

# Lake County Illinois

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



## Meeting Minutes - Final

**Tuesday, June 23, 2020**

**1:30 PM**

**1:30 PM or 5 minutes following the end of Rules Committee  
- Special Meeting**

**Live-streamed at <http://lakecounty.tv/>, on Comcast's Channel 18  
or 30 (depending on where you live) & AT&T UVerse Channel 99**

**Financial & Administrative Committee**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the May 29, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference and not in the Assembly Room located on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois.

This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 (depending on where you live) and AT&T Channel 99.

Public comments are welcomed and encouraged. Public comments received by 1:30 p.m., Tuesday, June 23, 2020 will be read at the beginning of the meeting under Public Comment in the order they are received. Comments received during the meeting will be held until the end of the meeting. Please note: A total of 30 minutes will be permitted for Public Comment and no more than three minutes per public comment pursuant to the County Board Rules of Order and Operational Procedures. All comments received will be included in the Committee's meeting minutes regardless of whether they are read aloud at the meeting.

**PUBLIC COMMENTS** shall be emailed to [CountyBoard@lakecountyil.gov](mailto:CountyBoard@lakecountyil.gov) with the following information:

- \* **Subject Title: Financial and Administrative Committee Special Meeting Public Comment**
- \* **Name**
- \* **Street Address (Optional)**
- \* **City, State (Optional)**
- \* **Phone (Optional)**
- \* **Organization, agency, etc. being represented. (If representing yourself, put "Self")**
- \* **Topic or Agenda Item Number followed by Public Comment.**

Public with no access to email may leave a message with the County Board Office at 847-377-2300.

0.0 [20-0824](#)

Determination of need for meetings of the Lake County Board and Committees to be held by audio or video conference.

**Attachments:** [Letter Determination Chair Hart\(07-02-20\).pdf](#)

**1. Call to Order**

*Chair Frank called the meeting to order at 1:30 p.m.*

**Present** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

*Others present:*

*Marah Altenberg, County Board*

*Dick Barr, County Board*

*Lynn Buccieri, County Board Office*

*Kristy Cechini, County Board Office*

*Howard Cooper, Coroner*

*Mary Cunningham, County Board*

*Michael Danforth, County Board*

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

*Gary Gibson, County Administrator's Office*

*Gunnar Gunnarson, State's Attorney's Office*

*RuthAnne Hall, Purchasing*

*Sandy Hart, County Board*

*Jim Hawkins, County Administrator's Office*

*Angelo Kyle, County Board*

*Ann Maine, County Board*

*Judy Martini, County Board*

*Matt Meyers, County Administrator's Office*

*Mike Rummel, County Board*

*Jennifer Serino, Workforce Development*

*Julie Simpson, County Board*

*Patrice Sutton, Finance and Administrative Services*

*Arin Thrower, Communications*

*Blanca Vela-Schneider, County Administrator's Office*

**2. Pledge of Allegiance**

*Noting its recital at the June 23, 2020 Rules Committee meeting, Chair Frank dispensed with 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**

*There were no remarks from Chair Frank.*

6. Old Business

*There was no old business to discuss.*

7. New Business

**REGULAR AGENDA**

**FINANCIAL & ADMINISTRATIVE**

7.1 [20-0817](#)

Resolution ratifying a professional services agreement with Signature Aviation US Holdings, Inc. for the rental of hangar space to aid in body management in response to the COVID-19 pandemic in an estimated amount of \$83,123.82.

**Attachments:** [Fully Executed Lease for Hanger Rental.pdf](#)  
[Amendment 1 fully executed.pdf](#)  
[Signature Flight Vendor Disclosure.pdf](#)

*RuthAnne Hall, Purchasing, reported that this contract is for the storage of refrigerated trailers on behalf of the Coroner's Office. This lease was negotiated at the onset of the pandemic and procured through emergency guidelines at a rate of \$13,853.97 per month. Dr. Howard Cooper, Coroner, discussed the need for the trailers. It was noted that the resolution estimates a six month lease but the need maybe for a longer period of time*

**A motion was made by Member Clark, seconded by Member Carlson, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

7.2 [20-0814](#)

Resolution ratifying an emergency procurement with Bronner Group, LLC, Chicago, Illinois, in an amount not to exceed \$96,000 for professional consulting services assisting with administration and compliance for all COVID-19 related federal, state, and other response and recovery funds for Lake County.

**Attachments:** [Completed Vendor Disclosure Form.pdf](#)  
[Lake County Contract 6-2020.pdf](#)  
[Memorandum re Bronner Group.pdf](#)

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, reported that working in coordination with the Financial Assistance Task Force, Lake County solicited proposals from three vendors. After reviewing the proposals, Bronner Group was selected to provide financial and audit services to help guide the County in the management of the CARES funds it had received. Services began a week ago and Bronner has begun reviewing applications and guidelines which will help ensure compliance of audits. Discussion ensued regarding transparency to the public.*

**A motion was made by Member Clark, seconded by Member Pedersen, that this item be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.3 [20-0813](#)**

Resolution approving a professional services agreement with Lake County Partners to administer the Small Business Recovery Program in the amount of \$60,000.

**Attachments:** [LCP Bid Exemption Request.pdf](#)  
[VENDOR DISCLOSURE STATEMENT LCP June2020.pdf](#)  
[Agreement - Partners \(004\) 6.17.pdf](#)  
[Small Business Grant Overview\(06-23-20\).pdf](#)

*Chair Frank reported that this contract is to have Lake County Partners help administer the Small Business Program. It was noted that there are staff and board members who serve on Lake County Partners' Executive Board on behalf of the County, but there is no conflict of interest.*

*Jennifer Serino, Workforce Development Director, reported that Lake County Partners' contacts and connections within the community allow the organization to quickly implement this program. Lake County Partners will create, distribute, and review applications and maintain the website. Lake County Partners will work with the County on a multi-media announcement to businesses and will provide an assistance telephone help line. It will provide the applications and instructions in English and Spanish.*

**A motion was made by Member Pedersen, seconded by Member Carlson, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.4 [20-0833](#)**

Resolution Authorizing Display of the LGBTQ Pride Flag in Lincoln Plaza at the Lake County Administrative Complex in Waukegan.

**Attachments:** [Resolution Displaying Pride Flag .pdf](#)  
[Public Comment on Item - 6.26.20.pdf](#)

*Chair Frank brought forward the resolution to display the LGBTQ Pride Flag in the Lincoln Plaza at the Waukegan Campus. Chair Frank explained that the display of the flag is an operations-related issue and is being brought to the County Board through the Financial and Administrative Committee accordingly.*

*Discussion ensued regarding whether this approval sets precedent, whether there is a need for a comprehensive policy on the use of displayed flags, and whether this issue should have come before the Diversity and Inclusion Committee. Member Carlson recommended that the Board also consider whether to modify the language of Section, XIII, H. of the Rules of Order and Operational procedures.*

*Blanca Vela-Schneider, County Administrator's Office, read into record a public comment from Senator Melinda Bush. Jim Hawkins, Deputy County Administrator, reviewed where the flag will be displayed.*

**A motion was made by Member Vealitzek, seconded by Member Clark, that this item be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**8. Executive Session**

*The Committee did not enter into Executive Session.*

**9. Department Head Reports**

*There were no reports from department heads.*

**10. Public Comment**

*There were no further public comments.*

**11. County Administrator's Report**

*There was no report from the County Administrator.*

**12. Members Remarks**

*County Board Member Ann Maine made a formal request for the Financial and Administrative Committee to consider a resolution making the four payment process for property taxes permanent. She indicated that this will take coordination between public taxing bodies and the Treasurer's Office.*

**13. Adjournment**

*The meeting was adjourned at 2:35 p.m.*

**Next Meeting: July 9, 2020**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee*