

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Wednesday, October 17, 2012**

**1:00 PM**

**Budget meeting**

**Assembly Room, 10th Floor**

**Financial and Administrative Committee**

**1. Call to Order**

*Chair Paxton called the meeting to order at 1:00 p.m.*

**Present** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

*Others present:*

*Barry Burton, County Administrator*

*Pat Carey, County Board Member*

*Gary Gordon, Director of Finance*

*Rodney Marion, Human Resources*

*Amy McEwan, Deputy County Administrator*

*Audrey Nixon, County Board Member*

*Anita Patel, Finance and Administrative Services*

*Amy Pechacek, Risk Manager*

*Patrice Sutton-Burger, Finance and Administrative Services*

*Kirk Talbott, Director of Informational Technology*

*Jane Tallitsch, County Board Office*

*Ryan Waller, Assistant County Administrator*

**2. Pledge of Allegiance**

*Chair Paxton led the Pledge of Allegiance.*

**3. Public Comment**

*There was no public comment.*

**4. New Business**

**4.1 12-1102**

Presentation and Consideration of Proposed FY 2013 Budget (see complete recommended budget attached).

*Finance and Administrative Committee Chair Paxton explained how the budget hearing process will proceed. He indicated that a budget briefing booklet was provided ahead of time and noted only budget highlights will be presented. He identified that department heads will provide comments and then Committees will have the opportunity to ask questions and vote accordingly. Any changes presented during the budget process will require a resolution to be brought forth at the October 31, 2012 Financial and Administrative Committee meeting. The County Board Rules call for the Financial and Administrative Committee to recommend a budget to the County Board. Anyone who wishes to offer additional input should appear before the Financial and Administrative Committee meeting on that date.*

**4.2 12-1145**

Joint committee action approving the recommended FY 2013 budget for Information Technology.

*Anita Patel of Finance and Administrative Services, Director of Finance and Administrative Services Gary Gordon and Director of Information Technology Kirk Talbott presented the FY 2013 proposed budget for IT. Mr. Talbott reported that the increases*

would be for enhanced services for delivery and software licenses. County Administrator Barry Burton indicated there are a number IT initiatives in the budget. Mr. Talbott stated IT continues to look at ways to retool services and restructure processes. Mr. Talbott noted that IT assists the Assessment Office in the appeal process but explained that there is not enough IT staff to provide assistance to every department all the time. Member O'Kelly requested IT look at how the County can identify homeowners who may take more exemptions than allowed. Smart Board, video conferencing capabilities for the courts, mainframe replacement, etc. are projects currently being worked on. Licensing for Oracle was also discussed. Mr. Talbott is also working on tracking the savings through their IT implementations program. Most departments have an IT liaison but their expertise varies.

**A motion was made by Member Lawlor, seconded by Member Mountsier, that this committee action item be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.3 12-1146**

Joint committee action approving the recommended FY 2013 budget for Human Resources.

*Anita Patel of Finance and Administrative Services, Risk Manager Amy Pechacek, and Rodney Marion of Human Resources presented the proposed budget for FY 2013. Ms. Patel spoke on the shift of funding two positions. Mr. Marion requested additional money for internal and external training. Over the past years, employee training has been reduced but there is now a need for employees to stay on top of governmental changes. There is also a need to train employees on how to manage a larger work load since many departments have to do more with less funds. Mr. Marion also requested approval to move a part-time employee case manager nurse to a full time position. This department is averaging 350 Family Medical Leave Absence (FMLA) cases and this person would work to manage them.*

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

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.4 12-1147**

Joint committee action approving the recommended FY 2013 budget for the Liability Fund.

**A motion was made by Member Mountsier, seconded by Member Kyle, that items 4.4 through 4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.5 12-1148**

Joint committee action approving the recommended FY 2013 budget for Health-Life-Dental (HLD).

*Rodney Marion of Human Resources indicated that employee physicals have increased*

*and vaccinations are being more standard. The maximum liability exposure to the County is two million dollars and the County has adequate funding for claims. There are reserves for future claims.*

**A motion was made by Member Mountsier, seconded by Member Kyle, that items 4.4 through 4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.6 12-1149**

Joint committee action approving the recommended FY 2013 budget for FICA.

**A motion was made by Member Mountsier, seconded by Member Kyle, that items 4.4 through 4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.7 12-1150**

Joint committee action approving the recommended FY 2013 budget for IMRF.

**A motion was made by Member Mountsier, seconded by Member Kyle, that items 4.4 through 4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.8 12-1151**

Joint committee action approving the recommended FY 2013 budget for Finance and Administrative Services.

*Director of Finance and Administrative Services Gary Gordon presented the proposed budget for FY 2013 for the Finance and Administrative Department. There have been nine vacant positions in this department, but he would like to fill a few of these positions for a custodian and two building engineers. Mr. Gordon explained that due to the increase in space with the additional buildings and having a custodian around 24 hours per day, many managers are working double shifts and employee over time has increased.*

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

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.9 12-1152**

Joint committee action approving the recommended FY 2013 budget for the County Board.

*Director of Finance and Administrative Services Gary Gordon presented the proposed budget for the County Board Department. He identified that there will be a reduction in the budget due to the decrease in board members. The Committee discussed having Board Office staff be placed under the County Administrator's budget. Member O'Kelly requested board member constituent accounts be increased due to the increase in*

*districts sizes. Member Lawlor suggested comparing the sizes of the old districts to the size of the new districts.*

*A motion was made by Member O'Kelly, seconded by Member Lawlor, to amend the constituent account fund by an additional \$9,000. Motion failed by the following vote:  
Aye: 2 - Member Lawlor, Member O'Kelly  
Nay: 5 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member Taylor*

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

**Aye:** 6 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Chair Paxton and Member Taylor

**Nay:** 1 - Member O'Kelly

**4.10 12-1153**

Joint committee action approving the recommended FY 2013 budget for the County Administrator.

*County Administrator Barry Burton presented the proposed budget for FY 2013 for the County Administrator's Office. Mr. Burton requested approval to hire a new intern for Communications and to convert a part-time position to a full-time position to participate in a Fellowship Program where the employee would rotate out of the Administrator's Office and into other departments.*

**A motion was made by Member Kyle, seconded by Member Taylor, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.11 12-1154**

Joint committee action approving the recommended FY 2013 budget for the Corporate Capital Improvement Program.

*Director of Finance and Administrative Services Gary Gordon discussed infrastructure and presented recommended project for FY 2013.*

*Motion by Member Lawlor, seconded by Member Mountsier, to remove the \$50,000 for evaluation of the Sheriff's range. The motion carried by the following vote:  
Aye: Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Chair Paxton, Member Taylor  
Nay: Member O'Kelly*

*Mr. Gordon explained the money swept into the General Fund is from the 2011 budget and is a one time deposit. He explained that utilities and risk claims were at a low and not all IMRF and FICA funds were used that year. He added that the Sheriff's foreclosure income was not factored into the budget and noted there were vacancies in the department that were not filled at that time. Mr. Gordon explained that the vacancies have since been filled.*

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

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.12 12-1155**

Joint committee action approving the recommended FY 2013 budget for the General Operating Expense.

*Director of Finance and Administrative Services Gary Gordon presented the proposed FY 2013 budget for the General Operating Expense Fund. County Administrator Barry Burton offered comments in regards to this budget and the Committee members asked questions and commented on the budget. Deputy County Administrator Amy McEwan went through the funding for the Judicial Facility renovations. The court project, with cash and debt services, is fully funded but there may be a need to increase the levy in the future. The County is no where near the maximum levy rate.*

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

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.13 12-1156**

Joint committee action approving the recommended FY 2013 budget for the Solid Waste Management Tax.

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

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.14 12-1157**

Joint committee action approving the recommended FY 2013 budget for the General Obligation Refunding Bonds (2005).

*Patrice Sutton-Burger presented the proposed FY 2013 budget for the General Obligation bonds for items 4.14 through 4.17.*

**A motion was made by Member Bassi, seconded by Member Kyle, that items 4.14 through 4.17 be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.15 12-1158**

Joint committee action approving the recommended FY 2013 budget for the General Obligation Bonds (2008).

**A motion was made by Member Bassi, seconded by Member Kyle, that items 4.14 through 4.17 be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.16 12-1159**

Joint committee action approving the recommended FY 2013 budget for the Taxable General Obligation Bonds (2010A).

**A motion was made by Member Bassi, seconded by Member Kyle, that items 4.14 through 4.17 be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.17 12-1160**

Joint committee action approving the recommended FY 2013 budget for the General Obligation Bonds (2011A).

**A motion was made by Member Bassi, seconded by Member Kyle, that items 4.14 through 4.17 be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.18 12-1161**

Joint committee action approving the recommended FY 2013 budget for SSA #10 North Hills.

**A motion was made by Member Mountsier, seconded by Member Kyle, that items 4.18 through 4.20 be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.19 12-1162**

Joint committee action approving the recommended FY 2013 budget for SSA #12 The Woods of Ivanhoe.

**A motion was made by Member Mountsier, seconded by Member Kyle, that items 4.18 through 4.20 be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**4.20 12-1163**

Joint committee action approving the recommended FY 2013 budget for SSA #13 Spencer Highlands.

**A motion was made by Member Mountsier, seconded by Member Kyle, that items 4.18 through 4.20 be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

**5. Adjournment**

*Meeting adjourned at 2:15 p.m.*

**A motion was made by Member Kyle, seconded by Member Mountsier, that this item be adjourn. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Member Lawlor, Member O'Kelly, Chair Paxton and Member Taylor

*Minutes prepared by: Jane Tallitsch/Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Chair*

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*Vice Chair*

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