

Lake County Illinois

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



Meeting Minutes - Final

Tuesday, January 8, 2019

8:30 AM

Assembly Room, 10th Floor

Law and Judicial Committee

1. Call to Order

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

Present 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent 1 - Member Danforth

Others present:

Elizabeth Bogej, Court Administration

Steve Carlson, County Board

Jim Chamernik, Sheriff's Office

Anthony Cooling, Finance and Administrative Services

Zach Creer, Finance and Administrative Services

Patrice Evans, Circuit Court Clerk Office

Paul Fetherston, County Administrator's Office

RuthAnne Hall, Purchasing

Sandy Hart, County Board

Jim Hawkins, Regional 9-1-1 Planning Project

Efren Heredia, Health Department

Ryan Horne, Finance and Administrative Services

John Idleburg, Sheriff

Jon Joy, Facilities and Construction

Donna Jo Maki, County Administrator's Office

Amy McEwan, County Administrator's Office

Clyde McLemore, Resident

Jeff Pavletic, State's Attorney's Office

Linda Pedersen, County Board

Kurt Schultz, Facilities and Construction

Mary Stevens, Court Administration

Patrice Sutton, Finance and Administrative Services

Micah Thornton, Circuit Court Clerk Office

Jay Ukena, Nineteenth Judicial Circuit Court

Anthony Vega, Sheriff's Office

Blanca Vela-Schneider, County Board Office

Dakisha Wesley, County Administrator's Office

Mike Wheeler, Finance and Administrative Services

Teri White, State's Attorney's Office

Dawn Wucki-Rossbach, Sheriff's Office

2. Pledge of Allegiance

Vice Chair Simpson 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 comments from the public.

5. Chair's Remarks

Chair Cunningham noted that Member Danforth sent an email to report he would not be attending the meeting due to personal business.

Chair Cunningham remarked on the audio equipment installed in the Assembly Room and requested that people refrain from holding sidebar conversations.

Chair Cunningham also noted that staff will be working on potential dates to tour county facilities.

(Member Paxton arrived at 8:33 a.m.)

6. Old Business

There was no old business to conduct.

7. New Business**CONSENT AGENDA (ITEMS 7.1-7.4)****Approval of Minutes****PUBLIC DEFENDER****7.1 [19-0040](#)**

Report from Joy Gossman, Public Defender, for the month of November 2018.

Attachments: [11-18 Main](#)
[11-18 Main PTR](#)
[11-18 JUV Main](#)
[11-18 JUV PTR](#)

A motion was made by Member Kyle, seconded by Member Simpson, that the Consent Agenda items 7.1 through 7.3 be received and placed on the County Board agenda and that item 7.4 be approved and referred on to the Financial and Administrative Committee. The motion carried by the following vote:

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

CIRCUIT COURT CLERK**7.2 [18-1503](#)**

Report from Erin Cartwright Weinstein, Clerk of the Circuit Court, for the month of October 2018.

Attachments: [County Board Report FY18 - 10 Oct 111418](#)

A motion was made by Member Kyle, seconded by Member Simpson, that the Consent Agenda items 7.1 through 7.3 be received and placed on the County Board agenda and that item 7.4 be approved and referred on to the Financial and Administrative Committee. The motion carried by the following vote:

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

7.3 [19-0032](#)

Report from Erin Cartwright Weinstein, Clerk of the Circuit Court, for the month of November 2018.

Attachments: [County Board Report FY18 - 11 Nov 121218](#)

A motion was made by Member Kyle, seconded by Member Simpson, that the Consent Agenda items 7.1 through 7.3 be received and placed on the County Board agenda and that item 7.4 be approved and referred on to the Financial and Administrative Committee. The motion carried by the following vote:

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

STATE'S ATTORNEY

7.4 [19-0003](#)

Joint resolution authorizing the State's Attorney's Appellate Prosecutor Program for fiscal year (FY) 2019 for a continued participation fee of \$42,000.

Attachments: [Appellate Pros Invoice FY2019](#)

A motion was made by Member Kyle, seconded by Member Simpson, that the Consent Agenda items 7.1 through 7.3 be received and placed on the County Board agenda and that item 7.4 be approved and referred on to the Financial and Administrative Committee. The motion carried by the following vote:

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

REGULAR AGENDA

7.5 [19-0037](#)

Law and Judicial Committee Overview.

Attachments: [Law & Judicial Committee January 2019](#)

Assistant County Administrator Dakisha Wesley reviewed items that will be brought forth in 2019 including the integrated case management system, 9-1-1 consolidation effort, safety and justice challenge and MacArthur Grant.

**A presentation was provided.
CIRCUIT COURT CLERK**

7.6 [19-0034](#)

Joint resolution authorizing a contract with URL Integration Inc. Englewood, Colorado, for the software maintenance services in support of the integrated justice applications for Lake County, including public access and the alfresco and scan processor in the annual amount of \$135,000, including four one-year renewal options.

Attachments: [19008 Purchasing Award Information](#)
[proposed contract - 19 URL Agreement FINAL](#)

RuthAnne Hall, Purchasing, and Patrice Evans, Circuit Court Clerk's Office, presented a request for software maintenance services to support integrated justice applications.

Member Maine questioned whether the County has access to its data if it chooses to leave the vendor. Ms. Evans reported that the servers are physically stored at the county and the data can be transported to another vendor if the county chooses to leave the current vendor.

A motion was made by Member Simpson, seconded by Member Kyle, that this item be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

7.7 [19-0030](#)

Joint resolution authorizing an agreement with Software Development and Services Corporation, Fairfax, Virginia (SDSC), for Court Records and Information Management System (CRIMS) finance package changes, required due to the Illinois Criminal and Traffic and Assessment Act, in the estimated amount of \$288,360.

Attachments: [18105 Purchasing Award Information CRIMS finance changes-Jan2019](#)
[18105 SDSC Agreement Fully Executed.pdf](#)

RuthAnne Hall, Purchasing, and Patrice Evans, Circuit Court Clerk's Office, presented a request for an agreement with Court Records and Information Management System (CRIMS) to implement finance package changes to comply with recent state statutes. Ms. Evans indicated that the system currently processes fees per line item but newly approved legislation that goes into effect in July 2019 requires that fees be charged on a schedule and allows fee reductions. Because the system is older, it will require the vendor to make several modifications to the program. Ms. Hall indicated that this contract is an estimated amount based on the approved hourly rate schedule defined in the maintenance and support agreement.

A motion was made by Member Maine, seconded by Member Paxton, that this item

be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

EMERGENCY TELEPHONE SYSTEM BOARD

7.8 [18-1548](#)

Joint resolution approving the contract with Mission Critical Partners (MCP), Port Matilda, Pennsylvania, to provide consultant support to the 9-1-1 Consolidation Implementation Planning Project in the amount of \$115,808. Total appropriation not to exceed \$175,000 from the 9-1-1 Consolidation Project Fund for initial contract and possibility of additional implementation planning tasks / requirements as determined by the 9-1-1 Consolidation Governance Committees.

Attachments: [MCP Lake County Agreement Consolidation Final 28DEC18](#)

[Exhibit A-911 RFP](#)

[Exhibit B Proposal FINAL](#)

[Background](#)

[911 Governance Overview](#)

[911 Governance Members](#)

Chair Cunningham noted that the agreement incorrectly identified an amount of \$175,000 for a contingency but should be \$30,000.

A motion was made by Member Kyle, seconded by Member Simpson, to amend the title and language to reflect an owner-controlled contingency of \$30,000, previously identified as \$175,000. The motion carried unanimously approved.

Jim Hawkins, Project Manager for the Regional 9-1-1 Consolidation Project, reported that this position was created to manage the project and to support the activities of the 21 public safety entities, through an intergovernmental agreement, to develop a plan to consolidate 9-1-1 services. The agreement included a provision to permit the project manager to hire a consultant. The County is serving as the administrative agent for this contract.

Upon inquiry from Member Simpson, Mr. Hawkins explained that the intergovernmental agreement with the 21 agencies allows participation by those agencies. The agencies have also contributed funds in support of this initiative and there is currently \$395,000, with another \$15,000 expected this year, to help fund this initiative.

A motion was made by Member Maine, seconded by Member Kyle, that this resolution be approved as amended and referred to the Financial and Administrative Committee. Motion carried by voice vote.

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

COURT ADMINISTRATION

7.9 [19-0005](#)

Joint resolution authorizing a contract with Superior Health Linens of Cudahy, Wisconsin, for linen and laundry services for various Lake County facilities for a one-year period with four additional one-year renewal options, in the estimated annual amount of \$42,722.37.

Attachments: [18169 Award Recommendation](#)
[Bid Tab](#)

Mary Stevens, Court Administration, reported this is a renewal of an agreement for facility linens at Women's Residential Services, Depke Juvenile Detention and the Addiction Treatment Program. She noted that the cost has increased since Winchester House is no longer included in the contract but, overall, the vendor has provided good service.

A motion was made by Member Hewitt, seconded by Member Simpson, that this item be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

7.10 [18-1517](#)

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$15,000 to support the Nineteenth Judicial Circuit Court's Self-Represented Litigant Coordinator.

Attachments: [Self Represented Litigants Grant letter MOU.pdf](#)
[Supreme Court Self Represented Litigants CoA.pdf](#)

Nineteenth Judicial Circuit Chief Judge Jay Ukena, Danny Davis, Mary Stevens, and Elizabeth Bolgei, all of Court Administration, requested an emergency appropriation to accept a grant in the amount of \$15,000 to support the work of the Court's Self-Represented Litigant Coordinator. Ms. Bolgei explained that approximately 50 percent of family court litigants are self-represented. The goal is to create an early resolution program that will allow individuals to get through the process quicker.

Mr. Davis indicated the library provides information on how to fill out forms but this grant will help educate the public on deadlines and procedures, improving the customer experience. Chief Judge Ukena remarked on the newly implemented special court call that assists self-represented litigants in the courtroom, providing them additional time.

Member Maine questioned the number of family cases per year. Ms. Bolgei replied there

are more than 3,200 cases per year. Member Kyle questioned whether \$15,000 is sufficient to support this program. Mr. Davis indicated that a full-time coordinator is needed, but grant funding is not permitted to be used on personnel expenses. Additional funding is always needed but these funds will help the program.

A motion was made by Member Kyle, seconded by Member Simpson, that this item be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

SHERIFF

7.11 [19-0013](#)

Joint resolution authorizing a contract with Aramark Corporation, Philadelphia, Pennsylvania, in the estimated amount of \$852,053 per year for inmate food services.

Attachments: [18134 RFP Inmate Food and County Cafe final.pdf](#)
[18135 Inmate Food Award Information](#)
[Aramark DRAFT Agreement 18134](#)

Sheriff John Idleburg, Jim Chamernik, Anthony Vega, and Dawn Wucki-Rossbach, Sheriff's Office, presented a request for a contract with Aramark Corporation for inmate food services.

Mr. Chamernik indicated that Aramark provided the most favorable bid at a cost of \$1.149 per inmate meal. Discussion occurred whether there is enough nutrition in the food. Mr. Chamernik reported that research conducted with similar counties has confirmed that the nutrient content is compliant with caloric intake guidelines of the American Correctional Association (ACA) standards which are based upon the current Dietary Reference Intakes for males and females 19 to 50 years old as established by the Food and Nutrition Board of Insitute of Medicine.

Chair Cunningham noted that the vendor is the current supplier at the jail.

A motion was made by Member Hewitt, seconded by Member Kyle, that this item be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

7.12 [19-0014](#)

Joint resolution authorizing into a contract with Monterrey Security Consultants, Inc., Chicago, Illinois in the estimated annual amount of \$1,450,348.80 for entry screening, over-night security services, general security services, and mail screening.

Attachments: [18138 Entry Screening - Final.pdf](#)
[18138 Entry Screening Award Information.pdf](#)
[18138 RFP Entry Screening Scoresheet - Post Interview Redacted.pdf](#)
[18138 Agreement for Entry Screening Services](#)
[Entry Screening costing 1.8.19 L&J](#)

Sheriff John Idleburg, Jim Chamernik, Anthony Vega, and Dawn Wucki-Rossbach, all of the Sheriff's Office, presented a request for a contract with Monterrey Security Consultants for entry screening, overnight security services, general security services, and mail screening.

Mr. Chamernik, noting the current vendor's inability to keep staff, indicated that the Sheriff's Office partnered with Workforce Development in creating the bid package to help develop a fair wage that would retain good employees. He reported 11 bid responses were received and the top four vendors were interviewed. Monterrey Security was determined to be the most qualified bid. A review of the vendor's data has found that more than 25 percent of the staff have been with the company for longer than 10 years. He also indicated that there were only positive references for the company and remarked on the diverse staff.

Chair Cunningham questioned whether existing employees will be interviewed by the new vendor. Mr. Chamernik reported existing staff would be allowed to apply with the new vendor. They will be required to interview and obtain background checks by the vendor and the Sheriff's Office. Discussion ensued.

Member Kyle inquired about the wait time to enter the building. Mr. Chamernik indicated that there is an express line for staff and attorneys to help alleviate the back-up but noted that the Master Plan had called for the closure of the Washington Street entrance. Kurt Schultz, Facilities and Construction, reported that the results of a 2012 Master Plan suggested the need to reduce the number of entry points into the Courts. With the entrance of the Court Tower, the Washington Street entrance was closed and security has been diverted to the Court Tower entrance. Interim County Administrator Amy McEwan reported it will take time for attorneys to reprogram their habits to change entry points which will improve the security line at the Administrative Tower entrance. She also added that security guard vacancies have also impacted the entry time into the building. It is the hope that the number of vacancies will be reduced with the increased wage, improving wait time.

A motion was made by Member Simpson, seconded by Member Kyle, that this item be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

8. Executive Session

The Committee did not enter into Executive Session.

9. County Administrator's Report

There was no County Administrator's Report.

10. Members' Remarks

There were no remarks from members.

11. Adjournment

The meeting was adjourned at 9:27 a.m.

A motion was made by Member Kyle, seconded by Member Simpson, to adjourn the meeting. The motion carried unanimously.

Aye: 6 - Chair Cunningham, Vice Chair Simpson, Member Hewitt, Member Kyle, Member Maine and Member Paxton

Absent: 1 - Member Danforth

Next Meeting: January 29, 2019

Meeting minutes prepared by Blanca Vela-Schneider

Respectfully submitted,

Chairman

Vice-Chairman

Law and Judicial Committee