

# **Lake County Illinois**

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



## **Agenda Report - Final**

**Tuesday, October 9, 2018**

**9:00 AM**

**Lake County Board Room, 10th Floor**

**Lake County Board**

**CALL TO ORDER****MOMENT OF SILENCE****PLEDGE OF ALLEGIANCE****ROLL CALL OF MEMBERS****ADDITIONS TO THE AGENDA (FOR DISCUSSION ONLY)****SPECIAL RECOGNITION****1** [18-1276](#)

Resolution honoring Barry Burton for his years of service to Lake County.

**PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)****CHAIRMAN'S REMARKS****OLD BUSINESS****NEW BUSINESS****CONSENT AGENDA (Items 2 - 23)****2** [18-1088](#)

Minutes from September 11, 2018.

**Attachments:** [September 11, 2018 Minutes.pdf](#)

**CLAIMS AGAINST LAKE COUNTY, IL****3** [18-1259](#)

Report of CLAIMS AGAINST LAKE COUNTY, ILLINOIS for the month of September 2018.

**Attachments:** [September 2018](#)

**REPORTS****4** [18-1103](#)

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

**Attachments:** [08-18 Main](#)  
[08-18 Main PTR](#)  
[08-18 JUV Main](#)  
[08-18 JUV PTR](#)

**5**      [18-1113](#)

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

**Attachments:**   [County Board Report FY18 - July - 18](#)

**6**      [18-1114](#)

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

**Attachments:**   [County Board Report FY18 - Aug - 18](#)

**7**      [18-1072](#)

Report from Carla N. Wyckoff, County Clerk, for the month of August 2018.

**Attachments:**   [LCC Report August 2018.pdf](#)

**8**      [18-1089](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of August 2018.

**Attachments:**   [August 2018.pdf](#)

**9**      [18-1015](#)

Report from David B. Stolman, Treasurer, for the month of June 2018.

**Attachments:**   [Cash & Investments Jun 2017](#)  
                          [Cash & Investments Jun 2018](#)

**10**     [18-1081](#)

Report from David B. Stolman, Treasurer, for the month of July 2018.

**Attachments:**   [Cash & Investment Jul 2017.pdf](#)  
                          [Cash & Investment Jul 2018.pdf](#)

**REAPPOINTMENTS****11**     [18-1274](#)

Resolution providing for the reappointments of Tony Figueroa, Dennis Kessler, Kevin Considine, Laura Crivlare, Susan Huwe, Emily Garrity, Sam Cade, Roycealee Wood, Kristi Long, Eugene Roberson as members of the Lake County Workforce Development Board.

**Attachments:**   [Figueroa, Tony - Biography](#)  
                          [Kessler, Dennis - Biography](#)  
                          [Kevin Considine - Resume](#)

[Eugen Roberson - Resume](#)

[Emily Garrity - Biography](#)

[Sam Cade - Biography](#)

[Kristy Long - Biography](#)

[Susan Huwe - Biography](#)

[Laura Crivlare - Biography](#)

## LAW AND JUDICIAL COMMITTEE

### 12 [18-1087](#)

Joint resolution authorizing an intergovernmental agreement between the Village of Winthrop Harbor and Lake County for utilization of the Lake County Emergency Telephone System Board (ETSB) shared Infor/EnRoute Computer Aided Dispatch system.

- This agreement is made pursuant to the Illinois Constitution of 1970, Article VII, Section 10 and the Intergovernmental Cooperation Act, 5 Illinois Compiled Statutes (ILCS) 220/1 *et seq.*, between Lake County and the Village of Winthrop Harbor.
- The Infor/EnRoute Computer Aided Dispatch System (CAD) allows for timely and efficient transmittal of crucial public safety data to first responders in a shared environment in accordance with the Lake County ETSB's Vision Statement.
- This agreement was approved by the Lake County ETSB on June 5, 2018, and the Village of Winthrop Harbor approved this agreement on August 7, 2018.

**Attachments:** [LCETSB-Winthrop Harbor IGA](#)

### 13 [18-1094](#)

Joint resolution approving and authorizing an agreement for contractual security services by and among Lake County, Lake County Sheriff's Office (LCSO) and the Midwestern Regional Medical Center, also known as the Cancer Treatment Center of America, located at 2520 Elisha Avenue Zion, Illinois, in the amount of \$297,982.14.

- The LCSO has provided security services for the Midwestern Regional Medical Center beginning in November 2015 at the special detail rate.
- The LCSO has negotiated a two-year security services agreement that includes 1 full-time Deputy.
- The revenue paid to the County will cover the salary and benefit costs for this deputy providing the security services.
- Security services will be provided every Monday through Friday, from 9:00 A.M. to 5:00 P.M., with the exception, of New Years' Day, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day.
- Security services will include interior and exterior foot patrols of the hospital, parking garage, surface parking lots and campus; responding to emergency calls for service when requested, including all incidents involving weapons or the infliction of bodily harm; escort daily bank deposits and assuming security posts when necessary. The deputy providing security services will not be utilizing a County vehicle as part of this agreement.
- By entering into this agreement, it is necessary to create and add the full cost of one Deputy position to the LCSO position inventory.

- If funding for this contract position ends, the position will be eliminated.

**Attachments:** [2018 - 2020 Agreement for Providing Security Services to Midwestern Re](#)

**14**     [18-1095](#)

Joint resolution approving the Chicago Field Division (CFD), fiscal year (FY) 2019 Program-Funded Task Force Agreement between the United States Department of Justice, Drug Enforcement Administration (DEA) and the Lake County Sheriff's Office (LCSO).

- This renewal agreement acknowledges the working relationship between the DEA and the LCSO. This is a two-year commitment and requires that an experienced Deputy Sheriff be assigned to the CFD of the DEA.
- The Lake County State's Attorney's Office has reviewed and approved this agreement for the LCSO participation in the task force.
- LCSO is responsible for establishing and paying the full cost, including any liability, of the officer assigned to the Task Force.
- The LCSO, subject to the availability of federal funds, will be reimbursed up to \$18,343.75 of overtime payments made to the assigned task force officer.
- Under the agreement, the DEA will be responsible for all costs associated with the CFD to ensure the success of the effort.
- Based on the LCSO's efforts under this agreement, the LCSO will receive a portion of any assets seized. Seized assets are distributed based on the number of jurisdictions involved and the number of hours each jurisdiction contributes to each effort.
- Since August 2016, the LCSO has received \$166,519.61 in the Federal Drug Seizure Funds.

**Attachments:** [2018 - 2019 DEA Memo 09-18-18.pdf](#)

[FY 2019 CFD DEA LCSO Executed IGA.pdf](#)

**15**     [18-1097](#)

Joint resolution approving an intergovernmental agreement (IGA) for part-time contractual police services by and among the Beach Park School District Number 3 (Beach Park School District), Lake County and the Lake County Sheriff's Office (LCSO) in the amount of \$128,457.93.

- During 2016, the LCSO and Beach Park School District piloted a part-time school resource officer program to provide police services in the form of a police/school resource officer (SRO) at the Beach Park Middle School.
- The main objectives of the program are to develop a positive relationship between law enforcement and the students, effectively deal with juvenile offenses/issues and to protect students and the school from violations of the law.
- The term of this renewal agreement is two years, beginning August 1, 2018, and ending July 31, 2020.
- The contract includes one part-time SRO for 16 hours per week while school is in session.
- On a monthly basis, the SRO will compile and present a report that includes information regarding the contacts made with parents and students, SRO recommendations to the school regarding changes and/or enforcement ideas on school policy.
- Beach Park School District will reimburse 100 percent of the cost for the SRO position

for both years for the hours worked.

- The SRO will be assigned other duties in the Criminal Investigations Division while not serving as the SRO.

**Attachments:** [2018-2020 Beach Park School District SRO IGA.pdf](#)

## HEALTH AND COMMUNITY SERVICES COMMITTEE

### 16 [18-1045](#)

Resolution approving First Amendments to ServicePoint Referral Network Agreements.

- The Healthcare Foundation of Northern Lake County provided funding to the County to hire an attorney who specializes in privacy laws such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- On May 8, 2018, the Lake County Board approved a legal framework for data-sharing that included four legal documents:
  - Data Services Agreement - to be used by all ServicePoint agencies
  - Client Authorization form - to be signed by all clients with information shared in ServicePoint
  - Business Associate Agreement - to be signed by all HIPAA-covered entities
  - Business Associate Subcontractor Agreement - to be signed by vendors of HIPAA-covered entities
- Of these initial four legal documents, amendments to both the Data Services Agreement and Business Associate Agreement are necessary only for agencies covered by substance abuse privacy regulations located at 42 Code of Federal Regulations (CFR) Part 2.
- On a periodic basis, staff will continue to review these agreements with legal counsel to be sure the framework and agreements that effectuate the framework are collectively maintained for currency and completeness.

**Attachments:** [First Amendment to DSA.pdf](#)

[First Amendment to BAA - QSO.pdf](#)

### 17 [18-1159](#)

Resolution accepting the Social Innovation Fund (SIF) Technical Assistance Grant to Expand Supportive Housing for Criminal Justice-Involved People who are Homeless.

- The SIF Pay For Success Technical Assistance (TA) Grant provides free-of-charge consulting services to Community Development, the Lake County Sheriff's Office and area supportive housing providers to increase service to people who are homeless and frequent utilizers of the Lake County Jail.
- No cash match is required.
- This TA grant requires signature of the attached Service Recipient Agreement between lead consultant, the Corporation for Supportive Housing (CSH) and Lake County by the acting Chair of the Lake County Board.

**Attachments:** [18-053-G Lake County Comm. Dev. SIF-PFS2 MOU Final cohort3.pdf](#)



- Wadsworth Road at Dilley's Road will be improved with the construction of a roundabout.
- Preliminary plans and specifications for this improvement have been prepared.
- This improvement is included in the Highway Improvement Program with targeted construction in 2019.

## FINANCIAL AND ADMINISTRATIVE COMMITTEE

### 22 [18-1118](#)

Resolution accepting additional Emergency Management Assistance Grant funding from the Illinois Emergency Management Agency (IEMA) for federal fiscal year (FFY) 2017 Emergency Management Performance Grant (EMPG) in an amount not to exceed \$65,738.25.

- Lake County applied for and IEMA awarded \$151,995.15 in annual FFY17 EMPG funds, via the Department of Homeland Security, on behalf of the Lake County Emergency Management Agency (EMA).
- This grant funding (a) supported Lake County in developing and maintaining an effective integrated EMA and program; (b) provided for quarterly reimbursement of allowable EMA program costs; and (c) provided for EMA program expenses between October 1, 2016 and September 30, 2017.
- IEMA notified EMA on August 31, 2018 that it would grant an additional \$65,738.25 for FFY17, which Lake County had not expected or budgeted to receive for that fiscal year.
- EMA plans to apply the additional grant funds to replace aging audio/visual and furniture in the Emergency Operations Center that have not been replaced since before 2007, including an estimated: \$57,700 for audio-visual equipment and wiring used to share information during emergencies, exercises, and training (101-1101040-71150); \$4,000 for large-format printer used to print maps and posters (101-1101040-61020); \$2,500 for a storage cart to charge and maintain response laptops (101-1101040-61020); and \$1,500 for addition phones devices (101-1101040-61040).
- Any remaining funds not applied to these items will be returned to the general fund to further reimburse EMA expenditures.

### 23 [18-1161](#)

Resolution authorizing the Public Works Department to add two new positions to its budget, Accounting Specialist (pay grade S5: \$44,457 - \$57,433 - \$68,962) and Billing Technician (pay grade S4: \$39,382 - \$50,831 - \$60,997) as a result of absorbing the work currently performed by the Lakes Region Sanitary District (LRSD) and compensate employees currently performing the work under the employment of LRSD at the same annual salaries and annual vacation accrual rates.

- The County entered into an Intergovernmental Agreement with LRSD to provide administrative/bookkeeping services.
- Currently, there are two employees who are employed with the LRSD who perform the work.
- These employees will become County employees, perform the same work, hold the positions of Accounting Specialist and Billing Technician and receive an annual salary of \$58,302 (which is above the midpoint of the current pay grade) and \$42,039 respectively.
- The individual holding the Accounting Specialist positions will accrue four weeks of



vacation annually, the individual holding the Billing Technician position will accrue three weeks of vacation annually, and both will be eligible to receive all other fringe benefits available to County employees holding similar positions.

- Funding for these two positions will be provided by LRSD.

## REGULAR AGENDA

### LAKE COUNTY BOARD

**24**     [18-0544](#)

911 Emergency Dispatch Consolidation Report.

**25**     [18-1279](#)

Resolution ratifying the appointment of Amy J.P. McEwan as Interim County Administrator.

- As a result of Barry Burton's resignation as County Administrator after approximately 17 years of services as County Administrator effective November 1, 2018 to accept a position in Florida, a vacancy will occur in the office of the County Administrator effective at 5:01 p.m. on October 24, 2018.
- Section XXI of the County Board Rules and Order of Operational Procedures (revised December 12, 2016) provides that the County Board Chair has the authority to appoint an interim County Administrator subject to ratification by the County Board at its next board meeting.
- Amy McEwan's education - which includes a Bachelor's Degree in Urban and Regional Planning and a Master's Degree in Public Administration - and over 25 years of service in a responsible position within local government - including more than 12 years of service in Lake County with eight years as Deputy County Administrator and four years as Senior Assistant County Administrator - makes her an individual who meets and exceeds the qualifications required of a County Administrator as provided in Lake County Code of Ordinances §30.36.
- As a result, Interim County Board Chair Calabresa has appointed Amy McEwan as Interim County Administrator effective at 5:01 p.m. on October 24, 2018.
- The Resolution ratifies the appointment and approves the employment agreement.

**Attachments:**   [Res Amy JP McEwan 9-18-2018](#)

[InterimCA Employment Agreement](#)

**26**     [18-0285](#)

Resolution authorizing a professional services agreement with Lake County Partners, Inc., Lincolnshire, Illinois, (LCP) to provide economic development products and services in Lake County (County) in an amount not to exceed \$387,000 with renewal options.

- The Lake County Board created LCP in 1998 to represent the County in matters pertaining to economic development.
- Section 55 of the Illinois Compiled Statutes (ILCS) 5/5-1005 (21), authorizes the County to appropriate and expend funds from the county treasury for economic development purposes, including the making of grants to any other governmental entity or commercial enterprise deemed necessary or desirable for the promotion of economic development in the county.
- Funding for the professional service agreement is provided in the Fiscal Year (FY) 2018 budget and is subject to annual budgetary appropriations and an evaluation of the effectiveness of LCP in achieving the County's economic development objectives.

- Pursuant to Article 6, Section 102 of the County's Purchasing Ordinance, the Purchasing Agent consulted with an ad hoc review group that approved a bid exemption on the basis of an existing long standing, successful relationship.

**Attachments:** [Award Information](#)

[LAKE COUNTY PARTNERS AGREEMENT](#)

## LAW AND JUDICIAL COMMITTEE

### 27 [18-1174](#)

Joint resolution approving an Intergovernmental Agreement (IGA), on behalf of the Lake County Sheriff, Emergency Telephone System Board (ETSB), and the Lake County Board, regarding the Regional 9-1-1 Consolidation Implementation Committee formed by 21 independent Public Safety Entities in Lake County.

- Lake County and local partners studied opportunities to enhance service levels and gain efficiencies by consolidating independent Public Safety Answering Points (PSAP) in Lake County.
- The Board led the development of a resolution passed by the 21 partner public safety entities agreeing to participate in the development of an implementation and migration plan and commitment to contribute funds to hire a project manager and consultant services.
- Lake County has agreed to serve as the administrative agent for employing the project manager, entering into contracts, making payments, receiving dues or grants or other revenue, and for providing the financial accounting and reports as required.
- The Intergovernmental Agreement outlines the purpose of the Regional 9-1-1 Consolidation effort, the expected expenditure of the collected funds, and the timeline of the project.

**Attachments:** [Memo](#)

[Info sheet Regional-911-Implementation-Committee-and-Governance-Str  
911 Consolidation IGA - 9-7-18 - FINAL](#)

### 28 [18-0987](#)

Joint resolution to enter into a two-year contract, with three one-year optional renewals, with Securus Technologies, Inc., Carrollton, Texas, to provide inmate phone, video visitation, and inmate tablet services for the Lake County Jail.

- The current contract is expiring and there is a need to enter into a new contract to provide inmate phones as well as expanded visitation options to include video visitation.
- Inmate phone services are provided by the Lake County Jail through a contract that provides revenue for inmate welfare through a commission rate based on gross revenue for telephone and video calls.
- The Sheriff's Office issued a request for proposal (RFP) to identify a qualified firm to provide an inmate phone, video visitation, and implement an inmate tablet program.
- The RFP was extended to 19 vendors and proposals were received from four vendors.
- In accordance with the evaluation criteria established in the RFP, the selection review team reviewed and determined that the proposal submitted by Securus Technologies, Inc. is the most qualified and favorable proposal for Lake County.
- Services include continued maintenance of telephones, visitor video kiosks, inmate pod

video kiosks, and the implementation of an inmate tablet program.

- The resolution authorizes a two-year agreement with three additional one-year renewal options that will provide revenue for inmate welfare to the Lake County Jail.

**Attachments:** [18067 Inmate Phone Video Award Information.pdf](#)

[18067 Inmate Phone-Video Award Scoresheet.pdf](#)

[18067 RFP Inmate Phone Video final.pdf](#)

## HEALTH AND COMMUNITY SERVICES COMMITTEE

### 29 [18-0065](#)

Board of Health Report.

### 30 [18-1155](#)

Joint resolution approving supplemental 2018 Video Gaming Revenue (VGR) grant funding recommendation in the amount of \$80,000.

- In 2017, the County received letters of intent for VGR funds totaling \$1,013,500 including a request by United Way of Lake County (UWLC) to support a new countywide 211 service - a widely utilized tool to aid in health and human service delivery.
- In April 2018, the Lake County Board awarded \$554,230 in fiscal year 2018 funds to a variety of behavioral health service providers and reserved \$80,000 for potential future requests. UWLC's 211 application was not awarded funding at that time, given the need to demonstrate ongoing financial sustainability. It was anticipated that once a successful business and budget planning exercise was completed with County input, UWLC would reinitiate its request for funding.
- At this time, UWLC has completed an implementation report and long-term budget plan demonstrating ongoing financial sustainability and has requested reconsideration of its funding request. The Housing and Community Development Commission (HCDC) on September 12, 2018, voted to recommend the allocation by the Lake County Board of \$80,000 in unallocated fiscal year 2018 VGR grant funds to UWLC for costs of ServicePoint related to United Way Lake County 211.

**Attachments:** [UW Revised VGR Request 9.7.18.pdf](#)

## PUBLIC WORKS AND TRANSPORTATION COMMITTEE

### 31 [18-1102](#)

Ordinance amending water and sewer related rates for certain Lake County systems to passthrough rate increases from third party providers and to make technical corrections to previously approved rates.

- The Rate Ordinance establishes all water and sewer user rates and connection fees for the County's water and sewer systems and is reviewed annually or as needed.
- This Ordinance modification increases retail rates in accordance with section 51.20 of the ordinance, to pass through rate increases from Aqua America and the Village of Libertyville for potable water and water reclamation services. These increases have taken affect since the adoption of the rate structure which took effect December 1, 2017.
- The ordinance exhibit has been drafted in two forms to provide the Committee options in how the Department recovers the cost of the rate change.
- Option one has the Department carry the negative balance in the enterprise fund and

recover the revenue in the next multiyear rate study.

- Option two has the Department include a local system surcharge so that affected customers pay a rate sufficient to enable the Department to recover the cost in the next 12-month rate cycle.
- The Ordinance modification also makes three technical corrections in the previously approved 2018 rate structure; applying the general 2% increase to the Green Oaks wholesale sewer rate; applying the general 2% increase for only the Lake County portion of the consolidated rate for municipalities in the northwest; reducing the Grayslake wholesale sewer rate \$0.02 per RCE to be consistent with rates for other Southeast Central System.

**Attachments:** [18-1102 Rate Ordinance Option Spreadsheet.pdf](#)

[Exhibit A Rate Ordinance HIGHLIGHTED - as approved by PWT 9.27.18](#)

**32**      **18-1100**

Joint resolution authorizing the execution of the Fifth Amendment to the Agreement for Sewage Disposal between Lake County and the Village of Gurnee to include the St. Sava Property in the Sewer Service Area.

- The County provides wholesale sewer service to portions of the Village of Gurnee.
- The St. Sava property is unincorporated; and therefore, not included in the boundaries of the current service area but is adjacent to the Village.
- The Village has requested to extend the sewer service area to include the St. Sava Monastery, located at 32377 N. Milwaukee Avenue.
- As this request will result in an increase to the County's downstream interceptors, the County has reviewed the request and has determined that the increase is feasible.
- The County is only obligated to accept sewage from the St. Sava Property for uses related to the existing place of worship and accessory uses not to exceed 40PE.
- The Fifth Amendment to the Agreement will be approved by the Gurnee Village Board on September 24, 2018.
- This resolution authorizes the execution of the Fifth Amendment to the Agreement for Sewage Disposal with the Village of Gurnee that amends the Sewer Service Area to include service to the St. Sava property.

**Attachments:** [18-1100 Gurnee St Sava-Lake County Amendment.pdf](#)

[18-1100 Gurnee St Sava Property Map.pdf](#)

[18-1100 Gurnee St Sava Expanded Service Area Map.pdf](#)

**33**      **18-1101**

Joint resolution authorizing the First Amendment of an Intergovernmental Agreement (IGA) By and Between County of Lake and Lakes Region Sanitary District to Foster Collaboration on Sewer Related Operations and Services.

- The County and Lakes Region Sanitary District (LRSD) both provide wastewater and sanitary sewer related services to areas within the Northwest Lake Facilities Planning Area (FPA).
- The County and LRSD wish to expand the scope of shared services to include office staff support to further facilitate planned consolidation of services.
- The agreement allows County staff to provide services on a time and material basis and

charge the LRSD for the services.

- This resolution authorizes the County Chair and County Clerk to execute the first amendment of the Intergovernmental Agreement.

**Attachments:** [18-1101 LRSD IGA Signed Agreement.pdf](#)

#### **PLANNING, BUILDING AND ZONING COMMITTEE**

##### **34** [18-1115](#)

Joint resolution authorizing on a certain named property, 27275 West Lakeview Drive South, Wauconda, Illinois, Parcel Identification Number (PIN) #09-34-401-019, the demolition of a dangerous and unsafe structure and related accessory buildings deemed to be an immediate and continuing hazard to the community.

- Pursuant to state law, the County Board has authority to expedite the demolition of any open and vacant buildings within unincorporated portions of Lake County that constitute an immediate and continuing hazard to the community per 55 Illinois Compiled Statutes (ILCS) 5/5-1121.
- Planning, Building and Development (PBD) has identified a residential building within unincorporated Lake County that constitutes an immediate and continuing hazard to the community in which the building is located.
- Upon County Board approval, the State's Attorney will notify the property owners and lienholders of record of the pending action pursuant to statute.
- Upon expiration of the 30-day notice period, if the property owners and lienholders of record have not caused the building to be demolished, repaired, or otherwise restored to a safe condition, or have not filed an appeal of the action in the Circuit Court Clerk's Office, PBD will initiate the demolition of the building and remove the single-family dwelling and related accessory buildings, debris, or other hazardous, noxious, or unhealthy substances or materials.

##### **35** [18-1126](#)

Joint resolution authorizing an emergency appropriation for a transfer from the Stormwater Management Commission (SMC) fund balance to SMC's 'Consultants' account in the amount of \$100,000 for an unanticipated contract expenditure in the fiscal year 2018 budget.

- SMC passed a resolution opposing all reductions in environmental mitigation for the Foxconn and adjacent upstream development in the Des Plaines River watershed within Wisconsin.
- As a follow up to this action, SMC approved use of fund reserves to contract with an engineering consulting company to study potential upstream impacts.
- This study and contract were not anticipated and have not been budgeted, requiring an emergency appropriation.
- The State's Attorney's Office was consulted in the process.
- This resolution appropriates funds for the study and contract from the SMC Fund Balance (Fund 212) to the Consultants line item (71150).

#### **FINANCIAL AND ADMINISTRATIVE COMMITTEE**

##### **36** [18-0064](#)

Lake County Partners Report.

**37**     [18-1124](#)

Resolution approving enhancements to the internal policies related to the purchasing ordinance and the vendor evaluation process for procurements over \$30,000.

- Lake County has identified internal staff policies to further enhance the current Purchasing Ordinance and the Ethics Ordinance relating to the vendor evaluation process in the following areas:
  - Create an annual process to document that staff involved in the vendor evaluation process have reviewed the applicable procurement specifications in the Purchasing Ordinance and the Ethics Ordinance.
  - Create and utilize forms that outline the procurement specifications in the Purchasing Ordinance and the Ethics Ordinance and require each evaluator to sign that they have reviewed and are eligible to serve in the evaluation process for this procurement.
  - Purchasing will review the ordinance with evaluators, collect the forms, verify all evaluators are eligible to serve on the panel, and provide confirmation as part of the award to the Board that all staff involved in the evaluation process met the eligibility requirements.

**Attachments:**   [Vendor Evaluation Process Options A 9-21-2018](#)

**38**     [18-1135](#)

Resolution approving a policy requiring vendors to submit a 'Vendor Disclosure Statement' for procurements over \$30,000.

- Vendors submitting proposals in Lake County will be required to submit a "Vendor Disclosure Statement" disclosing the names of each owner/principal/officer of the company, along with those individuals' immediate family members who are employed by Lake County. Publicly traded companies and utilities are exempt from this requirement.
- Purchasing will compare the Vendor Disclosure Statement with the list of staff members serving on the evaluation panel as well as any other staff member involved in the selection process (Department Head) and will verify that staff members are eligible to serve.
- Purchasing will provide confirmation to the Board that all staff involved in the evaluation process met the eligibility requirements.
- This is a one-year pilot project.

**Attachments:**   [Vendor Disclosure Option B 2018](#)

**APPOINTMENTS****39**     [18-1277](#)

Resolution providing for the appointment of Kenneth Lynch as a trustee of the Beach Park Fire Protection District.

**Attachments:**   [Kenneth Lynch's Letter of Interest](#)  
[Kenneth Lynch's Resume](#)

40 [18-1283](#)

Resolution providing for the appointment of Amy McEwan as a representative to the Lake County Partners' Board of Directors.

**PETITIONS, CORRESPONDENCE AND MISCELLANEOUS BUSINESS**

**Motion that this Regular September 2018 Session of the County Board of Lake County be adjourned until November 13, 2018.**