

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, March 9, 2023

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at  
<https://bit.ly/3xX4TAd>

**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](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 8:31 a.m.*

**2. Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

*\* Electronic Attendance: Member Pararkh*

*Other Attendees:*

*In Person:*

*Brenda O'Connell, Community Development  
Carl Kirar, Facilities and Construction Services  
Cassandra Hiller, County Administrator's Office  
Darcy Adcock, Human Resources  
Eric Waggoner, Planning, Building, and Development  
Gary Gibson, County Administrator's Office  
Jim Hawkins, County Administrator's Office  
John Light, Human Resources  
Kevin Quinn, Communications  
Matt Meyers, County Administrator's Office  
Melissa Gallagher, Finance  
Patrice Sutton, Finance  
Robert Springer, Planning, Building, Development*

*Electronically:*

*Adam Krueger, Finance  
Ari Briskman, Sheriff's Office  
Arnold Donato, Stormwater Management  
Kevin Quinn, Communications  
Austin McFarlane, Public Works  
Brea Barnes, Finance  
Carissa Casbon, Board Member  
Chad Wright, Facilities and Construction  
Chris Blanding, Enterprise Information Technology  
Demar Harris, Workforce Development  
Dominic Strezo, Planning, Building, and Development  
Emily Mitchell, Finance  
Eric Tellez, Planning, Building, and Development  
Errol Lagman, Finance  
Frank D'Andrea, Finance  
Gina Roberts, Board Member  
Irshad Khan, Facilities and Construction*

*Janna Philipp, County Administrator's Office*  
*Jennifer Brennan, Communications*  
*Jeremiah Varco, Facilities and Construction*  
*Jerial Jorden-Woods, Finance*  
*Jolanda Dinkins, County Board Office*  
*Jon Nelson, Division of Transportation*  
*Joy Gossman, Public Defender*  
*Karen Fox, State's Attorney's Office*  
*Kevin Dominguez, Finance*  
*Kevin Hunter, Board Member*  
*Krista Kennedy, Finance*  
*Kurt Woolford, Stormwater Management*  
*Marah Altenberg, Board Member*  
*Maria Castellanos, Public*  
*Mark Pfister, Health Department*  
*Mary Crain, Division of Transportation*  
*Matt Meyers, County Administrator's Office*  
*Melanie Nelson, State's Attorney's Office*  
*Michael Wheeler, Finance*  
*Nelmari Velazquez-Zayas, Human Resources*  
*Nick Principali, Finance*  
*Nicole Rogers, Finance*  
*Robin Grooms, County Administrator's Office*  
*Ruby Acosta, Finance*  
*RuthAnne Hall, Purchasing*  
*Sonia Hernandez, County Administrator's Office*  
*Sandy Hart, County Board Chair*  
*ShaTin Gibbs, Finance*  
*Stacy Davis Wynn, Purchasing*  
*Terri Kath, Enterprise Information Technology*  
*Theresa Glatzhofer, County Board Office*  
*Vasyl Markus, Treasurer's Office*

**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 Chair remarks.*

**7. Unfinished Business**

*There was no unfinished business to discuss.*

**8. New Business**

*Chair Frank stated there is a rule that Committees need to approve staff time if a project will exceed two hours. Chair Frank asked the Committee to approve the staff time for*

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*County Staff to research the hazard pay. Discussion ensued. The Committee agreed for County Staff to move forward with the project.*

**CONSENT AGENDA (Items 8.1 - 8.9)**

**\*REPORTS\***

**8.1 23-0393**

Treasurer Holly Kim's Cash & Investment Report November 2022.

**Attachments:**    [Treasurer Holly Kim's Cash & Investment Report November 2022](#)  
                              [Treasurer Holly Kim's Cash & Investment Report November 2021](#)

**A motion was made by Member Clark, seconded by Member Danforth, that this communication or report be received and placed on the consent 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

**Not Present:** 1 - Member Parekh

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

**8.2 23-0288**

Joint resolution approving the Program Year (PY) 2023 Lake County Affordable Housing Program (LCAHP) grant awards.

**Attachments:**    [Housing Funding Board Memo PY2023](#)

**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

**Not Present:** 1 - Member Parekh

**8.3 23-0289**

Joint resolution approving the HOME-ARP Allocation Plan as the Sixth Amendment to the Program Year (PY) 2021 Annual Action Plan (AAP).

**Attachments:**    [HOME-ARP-Allocation-Plan-Lake County](#)

**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

**Not Present:** 1 - Member Parekh

**8.4 23-0295**

Joint resolution approving an Intergovernmental Agreement (IGA) between Lake

County and the Waukegan Park District for the completion of 24 CFR Part 58 Environmental Review Records (ERRs).

**Attachments:** [IGA Environmental Review CPF WPD](#)

**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

**Not Present:** 1 - Member Parekh

**8.5 [23-0333](#)**

Joint resolution authorizing a contract with the Pat Davis Design Group, Inc., Sacramento, California, for a 12-month agreement with a budget of \$48,000 to provide ongoing professional services and support in the execution of the Lake County Workforce Development Board (LCWDB) Strategic Outreach and Communication Plan.

**Attachments:** [Agreement](#)  
[RFP Final Document](#)  
[2023 - 2024 Vendor Disclosure Statement](#)  
[Post Score Matrix Summary](#)

**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

**Not Present:** 1 - Member Parekh

**8.6 [23-0334](#)**

Joint resolution accepting the National Association of County and City Health Officials grant and authorizing an emergency appropriation in the amount of \$120,000 for the Local Health Department Healthcare-Associated Infections and Antimicrobial Resistance grant.

**Attachments:** [NACCHO HAI-AR](#)

**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

**Not Present:** 1 - Member Parekh

**8.7 [23-0335](#)**

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$50,604 for the Local Health Department Overdoses Surveillance and Response grant.

**Attachments:**    [Overdose Surveillance and Response \\$50,604](#)

**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

**Not Present:** 1 - Member Parekh

**8.8**    [23-0336](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$11,896 for the Local Health Department Overdoses Surveillance and Response grant.

**Attachments:**    [Overdose Surveillance and Response \\$11,896](#)

**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

**Not Present:** 1 - Member Parekh

**\*FINANCE\***

**8.9**    [23-0360](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2023 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

**Attachments:**    [Mar-23 Carryovers - Final](#)

**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

**Not Present:** 1 - Member Parekh

**REGULAR AGENDA**

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

**8.10**    [23-0311](#)

Joint resolution approving the Program Year (PY) 2023 Video Gaming Revenue

grant funding recommendations in the amount of \$640,000.

**Attachments:** [Video Gaming Revenue Board Memo 2023](#)

[3.3.1 Video Gaming Revenue Policy 11.10.2020](#)

*Eric Waggoner, Planning, Building, and Development Director, reported on the Video Gaming Revenue (VGR) policy. The requirement is for the Board to review the policy every three years.*

*Brenda O'Connell, Community Development Administrator, reported on the recommendations for the VGR funding. 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

**Not Present:** 1 - Member Parekh

**\*FINANCIAL & ADMINISTRATIVE\***

**Facilities and Construction Services**

**8.11 [23-0374](#)**

Resolution authorizing an agreement with Cotter Consulting, Chicago, Illinois, to provide Professional Project Management Services for the Depke Renovation Improvement Project in an amount of \$500,000.

**Attachments:** [23000 Agreement-Signed](#)

[23000 Scoring Matrix for Board Approval](#)

[Vendor Disclosure Form](#)

[LT CCI Lake Co Depke Fee Proposal 20230214 r 2.20.23](#)

[SOI 23000 Final](#)

*Carl Kirar, Facilities and Construction Director, reported on the agreement with Cotter Consulting for the Project Management Services for the Depke Building renovation.*

**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

**Not Present:** 1 - Member Parekh

**8.12 [23-0373](#)**

Resolution authorizing an agreement with HDR, Inc., Chicago, Illinois for professional services to support the Administrative Tower Elevator Modernization Project, in the amount of \$96,000.



**Attachments:**    [Vendor disclosure statement](#)  
                              [23038 Agreement Draft](#)  
                              [Final HDR Proposal dated 2.14.23](#)

*Carl Kirar, Facilities and Construction Director, reported on the agreement with HDR for the Administrative Tower Elevator Modernization Project.*

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

**Not Present:** 1 - Member Parekh

**8.13 [23-0355](#)**

Director's Report - Facilities and Construction Services.

**Attachments:**    [JOC Over \\$350K Memorandum](#)

*Carl Kirar, Facilities and Construction Director, reported on the bidding process for the ROC facility. Mr. Kirar also stated there are three JOC contractors to renovate the space in the Administrative Tower's basement along with two security upgrades. Discussion ensued.*

**Human Resources**

**8.14 [23-0363](#)**

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Illinois Council of Police Animal Care and Control Chapter, Lake County Board of Health and the Lake County Board.

**Attachments:**    [Lake County and ICOP \(Animal Control\) CBA \(Clean Copy\)](#)  
                              [Lake County and ICOP \(Animal Control\) CBA \(with amendments 12-19-22\)](#)

*John Light, Human Resources Director, reported on the Collective Bargaining agreement for the Animal Care and Control Unit.*

**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

**Not Present:** 1 - Member Parekh

**8.15 [23-0380](#)**

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Illinois Council of Police (ICOP) Clerical Employees.

**Attachments:**    [LCSO\\_ICOP Clerical\\_2022-2027.Clean Final Copy](#)  
                              [LCSO\\_ICOP Clerical\\_2022-2027.Redline Final Copy](#)

*John Light, Human Resources Director, reported on the Collective Bargaining Agreement for the Sheriff's Clerical Employees Unit. Discussion ensued.*

**A motion was made by Member Kyle, 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

**Not Present:** 1 - Member Parekh

**8.16 [23-0401](#)**

Committee action approving a one-time increase for Planning, Building, and Development position 34057.

**Attachments:**    [PBD Additional One Time Increase Position 34057 3 3 23](#)

*John Light, Human Resources Director, reported on the one-time increase for the Planning, Building, and Development position.*

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this committee action item 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

**Not Present:** 1 - Member Parekh

**8.17 [23-0402](#)**

Committee action approving the reclassification and one-time increase for Division of Transportation position 29057.

**Attachments:**    [DOT Reclassification One time Increase Position 29057 3 3 23](#)

*John Light, Human Resources Director, reported on the reclassification and one-time increase for the Division of Transportation position.*

**A motion was made by Member Clark, seconded by Member Vealitzek, that this item be approved. The motion carried unanimously.**

**Not Present:** 1 - Member Parekh

**8.18 [23-0096](#)**

Director's Report - Human Resources.

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

**Enterprise Information Technology**

**8.19 [23-0396](#)**

Resolution approving the Lake County Cyber Security Awareness Training Policy.

**Attachments:**    [5.2 Cyber Security Awareness Training Policy FBA 3.15.23](#)

*Chris Blanding, Chief Information Officer, reported on the changes since the draft Cyber Security Awareness Training Policy was discussed.*

*Member Parekh joined the meeting at 9:08 a.m.*

**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:** 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**8.20**    [23-0097](#)

Director's Report - Enterprise Information Technology.

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

**Finance**

**8.21**    [23-0390](#)

Finance Department Monthly Report - January 2023.

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

*Melissa Gallagher, Deputy Chief Financial Officer, presented the Monthly Financial Report.*

**8.22**    [23-0098](#)

Director's Report - Finance.

*Patrice Sutton, Chief Financial Officer, reported that March is procurement month and stated the upcoming procurement processes and trainings.*

**County Administration**

**8.23**    [23-0408](#)

Resolution authorizing an emergency appropriation in the amount of \$155,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for personal protective equipment (PPE) Stockpile storage, and ARPA plan administrative support.

**Attachments:**    [ARPA Appropriation 3.9.23](#)

*Matt Meyers, Assistant County Administrator, reported on the warehouse PPE stockpile and the additional funds for the Bonner Group, that was originally discussed at the March 3 F&A Special Committee on COVID-19 Pandemic Recovery and Investment Committee meeting.*

**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:** 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**8.24** [23-0417](#)

Update on Congressional Funding Applications.

*Matt Meyers, Assistant County Administrator, reported on the Capital priority document that was presented through the NACo conference. The process is now open. The plan is to apply for two projects for under the Public Works Department. Discussion ensued.*

**9. County Administrator's Report**

*Matt Meyers, Assistant County Administrator, and Carl Kirar, Facilities and Construction Director, provided an update on the solar panel project in Libertyville.*

**10. Executive Session**

**A motion was made by Member Vealitzek, seconded by Member Clark, that the Committee go into executive session. The motion carried unanimously.**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**10.1** [23-0406](#)

Executive Session to discuss purchase or lease of real property pursuant to 5 ILCS 120/2(c)(5).

**11. Members' Remarks**

*Chair Frank provided an update on his calendar.*

**12. Adjournment**

*Chair Frank declared the meeting adjourned at 9:56 a.m.*

**Next Meeting: March 30, 2023**

*Minutes prepared by Kristy Cechini.*