

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, March 6, 2025

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:  
<https://bit.ly/4gWQXu0>

**Financial & Administrative Committee**

**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** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

*Other Attendees*

*In Person:*

*Sandy Hart, County Board Chair*

*Jason Kern, LakeComm*

*Jennifer Serino, Workforce Development*

*Lisa Wolf, 19th Judicial Circuit Court*

*Keay Crandall, County Administrator's Office*

*Betsy Brandon, County Administrator's Office*

*Mike Wheeler, Finance*

*Carl Kirar, Facilities and Construction Services*

*Darcy Adcock, Human Resources*

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

*RuthAnne Hall, County Administrator's Office*

*Matt Meyers, County Administrator's Office*

*Patrice Sutton, County Administrator's Office*

*Kevin Quinn, Communications*

*Theresa Glatzhofer, County Board Office*

*Electronically:*

*Janna Philipp, County Administrator's Office*

*Melanie Nelson, State's Attorney's Office*

*Mary Crain, Division of Transportation*

*Jim Chamernik, Sheriff's Office*

*Jon Nelson, Division of Transportation*

*Nick Principali, Finance*

*Heidie Hernandez, Enterprise Information Technology*

*ShaTin Gibbs, Finance*

*Eric Steffen, Planning, Building, and Development*

*Claudia Gilhooley, 19th Judicial Circuit Court*

*Kim Lunt, County Administrator's Office*

*Mike Klemens, Division of Transportation*

*Abby Krakow, Communications*

*Shane Schneider, Division of Transportation*

Yvette Albarran, Purchasing  
Eric Waggoner, Planning, Building, and Development  
Christine Sher, Stormwater Management  
Dominic Strezo, Planning, Building, and Development  
Chad Wright, Facilities and Construction Services  
Terri Kath, Enterprise Information Technology  
Jo Gravitter, State's Attorney's Office  
Mike Jeschke, Finance  
Holly Kim, Treasurer  
James Klimt, Finance  
JazMine' Evans, Finance  
Kurt Woolford, Stormwater Management  
Bob Glueckert, Chief County Assessment Officer  
Brea Barnes, Finance  
Kasia Kondracki, Treasurer's Office  
Jennifer Brennan, Communications  
Jonathan Joy, Facilities and Construction Services

**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**

*There were no remarks from the Chair.*

**7. Unfinished Business**

*There was no unfinished business to discuss.*

**8. New Business**

**REGULAR AGENDA**

**\*FINANCIAL & ADMINISTRATIVE\***

**County Board**

**8.1 [25-0347](#)**

Ordinance amending the Lake County Standards of Conduct for appointed officials to boards and commissions.

**Attachments:**    [SOC - Clean](#)  
                              [SOC - Red-Lined](#)

*Chair Frank explained that some questions came up regarding this item and that his recommendation is to postpone this item until the next Financial and Administrative Committee meeting.*

**A motion was made by Member Clark, seconded by Member Hewitt, that this ordinance be postponed until the March 27, 2025, Financial and Administrative Committee meeting. The motion carried by the following voice vote:**

**Aye:** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

#### **Facilities**

##### **8.2 [25-0077](#)**

Director's Report - Facilities and Construction Services.

*Carl Kirar, Director of Facilities and Construction Services, explained that Facilities has been working with County Administration to develop an intergovernmental agreement (IGA) with the U.S. Navy at Great Lakes Naval Station, so the U.S. Navy will be able to use the County's Job Order Contract (JOC) for demolition work at Halsey Village. Director Kirar also noted that yesterday was the 83rd birthday of the United States Navy Seabees. Discussion ensued.*

#### **Finance**

##### **8.3 [25-0380](#)**

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2025 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

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

*Mike Wheeler, Budget Manager, explained that this item is to transfer the budget authority for ongoing projects and grants from Fiscal Year 2024 to Fiscal Year 2025.*

**A motion was made by Member 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:** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

##### **8.4 [25-0349](#)**

Resolution authorizing Lake County to enter into an intergovernmental/lease agreement with the Lake Consolidated Emergency Communications for lease of space within the Regional Operations and Communications Facility in the estimated annual amount of \$290,000 in revenue.

**Attachments:** [LakeComm Lease Agreement 2.19.2025 \(LakeComm MBOD Approved\)](#)

*Patrice Sutton, County Administrator, introduced Jason Kern, Executive Director of LakeComm, who gave a brief overview of his background in public safety. County Administrator Sutton provided an overview of the lease agreement for the Regional Operations and Communications Facility. Discussion ensued.*

**A motion was made by Vice Chair Parekh, 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:** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

**8.5 [25-0335](#)**

Resolution authorizing an emergency appropriation in Fund 216 - Hulse Detention Center to cover personnel expenses incurred during Fiscal Year 2024 in the amount of \$218,854 from the fund balance.

**Attachments:** [Emerg Appropriation Hulse Detention Center FY24](#)

*Patrice Sutton, County Administrator, provided an overview of Fund 216 - Hulse Detention Center. County Administrator Sutton explained that the vacancy factor applied to this fund was higher than the actual vacancies experienced during Fiscal Year 2024, so an emergency appropriation is needed to cover those personnel expenses. Discussion ensued.*

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

**Aye:** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

**8.6 [25-0374](#)**

Resolution authorizing Fund 767 Video Gaming Fund as an independent Special Revenue Fund, rather than a sub-fund of the General Fund, beginning in Fiscal Year 2024

**Attachments:** [3.3.1 Video Gaming Revenue Policy FINAL as APPROVED on 9-12-2023](#)

*Patrice Sutton, County Administrator, explained that Fund 767, Video Gaming Fund, is currently a special sub-fund of the General Fund and that staff recommends making it an Independent Special Revenue Fund.*

**A motion was made by Member Hewitt, 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:** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

**8.7 [25-0378](#)**

Resolution authorizing an emergency appropriation in Fund 767 Video Gaming Fund in the amount of \$500,000 in account 767-1000020-79920 (Transfers to Other Funds), to be funded by Fund 767 fund balance, in accordance with Lake County Policy 3.3.1 Video Gaming Revenue Policy

**Attachments:** [3.3.1 Video Gaming Revenue Policy FINAL as APPROVED on 9-12-2023](#)

*Patrice Sutton, County Administrator, explained that there is currently no mechanism in Fund 767, Video Gaming Fund, to move money to the general fund, so staff is recommending an emergency appropriation in the transfer line item in order to move the revenue in excess of \$800,000 for Fiscal Year 2024. Discussion ensued.*

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

**Aye:** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

**8.8** [25-0379](#)

Resolution authorizing the reallocation of Fiscal Year (FY) 2023 capital in the amount of \$23,607,090 in FY 2024 for the one-time use of funding reserves for long-term capital needs through an emergency appropriation and authorization of the transfer of fund balance from the General Fund (Fund 101) to the General Fund Capital Improvement Program Fund (Fund 106)

**Attachments:**    [3.2 Fund Balance Reserve Policy \(FINAL\) - JP](#)  
[Capital Reallocation 3.6.25](#)

*Patrice Sutton, County Administrator, provided a presentation regarding capital reallocation. County Administrator Sutton then explained the need to declare the excess reserves from Fiscal Year 2023 in the General Fund (Fund 101) as surplus and move them into the General Fund Capital Improvement Program Fund (Fund 106) for Long Term Capital Reserves.*

*Chair Frank left the meeting at 8:55 a.m.*

*Discussion ensued.*

**A motion was made by Member Clark, seconded by Vice Chair 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, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

**Not Present:** 1 - Chair Frank

**8.9** [25-0382](#)

Discussion regarding fund balance policy.

**Attachments:**    [Fund Balance Policy](#)

*Patrice Sutton, County Administrator, gave a presentation regarding fund balance policy and provided policy suggestions for the Committee's consideration. Discussion ensued.*

*Chair Frank returned to the meeting at 9:39 a.m.*

*Based on the discussion, County Administrator Sutton noted that staff will bring back a redlined version of the policy to a future Financial and Administrative Committee meeting.*

#### **Human Resources**

**8.10 [25-0076](#)**

Director's Report - Human Resources.

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

**9. County Administrator's Report**

**9.1 [25-0346](#)**

State of Illinois Digital Equity Capacity Grant Application.

*Matt Meyers, Deputy County Administrator, introduced Betsy Brandon, Assistant to the County Administrator, and Keay Crandall, Digital Equity Manager. Ms. Brandon explained that staff is seeking consensus from the Committee to apply for the State of Illinois Digital Equity Capacity Grant.*

*Chair Frank left the meeting at 9:55 a.m.*

*Discussion ensued.*

*Chair Frank returned to the meeting at 9:57 a.m.*

*The consensus of the Committee was to direct staff to proceed with the grant application.*

**10. Executive Session**

**A motion was made by Member Hewitt, seconded by Member Clark, that the Committee go into Executive Session. The motion carried by the following roll call vote:**

**Aye:** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

**10.1 [25-0069](#)**

Executive Session to discuss a personnel matter pursuant to 5 ILCS 120/2 (c)(1).

**10.2 [25-0072](#)**

Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

**11. Regular Session (for action on Executive Session items)**

**11.1 [25-0360](#)**

Committee action authorizing the reclassification of position 34025 from Salary 12 to Salary 14 with an associated increase to base pay of five percent.

**A motion was made by Member Clark, seconded by Member Maine, that this committee action item be approved. The motion carried by the following voice vote:**

**Aye:** 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

**11.2 [25-0381](#)**

Committee action authorizing the creation of a new fully state grant funded position in Workforce Development, Director of CEJA and Grant Administration, including promotion of current employee #29325 into the new role, with an associated increase to base pay of ten percent.

*Jennifer Serino, Workforce Development Director, answered questions from the Committee.*

*Vice Chair Parekh left the meeting at 11:00 a.m.*

**A motion was made by Member Vealitzek, seconded by Member Hewitt, that this committee action item be approved. The motion carried by the following voice vote:**

**Aye:** 6 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Not Present:** 1 - Vice Chair Parekh

**11.3 [25-0323](#)**

Committee action approving the Financial and Administrative Executive Session minutes from January 30, 2025.

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

**Aye:** 6 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Not Present:** 1 - Vice Chair Parekh

**12. Member Remarks and Requests**

*There were no Member remarks or requests.*

**13. Adjournment**

*Chair Frank declared the meeting adjourned at 11:01 a.m.*

**Next Meeting: March 27, 2025**

*Meeting minutes prepared by Theresa Glatzhofer.*

*Minutes were approved on April 3, 2025, by the Financial and Administrative Committee.*