

# **Lake County Illinois**

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



## **Agenda Report - Final**

**Tuesday, May 7, 2019**

**8:30 AM**

**Assembly Room, 10th Floor**

**Law and Judicial Committee**

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

**CONSENT AGENDA (Items 7.1 - 7.5)**

**Approval of Minutes**

**7.1 [19-0819](#)**

Minutes from April 2, 2019.

**Attachments:** [L&J 4.2.19 Minutes Final](#)

**CLERK OF THE CIRCUIT COURT**

**7.2 [19-0668](#)**

Report from Erin Cartwright Weinstein, Clerk of the Circuit Court, for the month of March 2019.

**Attachments:** [County Board Report FY19 - 03 Mar 040819](#)

**PUBLIC DEFENDER**

**7.3 [19-0810](#)**

Report from Joy Gossman, Public Defender, for the month of March 2019.

**Attachments:** [03-19 Main](#)

[03-19 Main PTR](#)

[03-19 JUV Main](#)

[03-19 JUV PTR](#)

**STATE'S ATTORNEY**

**7.4 [19-0510](#)**

Joint resolution authorizing the renewal of two State's Attorney's Prosecutor Based Victim Services programs, through a Victim of Crime Act (VOCA) grant awarded by the Illinois Criminal Justice Information Authority (ICJIA), including \$230,895 in federal funds.

- This VOCA victim assistance grant renewal is for two Prosecutor Based Victim Services programs administered through ICJIA for the performance period of July 1, 2019 through December 31, 2020.

- Funding for one program began in 1991 and the second program began in 2010. These grants are renewed on an annual basis. In 2018, both grant programs were combined into one grant contract.
- The focus of this grant is to provide advocacy services to the currently under-served sexual assault, misdemeanor domestic violence, elder abuse and aggravated battery victim populations.
- The federal funds are allocated to cover 87 percent of the grant-assigned Sexual Assault Victim Witness Coordinator's (VWC) salary and benefits and 100 percent of the grant-assigned Domestic Violence VWC salary and benefits. Additional program costs will be covered by grant match.
- Sources of program funding include federal funds in the amount of \$230,895 (\$121,024 for the Sexual Assault VWC program and \$109,871 for the Domestic Violence VWC program) and matching funds in the amount of \$61,363 (\$35,345 for the Sexual Assault VWC program, consisting of \$7,755 from the State's Attorney's Asset Forfeiture Fund and \$27,590 in County contribution as budgeted in the State's Attorney's budget; and \$26,018 from the State's Attorney's Money Laundering Fund for the Domestic Violence VWC program) for a program total cost of \$292,258.

**Attachments:** [VOCA Sexual Assault & DV VWC Award 218444 07-01-19 thru 12-31-20](#)

## SHERIFF

### 7.5 [19-0712](#)

Joint resolution authorizing line-item transfers of funds between various accounts to transfer previously approved funds in Fiscal Year (FY) 2019.

- A line item transfer is necessary to reallocate funds within the Sheriff's Office Fiscal Year 2019 budget to accommodate the purchase of in-car dash cameras previously approved at the April 9, 2019 Board meeting.
- This action transfers previously approved budget authority within the Sheriff's Office operating budget from personnel and contractals to capital to accommodate the need to capitalize this capital investment.
- The action does not increase budget authority.
- The specific account numbers are attached.

**Attachments:** [May 19 LIT- Sheriff](#)

## REGULAR AGENDA

## STATE'S ATTORNEY

### 7.6 [19-0699](#)

Joint resolution authorizing the execution and emergency appropriation of a Title IV-D Intergovernmental Agreement (IGA) between the Illinois Department of Healthcare and Family Services (IDHFS) and the Lake County State's Attorney for the continuation of the State's Attorney's Child Support Enforcement Program for the period of July 1, 2019 through June 30, 2020, for a maximum reimbursement amount of \$610,000 for staff wages and benefits.

- Since 1985, the State's Attorney's Office has entered into an annual Intergovernmental Agreement with the Illinois Department of Healthcare and Family Services (IDHFS) to provide child support enforcement services.

- Pursuant to these annual agreements, the State's Attorney's Office reasonable costs for providing these services, as determined by IDHFS, are to be reimbursed.
- From 1999 to 2017, the State's Attorney's Child Support Enforcement (CSE) staff included three assistant state's attorneys, four secretaries, three paralegals and one investigator.
- Currently, the CSE staff includes two full-time assistant state's attorneys, a .5 full-time equivalent (FTE) assistant state's attorney/supervisor, three full-time legal assistants, and 2.75 FTE paralegals.
- The Child Support Enforcement Division handles approximately 12,000 active cases, including those to establish paternity, to set support upon voluntary acknowledgement, to establish medical support orders, and to enforce orders for payment of support.
- IDHFS has tendered a proposed State fiscal year (SFY) 2020 contract to reimburse personnel costs not to exceed \$610,000, 66 percent of which is federal funds.
- Funding for the State Fiscal Year (SFY) 2020 Lake County contract remains the same as the SFY 2019's contract.
- Total FY 2019 Program cost is \$923,705 which includes: \$610,000 from the State of IDHFS, \$9,475 reimbursement from the State's Attorney's Environmental Fund, and \$304,230 in the State's Attorney's current operating budget.

**Attachments:** [Child Support Agreement 2020-55-013-K July 01 2019 thru June 30 2020](#)

#### CLERK OF THE CIRCUIT COURT

##### 7.7 [19-0791](#)

Joint resolution authorizing an emergency appropriation and a contract with Berry Dunn McNeil and Parker LLC, Portland, Maine for consulting services to complete a review of contract deliverables for E-filing implementation in an amount not to exceed \$71,984.

- The Clerk of the Circuit Court requested professional consulting services to validate the implementation of a custom developed electronic filing (e-filing) solution to determine if contracts were awarded properly for work related to the project.
- The study was to also review funds expended from the Special Revenue Fund and/or General Fund to determine if they were appropriate for expenses related to the project and there was compliance with applicable county, state and federal laws.
- In furtherance thereof, a Request for Proposal was extended to 22 vendors; sealed proposals were received from two vendors and interviews were held.
- Based on the criteria set forth in the Request for Proposals, an interdepartmental evaluation committee comprised of Clerk of the Circuit Court, the Nineteenth Judicial Circuit Court, and Finance and Administrative Services, recommended Berry Dunn McNeil and Parker LLC as the most favorable proposal for Lake County.
- This contract is in an amount not to exceed \$71,984. Sufficient funds are available in the Document Storage Fund reserves; however, an emergency appropriation is necessary because this project was not included in the Fiscal Year 2019 budget.

**Attachments:** [18195 Final RFP Document](#)  
[18195 Award Recommendation](#)  
[18195 summary score sheet](#)  
[AGREEMENT RFP 18195 Draft](#)

[Vendor Disclosure Statement - BerryDunn](#)

**7.8**     [19-0795](#)

Joint resolution authorizing an emergency appropriation and a lease for offsite record storage facilities at 415 Washington Street, Waukegan, Illinois for the Circuit Court Clerk's Office in the amount of \$50,605.

- The Circuit Clerk's Office currently rents space a First Midwest Bank for offsite storage of records but was recently notified that the space is no longer available.
- The Circuit Clerk's Office identified an alternative location at 415 Washington Street in Waukegan, Illinois, for 4,131 square feet of rentable space. This space provides the proximity, convenience, and accessibility that is needed. Several other locations in the downtown Waukegan area were considered but did not meet these needs.
- The lease provides for an initial 24-month term with three options to extend the term for an additional two years each.
- Lake County has negotiated favorable terms for an initial 24-month term in the amount of \$50,605, which includes an annual two percent increase in lease payments for each year the lease is renewed. This amount is higher than the previous lease. The additional funds required are available in the Document Storage Fund reserves but were not previously budgeted in the Fiscal Year 2019 budget. Therefore, this action also appropriates the necessary funds.
- This resolution authorizes the Chair of the County Board and the Circuit Court Clerk to execute a lease for office space.

**Attachments:**   [Draft lease for 415 Washington Street](#)

**8.     Executive Session**

**9.     County Administrator's Report**

**10.   Members' Remarks**

**11.   Adjournment**

**Next Meeting: June 4, 2019**