee based on project size.

Attachments: [ASN Signed TAB A - DON IGSA Demolition 03JUL2025](#)

8.16 [25-0967](#)

Resolution authorizing an agreement with Orkin, LLC, Atlanta, Georgia, for pest control services for various Lake County locations, for a one-year period, with four one-year renewal options in the estimated annual amount of \$45,504.

- There is a need to have a pest control contract for various Lake County facilities.
- Facilities and Construction Services identified a cooperative contract through Sourcewell with Orkin, LLC that provides pest control services.
- The Sourcewell Contract with Orkin, LLC expires March 5, 2029, with three additional one-year extensions beyond the original term.
- In accordance with §33.115 of the Lake County Purchasing Ordinance, Lake County may participate in a cooperative purchasing agreement for the procurement of goods and services in accordance with an agreement entered between the participants.
- This resolution authorizes the cooperative purchasing contract with Orkin, LLC in the estimated annual amount of \$45,504.

Attachments: [Lake County Addendum To Sourcewell Agreement 012825-ORK](#)
[Vendor Disclosure Statement](#)

County Administration

8.17 [25-1008](#)

Resolution approving the execution of a Subrecipient Agreement with the City of North Chicago for environmental remediation at the Sheridan Crossing Property.

- Lake County was awarded \$4,000,000 of U.S. Department of Housing and Urban Development (HUD) Community Project Funds (CPF) to support the environmental remediation at the Sheridan Crossing Property located in the City of North Chicago.

- The City of North Chicago will serve as a subrecipient as defined in 2 CFR Part 200.1.
- The agreement outlines the terms, conditions, roles and responsibilities for the implementation of the project.
- Lake County will retain up to \$100,000 to cover administrative costs.

Attachments: [CPF Subrecipient Agreement - Sheridan Crossing 7.30.25](#)

8.18 [25-1028](#)

Ordinance proposing the dissolution of the South Lake Mosquito Abatement District.

- The South Lake Mosquito Abatement District (SLMAD) is the remaining mosquito abatement district for Lake County providing services to Bannockburn, Riverwoods, Deerfield, Highland Park and Highwood.
- At the July 31, 2025, Financial and Administrative Committee, staff provided background regarding the item and discussed the general process for dissolution.
- This "Proposing Ordinance," uses the authority granted from State Statute 55 ILCS 5/5-44025 to initiate the dissolution process and require that the County complete an audit detailing claims, receipts, inventory of property, and debts.
- The audit will be reported to the County Board, and at a subsequent meeting staff will return with a separate "Authorizing Ordinance" under 55 ILCS 5/5-44025, which will initiate the next steps in the District's dissolution.
- The dissolution process, following Board action on the Authorizing Ordinance, is approximately six months.

Attachments: [SLMAB Map](#)

[2025.08.07 Ordinance for SLMAB Dist. Dissolution - Final](#)

9. County Administrator's Report

10. Executive Session

10.1 [25-0071](#)

Executive Session to discuss claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool pursuant to 5 ILCS 120/2 (c)(12).

10.2 [25-0072](#)

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

11. Regular Session (for action on Executive Session items)

11.1 [25-0859](#)

Committee action approving the Financial and Administrative Committee Executive Session minutes from May 29, 2025.

11.2 [25-0929](#)

Committee action regarding periodic review of closed session minutes.

12. **Member Remarks and Requests**

13. **Adjournment**

Next Meeting: August 28, 2025