

Lake County Illinois

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



Meeting Minutes - Final

Thursday, June 8, 2023

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/3qbAGNt>

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 attendance by registering using the link on the front page of this agenda.

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

PUBLIC COMMENT: Live public comment will be available for those attending in-person and through an electronic conferencing application (register via the link on the front page of the agenda). 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. Public Comment may 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.

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

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 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent 1 - Member Danforth

Others Attendees:

In Person:

Anthony Vega, County Clerk's Office

Carissa Casbon, Board Member

Carl Kirar, Facilities and Construction

Cassandra Hiller, County Administrator's Office

Chris Blanding, Enterprise Information Technology

Cindy Pruim-Haran, County Clerk's Office

Dan Thelen, County Clerk's Office

Emily Mitchell, Workforce Development

Eric Rinehart, State's Attorney's Office

Erin Cartwright Weinstein, Circuit Clerk

Gary Gibson, County Administrator's Office

John Light, Human Resources

Joy Gossman, Public Defender

Kevin Considine, Lake County Partners

Kevin Quinn, Communications

Kristy Cechini, County Board Office

Matt Meyers, County Administrator's Office

Melissa Gallagher, Finance

Patrice Sutton, Finance

RuthAnne Hall, Finance

Stephen Gray, Treasurer

Steve Rice, State's Attorney's Office

Todd Schroeder, Courts

Electronically:

Ann Maine, Board Member

Arnold Donato, Stormwater Management

Austin McFarlane, Public Works

Brea Barnes, Finance

Brenda O'Connell, Planning, Building, and Development

Caitlin Everett, Workforce Development
Chad Wright, Facilities and Construction
Claudia Gilhooley, 19th Judicial Circuit Court
Dan Thelen, County Clerk's Office
Diane Hewitt, Board Member
Eric Waggoner, Planning, Building, and Development
Erik Karlson, Enterprise Information Technology
Heidie Hernandez, Enterprise Information Technology
Irshad Khan, Facilities and Construction
James Hawkins, County Administrator's Office
Janna Philipp, County Administrator's Office
Jeremiah Varco, Facilities and Construction
Jerial Jorden-Woods, Finance
Jim Chamernik, Sheriff's Office
Joe Wheeler, Mission Critical Partners
Jolanda Dinkins, County Board Office
Jon Nelson, Division of Transportation
Karen Brush, County Clerk's Office
Karen Fox, State's Attorney's Office
Kevin Carrier, Division of Transportation
Kevin Dominguez, Finance
Kevin Hunter, Board Member
Krista Kennedy, Finance
Zee Marina, Public
Maria Castellanos, Finance
Mary Crain, Division of Transportation
Mary Ross Cunningham, Board Member
Melanie Nelson, State's Attorney's Office
Michael Balsamo, Facilities and Construction Services
Michael Wheeler, Finance
Monica McClain, Payroll
Nicole Rogers, Finance
Preston Carter, North Shore Water Reclamation District
Ruby Acosta, Finance
ShaTin Gibbs, Finance
Sol Cabachuela, County Clerk's Office
Stacy Davis-Wynn, Purchasing
Terri Kath, Enterprise Information Technology
Theresa Glatzhofer, County Board Office
Tiffany Becker, Facilities and Construction Services

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 the Chair.

7. Unfinished Business

7.1 [23-0767](#)

Resolution ratifying a contract with Partners in Design Architects, Inc., Riverwoods, Illinois, for architectural and engineering for a complete study of the Lincoln Plaza Egress Vestibule and approving Contract Modification Number One for Agreement Number 22160.

Attachments: [22160 Fully Executed Agreement](#)
[Vendor Disclosure Form May 2023](#)
[22160 Contract Modification 1 DRAFT 5-16-23](#)
[22160 Contract Modification 2 FINAL 5-31-23](#)
[22160 Partners in Design Proposal 5-10-23](#)
[Lake County Building Vestibule Added Scope 2023V2](#)

Carl Kirar, Facilities and Construction Director, reported on the modified architectural and engineering contract for the Lincoln Plaza Egress Vestibule. Discussion ensued.

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8. New Business

CONSENT AGENDA (8.1 - 8.11)

REPORTS

8.1 [23-0810](#)

Treasurer Holly Kim's Cash & Investment Report March 2023.

Attachments: [Treasurer Holly Kim's Cash & Investment Report March 2023](#)
[Treasurer Holly Kim's Cash & Investment Report March 2022](#)

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

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

Absent: 1 - Member Danforth

8.2 [23-0840](#)

Treasurer Holly Kim's Cash & Investment Report April 2023.

Attachments: [Treasurer Holly Kim's Cash & Investment Report April 2023](#)
[Treasurer Kim's Cash and Investment Report April 2022.pdf](#)

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

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

Absent: 1 - Member Danforth

HEALTH & COMMUNITY SERVICES

8.3 [23-0843](#)

Joint resolution approving the Memorandum of Understanding (MOU) with the Job Center of Lake County, and authorizing execution of all necessary correspondence to submit these plans to the Illinois Department of Commerce and Economic Opportunity (DCEO).

Attachments: [PY23 LWIA 1 MOU Narrative](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

PUBLIC WORKS & TRANSPORTATION

8.4 [23-0808](#)

Joint resolution authorizing the execution of a contract with Hoerr Construction, Inc. of Goodfield, Illinois, for sanitary sewer rehabilitation at N. Linden Avenue, Grayslake associated with the Linden Sewer Replacement Project and at Inverrary Lane, Deerfield in the amount of \$105,916 using a shared services contract with the Village of Arlington Heights.

Attachments: [23-0808 2023 Sanitary Sewer Lining Bid Tab From Arlington Heights](#)
[23-0808 Hoerr Vendor Disclosure Statement](#)
[23-0808 LCPW 2023 Sanitary Sewer Lining Contract \(Hoerr\)](#)
[23-0808 LCPW 2023 Sanitary Sewer Lining Location Map](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8.5 [23-0792](#)

Joint resolution authorizing a technical services agreement with the Regional Transportation Authority (RTA) for the receipt of federal Section 5310 funds.

Attachments: [23-0792 Technical Service Agreement, Ride Lake County RTA](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8.6 [23-0793](#)

Joint resolution authorizing an agreement and receipt of a grant from the United States Department of Agriculture's Higher Blends Infrastructure Incentive Program for the replacement of Lake County's Libertyville Campus fuel facility.

Attachments: [23-0793 USDA Grant Packet, Fuel Facility Replacement](#)
[23-0793 Location Map, Fuel Facility Replacement](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8.7 [23-0794](#)

Joint resolution authorizing the execution of an agreement with the Village of Gurnee, stating the terms and conditions for the construction of a new multi-use path along Dilley's Road from south of Lawson Boulevard to Stearns School Road, and appropriating \$825,000 of ¼% Sales Tax for Transportation funds.

Attachments: [23-0794 Agreement, Dilleys Road Bike Path](#)
[23-0794 Location Map, Dilleys Road Bike Path](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8.8 [23-0799](#)

Joint resolution authorizing an agreement with Parsons Transportation Group, Inc., Chicago, Illinois, to provide professional engineering services for improvements at the intersection of Washington Street and Illinois Route 21 at a maximum cost of \$1,664,087 and appropriating \$1,997,000 of ¼% Sales Tax for Transportation funds .

Attachments: [23-0799 Consultant Agreement, Washington Street at IL Route 21](#)
[23-0799 Vendor Disclosure, Parsons](#)
[23-0799 Location Map, Washington Street at IL Route 21](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8.9 [23-0795](#)

Joint committee action item approving Change Order Number Three consisting of an increase of \$163,418 for additions to the Phase III construction engineering contract for improvements to Audrey Nixon Boulevard (14th Street) from Illinois Route 131 to Jackson Street.

Attachments: [23-0795 Audrey Nixon Boulevard Ph III Change Order Committee Action](#)
[23-0795 STV Change Order Number Three](#)
[23-0795 Vendor Disclosure, STV Incorporated](#)
[23-0795 Location Map, Audrey Nixon Boulevard](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8.10 [23-0753](#)

Joint resolution authorizing an agreement with Ciorba Group, Inc., Chicago, Illinois, for Phase II design engineering for the replacement of four culverts located on the Skokie Valley Bike Path, one culvert on Gilmer Road, one culvert on Miller Road, and drainage improvements at the Skokie Valley Bike Path underpass of the Union Pacific Railroad at a maximum cost of \$579,118, and appropriating \$695,000 of County Bridge Tax funds.

Attachments: [23-0753 Consulting Agreement, Culvert Replacements 2024](#)
[23-0753 Vendor Disclosure, Ciorba](#)
[23-0753 Location Map, Culvert Replacement 2024 Phase II](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8.11 [23-0796](#)

Joint resolution authorizing the execution of an agreement with the Village of Grayslake for the conveyance of property at the northwest corner of Washington Street and Lake Street.

Attachments: [23-0796 Agreement, Washington Street at Lake Street](#)
[23-0796 Location Map, Washington Street at Lake Street](#)

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.12 [23-0841](#)

Joint resolution authorizing the Workforce Development Department to enter into Summer Youth Worksite Agreements with public, private, or nonprofit organizations to host youth onsite as part of the Lake County Summer Youth Work Experience Program.

Attachments: [WDD SYEP Worksite Agreement 2023](#)
[SYEP Worksites 2023 LC](#)

Emily Mitchell, Business Manager, Workforce Development, reported on the agreement

for the Lake County Summer Youth Work Experience Program. Discussion ensued.

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

Absent: 1 - Member Danforth

LAW & JUDICIAL

8.13 [23-0822](#)

Joint Committee Action approving Contract Modification Number Five with Mission Critical Partners, LLC, Port Matilda, Pennsylvania for professional consulting and project management services for the implementation of the Integrated Case Management System (ICMS), in the amount not to exceed \$194,375.

Attachments: [Lake County IL Proposed Extension to the Agreement_12May2023_Final MCP Vendor Disclosure Form Contract 18052 Analysis](#)

Todd Schroeder, Executive Director, Courts, introduced Eric Rinehart, State's Attorney, Joy Gossman, Public Defender, Erin Cartwright Weinstein, Circuit Clerk, and Stephen Rice, State's Attorney's Office, and provided an overview of the contract for the consulting and project manager services to implement the Integrated Case Management System. Discussion ensued.

A motion was made by Member Clark, seconded by Member Kyle, that this committee action item be approved. The motion carried by the following voice vote.

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

Absent: 1 - Member Danforth

8.14 [23-0860](#)

Ordinance to modify the Petition to Expunge and Seal costs to be charged by the Circuit Clerk's Office.

Attachments: [Expungement LJ amendment for FA Revision Redlined](#)

Erin Cartwright Weinstein, Circuit Court Clerk, reported on the Expunge and Seal fees charged by the Circuit Clerk's Office. Discussion ensued.

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

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

Absent: 1 - Member Danforth

FINANCIAL & ADMINISTRATIVE

8.15 [23-0723](#)

Lake County Partners Update.

Attachments: [LCP Annual Update.pdf](#)

Kevin Considine, Lake County Partners President, provided an update of the Lake County Partners. Mr. Considine also reported on the CED Implementation, driving digital engagement, and the Big Event. Discussion ensued.

Facilities and Construction Services

Kevin Considine, Lake County Partner's CEO, provided an update on the Lake County Partners,

8.16 [23-0848](#)

Committee action approving Change Order Two for the relocating of east and west electrical main services to new location for Depke Juvenile Justice Complex with Stanley Consultants, Inc. of Chicago, Illinois in the amount of \$14,400 for a total contract amount of \$140,524.

Attachments: [21144 Contract Modification 2 DRAFT 5-16-23](#)
[21144 Fully Executed Agreement](#)
[21144 Fully Executed Contract Modification 1](#)
[21144 Stanley Consultants Proposal 5-8-23](#)
[Stanley Mod#02 vendor disclosure statement](#)

Carl Kirar, Facilities and Construction Director, reported on the Change Order Two for the relocating of the east and west electrical main services for the Depke Juvenile Justice Complex.

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

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

Absent: 1 - Member Danforth

8.17 [23-0679](#)

Director's Report - Facilities and Construction Services.

Carl Kirar, Facilities and Construction Director, provided an update on the transparency of the Cleargov program.

Human Resources

8.18 [23-0855](#)

Committee action approving the reclassification and one-time increase for Public Defender position 35013.

Attachments: [Memo - Reclassification of Jail Liasion](#)

John Light, Human Resources Director, and Joy Gossman, Public Defender, reported on the reclassification and one-time increase for the Public Defender position.

A motion was made by Member Clark, seconded by Member Parekh, that this committee action item be approved and recommended to the County Board agenda.

The motion carried by the following voice vote:

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

Absent: 1 - Member Danforth

8.19 [23-0096](#)

Director's Report - Human Resources.

There was no Human Resources Director's report.

Finance

8.20 [23-0823](#)

Finance Monthly Report - April 2023.

Attachments: [Monthly Financial Report April 2023.pdf](#)

[Finance Monthly Finance Rpt Presentation - April 2023 6.8.2023 FA](#)

Melissa Gallagher, Deputy Finance Officer, provided an overview of the Monthly Finance Report.

8.21 [23-0098](#)

Director's Report - Finance.

Patrice Sutton, Chief Financial Officer, reported that Lake County was awarded the Certificate of Achievement for Excellent in Financial Reporting. CFO Sutton thanked Melissa Gallagher, Deputy Financial Officer, and the Finance Accounting Team.

Discussion ensued on the budget policy guidance.

Enterprise Information Technology

8.22 [23-0816](#)

Resolution approving a one-year renewal with CDW-G, Vernon Hills, Illinois, for VMWare maintenance and support services for the County's virtual server environment in the amount of \$63,804 with the option to renew for one additional 12-month period in an estimated amount of \$150,000.

Attachments: [FY23 - CDW VMWare II NJWQ576 6.22.23 - 6.22.24 \\$63,804 - QUO](#)

[FY23 - CDW VMWare Vendor Disclosure](#)

Chris Blanding, Chief Information Officer, reported on the renewal contract with CDW-G to manage the County's virtual environment. Discussion ensued.

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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Danforth

8.23 [23-0097](#)

Director's Report - Enterprise Information Technology.

Chris Blanding, Chief Information Officer, stated Enterprise Information Technology is working on the directive for the Cyber Security Policy. Discussion ensued.

ANNUAL UPDATES

8.24 [23-0811](#)

County Clerk's Annual Update.

Attachments: [8.24 County Clerk 2023 F&A Annual Update](#)

Anthony Vega, County Clerk, and Cindy Pruiim-Haran, Deputy Recorder, provided the County Clerk's Office annual update, which included the department overview, the previous and next 12 months. Discussion ensued.

8.25 [23-0812](#)

Human Resources Annual Update.

Attachments: [8.25 Human Resources 2023 F&A Annual Update](#)

John Light, Human Resource Director, and Darcy Adcock, Assistant Human Resources Director, provided the Human Resources annual update which included the department overview, the previous and next 12 months. Discussion ensued.

9. County Administrator's Report

There was no County Administrator's report.

10. Executive Session

The committee did not enter into Executive Session.

11. Members' Remarks

There were no remarks by Members.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:33 a.m.

Next Meeting: June 29, 2023

Minutes prepared by Kristy Cechini.