

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, May 4, 2023

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at  
<https://bit.ly/3Lq7RVo>

### **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 8:30 a.m.*

**2. Pledge of Allegiance**

*Vice Chair Vealitzek led the Pledge of Allegiance.*

**3. Roll Call of Members**

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

**Absent** 1 - Member Danforth

*Others attendees:*

*In Person:*

*Bob Glueckert, Chief County Assessor Officer  
Carissa Casbon, Board Member  
Carl Kirar, Facilities and Construction Services  
Erika Osinski, Human Resources  
Gary Gibson, County Administrator's Office  
Jim Hawkins, County Administrator's Office  
John Light, Human Resources  
Kevin Quinn, Communications  
Marah Altenberg, Board Member  
Matt Meyers, County Administrator's Office  
Mellissa Gallagher, Finance  
Michael Harris, County Administrator's Office  
Mike Wheeler, Finance  
Patrice Sutton, Finance  
RuthAnne Hall, Purchasing  
Sandy Hart, Board Member  
ShaTin Gibbs, Finance  
Tammy Chatman, Communications*

*Electronically:*

*Abby Krakow, Communications  
Adam Krueger, Finance  
Alex Carr, Communications  
Arnold Donato, Stormwater Management  
Ashley Rack, Sheriff's Office  
Austin McFarlane, Public Works  
Brea Barnes, Finance  
Chad Wright, Facilities and Construction Services  
Claudia Gilhooley, 19th Judicial Circuit Court  
Don Dugan, Facilities and Construction Services*

*Errol Lagman, Finance*  
*Evan Shields, Dupage County*  
*Irshad Khan, Facilities and Construction Services*  
*Janna Philipp, County Administrator's Office*  
*Jeremiah Varco, Facilities and Construction Services*  
*Jerial Jorden-Woods, Finance*  
*Joel Sensenig, Public Works*  
*John Wasik, Board Member*  
*Jolanda Dinkins, County Board Office*  
*Jon Nelson, Division of Transportation*  
*Jonathan Joy, Facilities and Construction*  
*Karen Fox, State's Attorney's Office*  
*Kevin Dominguez, Finance*  
*Krista Kennedy, Finance*  
*Kurt Woolford, Stormwater Management*  
*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 Balsamo, Facilities and Construction Services*  
*Michael Wheeler, Finance*  
*Mick Zawislak, Daily Herald*  
*Nick Principali, Finance*  
*Nicole Rogers, Finance*  
*Ruby Acosta, Finance*  
*Sarah Armstrong, Youth & Family Counseling*  
*Sarah Surroz, Openlands*  
*Shane Schneider, Division of Transportation*  
*Sonia Hernandez, County Administrator's Office*  
*Stacy Davis-Wynn, Purchasing*  
*Stephen Gray, Treasurer's Office*  
*Stephen Rice, State's Attorney's Office*  
*Theresa Glatzhofer, County Board Office*  
*Tiffany Becker, Facilities and Construction Services*  
*Vasyl Markus, Treasurer's Office*  
*Yvette Albarran, Purchasing*  
*Yvonne Mendoza, Finance*

**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**

**REGULAR AGENDA**

**\*FINANCIAL & ADMINISTRATIVE\***

**Chief County Assessment Office**

**8.1 [23-0683](#)**

Chief County Assessment Office Annual Update.

**Attachments:** [8.1 Chief County Assessor Presentation 2023](#)

*Bob Glueckert, Chief County Assessment Officer, provided an annual update for the Chief County Assessment Office, which included the three primary areas of responsibility, the budget, the previous 12 months and the next 12 months. Discussion ensued.*

*Member Pedersen joined the meeting at 8:34 a.m.*

**Enterprise Information Technology**

**8.2 [23-0097](#)**

Director's Report - Enterprise Information Technology.

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

**Human Resources**

**8.3 [23-0685](#)**

Resolution authorizing an emergency appropriation in Fund 206 Liability Insurance and Risk Fund to fund settlement agreements and claim expenses in the amount of \$1,650,000 from Fund 206 balance.

*There was no discussion on this item.*

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

**Absent:** 1 - Member Danforth

**8.4 [23-0096](#)**

Director's Report - Human Resources.

*John Light, Human Resources Director, reported that May is public service appreciation month. There will be celebrations throughout the month.*

**Facilities and Construction Services**

**8.5 [23-0699](#)**

Resolution authorizing the acceptance of a grant from the Illinois Clean Energy Community Foundation (ICECF) awarded to Lake County for the Regional Operations and Communications Facility (ROC), including an emergency appropriation in the amount of \$2,000,000.

**Attachments:** [ICECF Lake County Government Grant Agreement.pdf](#)

*Carl Kirar, Facilities and Construction Services, reported on the Illinois Clean Energy grant. The funds will be used for the construction of the ROC facility.*

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

**Absent:** 1 - Member Danforth

**8.6 [23-0660](#)**

Resolution authorizing execution of a contract with Allstate Tower, Inc. of Henderson, Kentucky, in the amount of \$291,188 for the Regional Operations and Communications (ROC) Facility, Radio Tower Construction.

**Attachments:** [23033 Bid Tab](#)  
[23033 Final 2.10.23](#)  
[23033 RBO Exception Memo](#)  
[Lake County RBA](#)  
[Memo from Allstate Tower](#)  
[Vendor Disclosure Form](#)

*Carl Kirar, Facilities and Construction Services, reported on the contract with Allstate Tower for the radio tower construction. Discussion ensued.*

*Patrice Sutton, Chief Financial Officer, reported on the Responsible Bidder's Ordinance and the due diligence for the bidder. Discussion ensued.*

**A motion was made by Member Pedersen, seconded by Member Parekh, that this resolution be failed. The motion carried by the following voice vote.**

**Nay:** 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Danforth

8.7 [23-0679](#)

Director's Report - Facilities and Construction Services.

*There was no Facilities and Construction Services Director's report.*

**Finance**

8.8 [23-0684](#)

Finance Annual Update.

*Patrice Sutton, Chief Financial Officer, provided an annual update on the Finance Department, which included the strategic alignment, overview of the Finance Department, the previous 12 months and the next 12 months. Discussion ensued.*

8.9 [23-0698](#)

Finance Monthly Report - March 2023.

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

[LITs approved under CA-CFO approval for timely closeout of FY22](#)

*Melissa Gallagher, Deputy Finance Director, provided an overview of the March Financial Monthly Report. Discussion ensued.*

8.10 [23-0702](#)

Resolution approving 3.5.FY24 Fiscal Year 2024 Budget Planning Guidance which provides County Board guidance for the preparation of the Fiscal Year (FY) 2024 annual budget.

**Attachments:** [3.5.FY24 Budget Planning Guidance Policy FINAL as APPROVED on 05-0](#)

[3.5.FY24 Budget Planning Guidance Policy FBA 5.9.23.pdf](#)

*Patrice Sutton, Chief Financial Officer and Jim Hawkins, Deputy County Administrator, reported on amendments to the FY 2024 Budget Planning Guidance. Discussion ensued.*

*A discussion ensued to amend 5.1.6.*

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, to amend 5.1.6 to strike "encourage to" and insert "shall" and also add "and its approved net zero goals." The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Danforth

*Another discussion ensued in regards to raising the property taxes and staff increases.*

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

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

**Absent:** 1 - Member Danforth

8.11 [23-0098](#)

Director's Report - Finance.

*Patrice Sutton, Chief Financial Officer, stated the attachment on 8.9 should be under the Finance Director's report and shows the line item transfers.*

**County Administration**

8.12 [23-0701](#)

Resolution authorizing emergency appropriations totaling \$34,172,971 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) to be distributed across ARPA categories in support of Lake County residents, communities, businesses, and County-wide operations and services related to COVID-19 Public Health Emergency recovery.

**Attachments:** [Amended at F&A 5.4.23 ARPA Appropriations.pdf](#)  
[Amended at F&A 5.4.23 Summary of Appropriation Projects.pdf](#)

*Matt Meyers, Assistant County Administrator, reported on the appropriated funds through American Rescue Plan Act (ARPA) and asked for an amendment to put projects on hold. Discussion ensued.*

**A motion was made by Member Clark, seconded by Member Pedersen, that this resolution be amended to remove the items marked as external American Rescue Plan Act (ARPA) applications for the Public Health Services Project from the appropriation. The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Danforth

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

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

**Absent:** 1 - Member Danforth

8.13 [23-0700](#)

Resolution authorizing an emergency appropriation of the funds reallocated to Lake County in Emergency Rental Assistance (ERA) 2 Fund for Emergency Rental Assistance in the amount of \$108,169.66.

**Attachments:** [ERA 2 Reallocation Disbursement.pdf](#)

*Patrice Sutton, Chief Financial Officer, reported on the emergency appropriation for the fund for the Emergency Rental Assistance.*



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

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

**Absent:** 1 - Member Danforth

**8.14 [23-0704](#)**

Resolution approving the Lake County Flag Policy.

**Attachments:**    [1.5 Flag Policy FINAL as APPROVED on 05-09-2023 \(23-0704\)](#)  
                              [1.5 Flag Policy - FBA 5.9.23.pdf](#)

*Jim Hawkins, Deputy County Administrator, reported on Lake County Flag Policy.*

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

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

**Absent:** 1 - Member Danforth

**8.15 [23-0657](#)**

Discussion on Proposed Job Order Contract (JOC) Policy.

**Attachments:**    [Proposed - 3.8 Job Order Contract Policy 8.1.22](#)

*Carl Kirar, Facilities and Construction Services, and Jim Hawkins, Deputy County Administrator, reported on the Job Order Contract. Discussion ensued regarding the future contract. The Committee agreed that this policy should be brought forward for future action.*

**9. County Administrator's Report**

*There was no County Administrator's report.*

**10. Executive Session**

*The Committee did not enter into Executive Session.*

**11. Members' Remarks**

*There were no remarks by members.*

**12. Adjournment**

*Chair Frank declared the meeting adjourned at 10:59 a.m.*

**Next Meeting: June 1, 2023**

*Minutes prepared by Kristy Cechini*