

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, January 11, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at  
<https://bit.ly/4aAGD9j>

**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 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:**

Time is reserved near the beginning of the meeting for all Public Comment. At the Chair's discretion, Public Comment for an item(s) on the agenda may be presented during consideration of that specific item. Public Comment 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](mailto: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**

*Member Clark led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent** 1 - Member Parekh

*Other present:*

*In Person:*

*Alex Carr, Communications*

*Betsy Brandon, County Administrator's Office*

*Darcy Adcock, Human Resources*

*Jim Hawkins, County Administrator's Office*

*Kevin Quinn, Communications*

*Kristy Cechini, County Board Office*

*Matt Meyers, County Administrator's Office*

*Melissa Gallagher, Finance*

*Patrice Sutton, County Administrator's Office*

*RuthAnne Hall, Finance*

*Sandy Hart, County Board Chair*

*Tammy Chatman, Communications*

*Electronically:*

*Adam Krueger, Finance*

*Anthony Vega, County Clerk's Office*

*Arnold Donato, Stormwater Management*

*Austin McFarlane, Public Works*

*Bailey Wyatt, Communications*

*Barbara Adams, Donahue and Rose, PC*

*Brea Barnes, Finance*

*Caitlin Everett, Workforce Development*

*Carissa Casbon, Board Member*

*Chris Blanding, Enterprise Information Technology*

*Claudia Gilhooley, 19th Judicial Circuit Court*

*Corina Miranda, Human Resources*

*Dan Eder, EMA*

*Demar Harris, Workforce Development*

*Diane Hewitt, Board Member*

*Dominic Strezo, Planning, Building, and Development*

*Eric Waggoner, Planning, Building, and Development*

*Erika Osinski, Human Resources*

*Errol Lagman, Finance*

Holly Kim, Treasurer  
Jim Chamernik, Sheriff's Office  
Janna Philipp, County Administrator's Office  
JazMine' Evans, Finance  
Jennifer Price, 19th Judicial Circuit Court  
Jerial Jorden-Woods, Finance  
Jo Gravitter, State's Attorney's Office  
Joe Hill, Golden Hill and Associates  
Jolanda Dinkins, County Board Office  
Jon Nelson, Division of Transportation  
Karen Brush, County Clerk's Office  
Karen Fox, State's Attorney's Office  
Kathleen Rhey, Enterprise Information Technology  
Kayla Bonn, Human Resources  
Kevin Carrier, Division of Transportation  
Lawrence Oliver, Sheriff's Office  
Marah Altenberg, Board Member  
Mary Crain, Division of Transportation  
Matt Emde, Division of Transportation  
Melanie Nelson, State's Attorney's Office  
Michael Wheeler, Finance  
Mick Zawislak, Daily Herald  
Mike Klemens, Division of Transportation  
Nick Principali, Finance  
Nicole Rogers, Finance  
Preston Carter, Public  
Ruby Bahena, Finance  
Sonia Hernandez, County Administrator's Office  
Shane Schneider, Division of Transportation  
ShaTin Gibbs, Finance  
Sidhar Malladi, Public  
Stacy Davis-Wynn, Purchasing  
Stephen Gray, Treasurer's Office  
Terri Kath, Enterprise Information Technology  
Theresa Glatzhofer, County Board Office  
Todd Schroeder, 19th Judicial Circuit Court  
Yvette Albarran, Purchasing

**4. Addenda to the Agenda**

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

**5. Public Comment**

*There were no comments from the public.*

**6. Chair's Remarks**

*Chair Frank shared his concern of the hostages being held by Hamas and to keep them in our thoughts and prayers.*

7. **Unfinished Business**

*There was no unfinished business to discuss.*

8. **New Business**

**CONSENT AGENDA (Items 8.1 - 8.12)**

**\*MINUTES\***

8.1 **24-0051**

Committee action approving the Financial and Administrative Committee Budget Hearing minutes from October 17, 2023.

**Attachments:** [F&A Budget Hearing 10.17.23 Final Minutes](#)

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that these minutes be approved. The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Parekh

8.2 **24-0052**

Committee action approving the Financial and Administrative Committee Budget Hearing minutes from October 18, 2023.

**Attachments:** [F&A Budget Hearing 10.18.23 Final Minutes](#)

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that these minutes be approved. The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Parekh

8.3 **24-0049**

Committee action approving the Financial and Administrative Committee minutes from November 30, 2023.

**Attachments:** [F&A 11.30.23 Final Minutes](#)

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that these minutes be approved. The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Parekh

8.4 **24-0050**

Committee action approving the Financial and Administrative Committee minutes from December 7, 2023.

**Attachments:** [F&A 12.7.23 Final Minutes](#)

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that these minutes be approved. The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Parekh

**\*REPORTS\***

**8.5** [23-1821](#)

Report from Anthony Vega, County Clerk, for the month of October, 2023.

**Attachments:** [LCC Report for October 2023](#)

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

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

**Absent:** 1 - Member Parekh

**8.6** [24-0019](#)

Report from Anthony Vega, Lake County Clerk Recording Division, for the month of November, 2023.

**Attachments:** [November 2023](#)

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

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

**Absent:** 1 - Member Parekh

**8.7** [24-0061](#)

Lake County Treasurer Holly Kim's Cash and Investment Report - November 2023.

**Attachments:** [Treasurer Report Nov 2023.pdf](#)  
[2022-NOV-Cash&Investment.pdf](#)

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

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

**Absent:** 1 - Member Parekh

**\*LAW & JUDICIAL\***

**8.8 [23-1761](#)**

Joint resolution authorizing the acceptance and execution of a Victim of Crime Act (VOCA) grant which will provide funding for our Highland Park victim assistance program, including an emergency appropriation of \$79,241 in grant funds.

**Attachments:** [Grant Accounting Spreadsheet to FAS - Highland Park Interim Funding](#)

**A motion was made by Vice Chair Vealitzek, 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**8.9 [24-0022](#)**

Joint resolution authorizing the State's Attorney's Appellate Prosecutor Program for Fiscal Year (FY) 2024 for a continued participation fee of \$49,000.

**Attachments:** [FY24 Appellate Invoice \\$49k](#)

**A motion was made by Vice Chair Vealitzek, 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**\*PUBLIC WORKS & TRANSPORTATION\***

**8.10 [24-0039](#)**

Joint resolution authorizing a contract with Granite Telecommunications, LLC, Quincy, Massachusetts in the amount of \$49,752 for phone line replacements and service at 83 locations in the Lake County Public Works (LCPW) service areas.

**Attachments:** [24-0039 Granite Epik POTS Line Replacement Agreement](#)

[24-0039 Granite Vendor Disclosure](#)

[24-0039 Granite Price List](#)

**A motion was made by Vice Chair Vealitzek, 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**8.11 [24-0020](#)**

Joint resolution appropriating a supplemental amount of \$120,000 of ¼% Sales Tax for Transportation funds for right-of-way costs associated with improvements to the intersection of Winchester Road at Illinois Route 83.

**Attachments:** [24-0020 Location Map Winchester Road at IL 83 ROW Appropriation](#)

**A motion was made by Vice Chair Vealitzek, 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**\*FINANCIAL & ADMINISTRATIVE\***

**8.12 [24-0031](#)**

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2024 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

**Attachments:** [Jan-24 Carryovers - Final](#)

**A motion was made by Vice Chair Vealitzek, 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**REGULAR AGENDA**

**\*HEALTH & COMMUNITY SERVICES\***

**8.13 [24-0030](#)**

Joint resolution reallocating \$1,201,771 of U.S. Treasury Emergency Rental Assistance (ERA2) funds to support the development of affordable rental housing projects.

**Attachments:** [Memo ERA2 Reallocation](#)  
[HCS ERA2 Reallocation PPT](#)

*Brenda O'Connell, Community Development Administrator, reported on the Treasury Emergency Rental Assistance funds for two affordable rental housing units. Discussion ensued.*

**A motion was made by Vice Chair Vealitzek, 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**\*LAW & JUDICIAL\***

**8.14 [24-0064](#)**

Joint resolution approving Amendment Number 1 of the Intergovernmental Agreement (IGA) Regarding Development of the Plan and Agreement to Consolidate Participating Lake County Public Safety Answering Points (PSAPs).

**Attachments:** [IGA1 Amendment #1 12.08.23](#)  
[PSAP Consolidation IGA1-Fully Executed](#)  
[911 Consolidation Summary\(01.09.24\)](#)

*Jim Hawkins, Deputy County Administrator, presented on the 9-1-1 Consolidation efforts in Lake County and reported on the Amendment Number 1 of the Intergovernmental Agreement, which extends the term from 18 months to 30 months and establishes Lake County as a full party to the agreement. Discussion ensued.*

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

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

**Absent:** 1 - Member Parekh

**\*PUBLIC WORKS & TRANSPORTATION\***

**8.15 [24-0021](#)**

Joint resolution appropriating a supplemental amount of \$265,000 of ¼% Sales Tax for Transportation funds and approving Change Order Number Two consisting of an increase of \$262,483 for additional professional engineering services for improvements along 21st Street from Delany Road to Illinois Route 173.

**Attachments:** [24-0021 Change Order Number Two, 21st Street Supplement](#)  
[24-0021 Vendor Disclosure, Stanley Consultants](#)  
[24-0021 Location Map, 21st Street](#)

*Shane Schneider, Division of Transportation Director, reported on the second Change Order for the improvements along 21st Street from Delany Road to Illinois Route 173.*

**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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**\*PLANNING, BUILDING, ZONING & ENVIRONMENT\***

8.16 [24-0041](#)

Joint resolution authorizing an emergency appropriation in the amount of \$750,000 for the Lake Bluff Downtown Flooding Mitigation Project by the Stormwater Management Commission (SMC), with funding provided by the Consolidated Appropriations Act, 2023 Public Law (117-328), specifically allocated for the Economic Development Initiative (EDI) for Community Project Funding (CPF) administered by the Department of Housing and Urban Development (HUD).

**Attachments:** [Award Letter B-23-CP-IL-0593](#)  
[Grant Agreement B-23-CP-IL-0593](#)  
[HUD Form 1044 B-23-CP-IL-0593](#)

*Sharon Osterby, Water Resources Professional, reported on the Economic Development Initiative for Community Project Funding for the Lake Bluff Flooding Mitigation Project. Discussion ensued.*

**A motion was made by Member Danforth, 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**\*FINANCIAL & ADMINISTRATIVE\***

**Facilities and Construction Services**

8.17 [24-0017](#)

Resolution ratifying an Emergency Procurement authorized by the Director of Facilities and Construction in the amount of \$54,400.86.

**Attachments:** [Vendor Disclosure Statement.pdf](#)  
[Emergency Procurement Memo](#)

*Carl Kirar, Facilities and Construction Director, reported on the emergency procurement for repairs on the emergency generator for the Lake County Sheriff's Office 9-1-1 facility in Libertyville. Discussion ensued.*

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

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

**Absent:** 1 - Member Parekh

8.18 [24-0029](#)

Director's Report - Facilities and Construction Services.

**Attachments:** [JOC FY23 Summary Report\\_20DEC23](#)  
[FY2023 End of Year JOC Report 20DEC2023](#)

*Carl Kirar, Facilities and Construction Director, presented on the Job Order Contract (JOC) annual report.*

### **Enterprise Information Technology**

#### **8.19 [24-0048](#)**

Resolution authorizing a contract with Mythics, Inc., Virginia Beach, Virginia, for licensing and subscription of the Oracle Enterprise Performance Management Cloud application for a period of three years in an amount not to exceed \$139,920 annually for a total of \$419,760 with the option to renew for an additional three years.

**Attachments:** [FY24 Mythics LC-EPM - QUO](#)  
[FY24 Mythics LC-EPM - VDS](#)

*Chris Blanding, Chief Information Officer, reported on the software licensing and subscription of the Oracle Enterprise Performance Management Cloud renewal. Discussion ensued.*

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

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

**Absent:** 1 - Member Parekh

#### **8.20 [24-0015](#)**

Director's Report - Enterprise Information Technology.

*There was no Enterprise Information Technology Director's report.*

### **Finance**

#### **8.21 [24-0070](#)**

Resolution authorizing the Execution and Delivery by the County of Lake, Illinois of an Assignment and Assumption Agreement and Related Documents relating to a Declaration of Restrictive Covenants and Regulatory Agreement and a Tax Regulatory Agreement entered into by said county at the time of issuance of its Multifamily Housing Revenue Bonds (Brookstone Apartments Project) Series 2007 and Other Provisions in Connection Therewith.

**Attachments:** [Lake County-Brookstone-Assignment Assumption Agreement-For County](#)  
[Lake County-Brookstone-Resolution Approving Assign-Assump Agreemen](#)

*Melissa Gallagher, Interim Chief Financial Officer, reported on the purchase of the affordable housing unit and introduced Barbara Adams, Attorney, who provided an overview of the Assignment and Assumption Agreement, which will ensure continued compliance of the property with applicable affordable housing standards. Attorney Adams*

*also introduced Srinivasa Nandipatie, purchaser, Sidhar Malladi, purchaser representative, and Joe Hill, attorney for the purchaser. Mr. Nandipatie provided an overview of the purchase of the Brookstone Apartments. Discussion ensued.*

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

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

**Absent:** 1 - Member Parekh

**8.22 [24-0040](#)**

Finance Monthly Report - November 2023.

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

*Melissa Gallagher, Interim Chief Financial Officer, presented on the November Finance Monthly report. Discussion ensued.*

**8.23 [24-0016](#)**

Director's Report - Finance.

**Attachments:** [CFO Approved Line Item Transfers Close Out of FY2023](#)

*There was no Finance Director's report.*

**Human Resources**

**8.24 [24-0067](#)**

Resolution authorizing the appointment of Darcy Adcock, Interim Director of Human Resources, as Lake County's Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

*Patrice Sutton, County Administrator, reported on the formal approval of appointing Darcy Adcock as the IMRF Authorized Agent.*

**8.25 [24-0014](#)**

Director's Report - Human Resources.

*There was no Human Resources Director's report.*

**County Administration**

**8.26 [23-1804](#)**

Resolution accepting the annual Emergency Management Intergovernmental Grant Agreement from the Illinois Emergency Management Agency (IEMA) for federal fiscal year (FFY) 2023 Emergency Management Performance Grant (EMPG) in an amount not to exceed \$154,783.69.

**Attachments:** [23EMALAKE EMPG grant agreement](#)

*Dan Eder, Emergency Management Agency (EMA) Manager, reported on the annual Intergovernmental grant agreement for funding Lake County's EMA.*

**A motion was made by Member Kyle, seconded by Member Danforth, that this**

**resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Parekh

**8.27 [24-0054](#)**

Resolution approving a contract with Granicus, Denver, Colorado, in the amount of \$70,200 for GovQA Public Records FOIA Software.

**Attachments:** [Lake County Updated GovQA 2024 Quote](#)  
[Granicus LLC Vendor Disclosure](#)

*Alex Carr, Deputy Communications Officer, and Betsy Brandon, FOIA Officer, reported on the contract for the GovQA Public Records FOIA Software.*

**A motion was made by Vice Chair Vealitzek, 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Parekh

**8.28 [24-0069](#)**

Presentation and discussion regarding food and beverage service options for County staff and the general public at the Waukegan Administrative Complex.

*Patrice Sutton, County Administrator, reported on the difficulties of the County's food. RuthAnne Hall, Purchasing Manager, reported on the food and beverage service options for County staff and visitors. Discussion ensued.*

*Patrice Sutton, Chief Financial Officer, asked the committee for guidance on single use plastic consideration and continuing to subsidize food for County visitors and employees. Discussion ensued. Committee's consensus was to make sure coffee is provided for staff, visitors, and jurors. Staff will continue to research other options.*

**9. County Administrator's Report**

*Patrice Sutton, County Administrator, reported on the elected official departments with new program requests done within the departments' budgets.*

**10. Executive Session**

*The Committee did not enter into Executive Session.*

**11. Member Remarks and Requests**

*There were no remarks or requests from Members.*

**12. Adjournment**

*Chair Frank declared the meeting adjourned the meeting at 10:24 a.m.*

**Next Meeting: February 1, 2024**

*Minutes prepared by Kristy Cechini.*

*Minutes were approved on February 8, 2024 by the Financial and Administrative Committee.*