

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, May 7, 2020

8:30 AM

Live-streamed at <http://lakecounty.tv/>, on Comcast's Channel 18 or 30 (depending on where you live) & AT&T UVerse Channel 99

### Financial & Administrative Committee

To comply with social distancing requirements and Governor Pritzker's stay-at-home order, this meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 (depending on where you live) and AT&T Channel 99.

Public comments are welcomed and encouraged. Public comments received by 8:30 a.m., Thursday, May 7, 2020 will be read at the beginning of the meeting under Public Comment in the order they are received. Comments received during the meeting will be held until the end of the meeting. Please note: A total of 30 minutes will be permitted for Public Comment and no more than three minutes per public comment pursuant to the County Board Rules of Order and Operational Procedures. All comments received will be included in the Committee's meeting minutes regardless of whether they are read aloud at the meeting.

**PUBLIC COMMENTS** shall be emailed to [CountyBoard@lakecountyil.gov](mailto:CountyBoard@lakecountyil.gov) with the following information:

- \* **Subject Title: Financial & Administrative Committee Public Comment**
- \* **Name**
- \* **Street Address (Optional)**
- \* **City, State (Optional)**
- \* **Phone (Optional)**
- \* **Organization, agency, etc. being represented. (If representing yourself, put "Self")**
- \* **Topic or Agenda Item Number followed by Public Comment.**

Public with no access to email may leave a message with the County Board Office at 847-377-2300.

**1. Call to Order**

*Chair Frank called the meeting to order at 8:30 a.m.*

*Others present:*

*Sandy Hart, County Board*

*Dick Barr, County Board*

*Judy Martini, County Board*

*Jim Hawkins, County Administrator's Office*

*Matthew Meyers, County Administrator's Office*

*Gary Gibson, County Administrator's Office*

*John Light, Human Resources*

*Patrice Sutton, Finance and Administrative Services*

*Eric Waggoner, Planning Building and Development*

*Robert Glueckert, Chief County Assessment Office*

*Holly Kim, Treasurer's Office*

*Vasyl Markus, Treasurer's Office*

*Karen Fox, State's Attorney's Office*

*Diane Winter, Nineteenth Judicial Circuit*

*Kristy Cechini, County Board Office*

*Abby Scalf, County Board Office*

**2. Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

**3. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**4. Public Comment**

*There were no public comments related to items not on the agenda.*

**5. Chair's Remarks**

*Chair Frank asked Board members who are not members of this Committee and who wish to comment on agenda items to focus their comments on the agenda item and comment once per item to be appreciative of colleagues' and staff members' time.*

**6. Old Business**

**7. New Business**

**CONSENT AGENDA (Items 7.1 - 7.3)**

**FINANCIAL & ADMINISTRATIVE**

**7.1 [20-0583](#)**

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of March 2020.

**Attachments:** [March 2020](#)

**A motion was made by Member Wasik, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.3 be placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.2 [20-0604](#)**

Report from Holly Kim, Treasurer, for the month of December 2019.

**Attachments:** [Cash & Investment Dec 2018.pdf](#)  
[Cash & Investment Dec 2019.pdf](#)

**A motion was made by Member Wasik, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.3 be placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.3 [20-0621](#)**

Finance Monthly Report.

**Attachments:** [Finance Monthly Report 050320.pdf](#)

**A motion was made by Member Wasik, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.3 be placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**REGULAR AGENDA**

**HEALTH & COMMUNITY SERVICES**

**7.4 [20-0597](#)**

Joint resolution approving the second amendment to the 2019 United States Housing and Urban Development (HUD) Annual Action Plan (AAP).

**Attachments:** [AAP Summary.pdf](#)  
[2019 AAP 2nd Amendment.pdf](#)

*Eric Waggoner, Planning Building and Development director, presented this item. Lake County will receive an additional \$1,709,120 in Community Development Block Grant funding (CDBG) and \$777,472 of Emergency Solutions Grant (ESG) funding to address community needs related to the COVID-19 pandemic. Funding will be used to support: rental assistance, legal services, housing counseling, food banks, emergency small business loans and program administration. Discussion ensued.*

**A motion was made by Member Carlson, 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 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.5 [20-0598](#)**

Joint resolution authorizing a contract for Permanent Supportive Housing Expansion HOME Tenant-Based Rental Assistance from Thresholds, Chicago, Illinois, in an amount not to exceed \$260,311.

*Eric Waggoner, Planning Building and Development Director, presented this item to award a contract to Thresholds to provide housing stability and support services through April 2022. Discussion ensued.*

**A motion was made by Member Carlson, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.6 [20-0623](#)**

Joint resolution amending County Board resolution 20-0503 (adopted on April 7, 2020) to allow the County's \$100,000 agency unreimbursed novel coronavirus (COVID-19) emergency shelter funds (derived from 2020 Video Gaming Revenue) to be utilized for Alternate Housing Sites.

*Eric Waggoner, Planning Building and Development Director, presented this item to allow the County's \$100,000 agency unreimbursed COVID-19 emergency shelter funds derived from 2020 video gaming revenue to be utilized for alternate housing sites. The original resolution was predicated upon the need for emergency non-congregate homeless shelter as a safer alternative during the COVID-19 pandemic. The fund was to reimburse emergency, non-congregate shelter needs. Since the adoption of the original resolution, additional federal funding sources have been identified to reimburse non-congregate shelter costs of Lake County's homeless shelter organizations.*

**A motion was made by Member Carlson, seconded by Member Clark, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**FINANCIAL & ADMINISTRATIVE**

**7.7 [20-0622](#)**

Resolution authorizing a three year contract with Mythics, Inc., Virginia Beach, Virginia, to host and support the County's Oracle environment in the cloud for a total of \$1,688,400.

**Attachments:** [Mythics SOW 4.28.20](#)

[Vendor Disclosure From Mythics](#)

*Chris Blanding, Information Technology Director/Chief Information Officer, presented this item to move the County's BOSS system to the cloud, a three-year agreement that includes cloud hosting costs and licensing, to reduce hardware cost on site and reduce size of data centers. This will save money each year and increase reliability. Discussion ensued.*

**A motion was made by Member Wasik, seconded by Member Vealitzek, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.8 [20-0630](#)**

Resolution amending the Lake County Employee Policies and Procedures to add a new section, 4.11, titled the Family First Coronavirus Response Act.

**Attachments:** [FFCRA Policy Final \(Counsel Reviewed\)5.4.20\(V3\).pdf](#)

*John Light, Human Resources Director, presented this item to add a section on the Families First Coronavirus Response Act to the Lake County Employee Policies and Procedures. The Act requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Discussion ensued.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.9 [20-0636](#)**

Resolution amending the Lake County Employee Policies and Procedures to add a new section, 4.12, Furlough Policy.

**Attachments:** [4.12 Furlough Policy \(Final\)V2.pdf](#)

*John Light, Human Resources Director, presented this item to add a new Furlough section to the Lake County Employee Policies and Procedures. This tool will provide less severe action to layoffs or reduction in force and offer employees continuation of health insurance and retirement credits. The County is not recommending furloughs at this time. Discussion ensued.*

**A motion was made by Member Carlson, seconded by Member Vealitzek, that this resolution be recommended for adoption to the County Board agenda. The motion**

carried by the following vote:

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

7.10 [20-0570](#)

Resolution authorizing line-item transfers between various funds for the purpose of reducing the Fiscal Year (FY) 2020 Budget spending authority in response to the COVID-19 pandemic.

**Attachments:** [COVID Reductions LIT May 12 2020.pdf](#)

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, presented this item. County revenues will not meet the budgeted amounts for Fiscal Year (FY) 2020, so it is prudent to reduce expenditures. This is the first round of expenditure reductions voluntarily submitted by departments to address the COVID-19 impact. Discussion ensued.*

**A motion was made by Member Vealitzek, seconded by Member Clark, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

7.11 [20-0619](#)

Resolution authorizing the creation of the Coronavirus Relief Fund.

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, presented this item to create a Coronavirus Relief Fund. As part of the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act funding, it is prudent and necessary to create a separate fund.*

*Matt Meyers, Assistant County Administrator, said a plan is being developed to utilize these funds. Discussion ensued.*

**A motion was made that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

7.12 [20-0635](#)

Ordinance extending the filing deadline for the 2020 Senior Citizen Assessment Freeze Homestead Exemption.

**Attachments:** [Senior Citizen Assessment Freeze Homestead Resolution](#)

*Robert Glueckert, Chief County Assessor, presented this item to extend the deadline to apply for the senior citizen's assessment freeze to July 1. Assessor Glueckert said as part of the new program, the exemption can be filed online. Discussion ensued.*

**A motion was made by Member Wasik, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.13 [20-0631](#)**

Ordinance to allow Lake County property owners to defer a portion of their Lake County property tax payments due to the impacts of COVID-19.

**Attachments:** [PTAX Deferment Ordinance - May 2020 - Ver2.pdf](#)  
[Property Tax Deferment Form - May 2020 - V2.pdf](#)  
[PTAX Deferment Ordinance - as Approved by CB- May 2020.pdf](#)

*Chair Frank said the County is looking at ways to use its authority to help individuals who may struggle to make their property tax payment on time and seek relief from the late penalty, which is required by state statute. The ordinance presented would provide some relief to individuals who are experiencing hardships due to the COVID-19 pandemic by offering a delayed payment option.*

*Gary Gibson, County Administrator, explained the proposed payment schedule. The County recognizes the operational concerns.*

*Discussion ensued, including comments by Committee members on the implementation of an application process to ensure individuals do not take advantage of this accommodation.*

*Kristy Cechini, County Board Office, read into record four submissions of public comment regarding property tax payments.*

*Holly Kim, Treasurer, spoke about the ordinance, explaining any proposal must be legal, operationally executable, and provide relief to those who need it most. She addressed changes that will need to be implemented to the tax management system.*

*Karen Fox, State's Attorney's Office, addressed the concerns by the Treasurer's Office and Committee members as to implementing the application process and addressed state statute does not contemplate that an application process be included.*

*Discussion continued, including comments by Committee members to balance the administrative concerns, concerns by taxpayers requesting relief and the needs of local taxing bodies and their solvency.*

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



unanimously.

**Aye:** 5 - Chair Frank, Vice Chair Vealitzek, Member Clark, Member Pedersen and Member Wasik

**Nay:** 2 - Member Carlson and Member Wilke

**7.14 20-0633**

Discussion on community resource and direct assistance options.

*(Items 7.14 and 7.15 were taken together.)*

*Chair Frank reported that staff is looking carefully at existing programs and partnerships that can help residents, small businesses and provide assistance to agencies who are struggling to meet their needs.*

*Jim Hawkins, Deputy County Administrator, said the County is continuing its transition from response to recovery. The County Administrator has established five task forces focused on operations, budget, financial assistance, business, and community resources.*

*Staff is looking for guidance and priorities the Board has communicated to build actionable plans so the County can start moving forward in a timely fashion to expend CARES Act funds.*

*Chair Frank added the special committee will allow a more cohesive conversation to develop an overall strategy and policy in regards to budgeting and monitoring distribution and use of these funds to ensure the funds are used to best assist residents and businesses in the County.*

*Discussion ensued.*

**Items 7.14 and 7.15 were discussed.**

**7.15 20-0634**

Discussion on business assistance options.

*(Items 7.14 and 7.15 were taken together.)*

*Chair Frank reported that staff is looking carefully at existing programs and partnerships that can help residents, small businesses and provide assistance to agencies who are struggling to meet their needs.*

*Jim Hawkins, Deputy County Administrator, said the County is continuing its transition from response to recovery. The County Administrator has established five task forces focused on operations, budget, financial assistance, business, and community resources.*

*Staff is looking for guidance and priorities the Board has communicated to build*

*actionable plans so the County can start moving forward in a timely fashion to expend CARES Act funds.*

*Chair Frank added the special committee will allow a more cohesive conversation to develop an overall strategy and policy in regards to budgeting and monitoring distribution and use of these funds to ensure the funds are used to best assist residents and businesses in the County.*

*Discussion ensued.*

**Items 7.14 and 7.15 were discussed.**

**7.16 [20-0632](#)**

Discussion on sales tax rebate options.

*Gary Gibson, County Administrator, referenced the overview document provided to Members explaining sales tax initiatives and relief.*

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, said the sales tax is the County's alternate revenue source for general obligation bonds, and County needs to be mindful to meet debt service requirements despite this downturn. The County has used these taxes for economic development purposes in the past, such as an incentive to locate in Lake County.*

*Discussion ensued.*

**Sales tax rebate options were discussed.**

**8. Executive Session**

**9. Department Head Reports**

**9.1 [20-0612](#)**

Department head reports.

*Gary Gibson, County Administrator, said members have voiced questions regarding the capital improvements plan document that was provided. Staff intends to have a broader discussion with all members present next month and to get direction from the larger membership.*

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, said the County's annual external audit is due 180 days after the end of fiscal year (May 28, 2020), but an extension will be filed with the state for various reasons including that Lake County Forest Preserve District (LCFPD) changed its fiscal year to a calendar fiscal year so their audit will not be completed until the end of June. While LCFPD is a separate entity, they are reflected as a component of the County in the financial statement.*

**Department head reports were presented.**

**10. Public Comment**

*There was no public comment.*

**11. County Administrator's Report**

**11.1 [20-0641](#)**

Discussion on space allocation.

*Gary Gibson, County Administrator, said the County is looking to reduce its footprint particularly as the County works to make reductions in operational costs. One change that is moving forward is the Regional Office of Education, currently housed at the College of Lake County, will relocate to the Central Permit Facility.*

*Mr. Gibson said there also is discussion with the Nineteenth Judicial Circuit as to the possible closure of the Mundelein branch court. More information will come regarding this discussion.*

*Diane Winter, Nineteenth Judicial Circuit, spoke about the discussion to close the Mundelein branch court, particularly when operations must focus on implementing social distancing measures in the courtrooms.*

**This matter was discussed**

**12. Members Remarks**

*There were no remarks from members.*

**13. Adjournment**

*Chair Frank called the meeting to be adjourned at 11:40 a.m.*

**Next Meeting: June 4, 2020**

*Meeting minutes prepared by Abby Scalf.*

*Respectfully submitted,*

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*Chair*

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*Vice Chair*

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*Financial and Administrative Committee*