

Lake County Illinois

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



Meeting Minutes - Final

Thursday, September 26, 2024

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/3B5hVRd>**

Financial & Administrative Committee

1. Call to Order

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

2. Pledge of Allegiance

Member Danforth led the Pledge of Allegiance.

3. Roll Call of Members

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

Absent 1 - Member Kyle

Vice Chair Vealitzek joined the meeting at 8:32 a.m.

Other Attendees

In Person:

Carissa Casbon, Board Member

Kevin Quinn, Communications

Patrice Sutton, County Administrator's Office

Matt Meyer, County Administrator's Office

Jim Hawkins, County Administrator's Office

Tammy Chatman, Communications

RuthAnne Hall, County Administrator's Office

Kristy Cechini, County Board Office

Carl Kirar, Facilities and Construction Services

Chris Blanding, Enterprise Information Technology

Darcy Adcock, Human Resources

Keay Crandall, County Administrator's Office

Robin Grooms, County Administrator's Office

Yvette Albarran, Finance

Melissa Gallagher, Finance

Caitlin Everett, Human Resources

Electronically:

Marah Altenberg, Board Member

Theresa Glatzhofer, County Board Office

Jolanda Dinkins, County Board Office

Janna Philipp, County Administrator's Office

Mike Klemens, Division of Transportation

Austin McFarlane, Public Works

Dominic Strezio, Planning, Building, and Development

Shane Schneider, Division of Transportation

Elizabeth Brandon, County Administrator's Office

Demar Harris, Workforce Development

Melanie Nelson, State's Attorney's Office
ShaTin Gibbs, Finance
Matt Finstein, Purchasing
Mary Crain, Division of Transportation
Heidie Hernandez, Enterprise Information Technology
Jim Chamernik, Sheriff's Office
Nicole Farrow, State's Attorney's Office
Ruby Bahena, Finance
Jon Nelson, Division of Transportation
Michael Maslana, Enterprise Information Technology
Errol Lagman, Finance
Kevin Carrier, Division of Transportation
Jo Gravitter, State's Attorney's Office
Stephen Gray, Treasurer's Office
JazMine' Evans, Finance
Jerial Jorden-Woods, Finance
Sonia Hernandez, County Administrator's Office
Erik Karlson, Enterprise Information Technology
Brea Barnes, Finance
Eric Waggoner, Planning, Building, and Development
Yvonne Mendoza, Finance
Nicole Rogers, Finance
Mick Zawislak, Daily Herald
Krista Kennedy, Finance
Maria Castellanos, Finance
Corina Miranda, Human Resources
Holly Kim, Treasurer
Terri Kath, Enterprise Information Technology
Kasia Kondracki, Treasurer's Office
Michael Wheeler, Finance
Patrice Evans, Enterprise Information Technology
Jesse Turcios, Human Resources
Caitlin Everett, Human Resources

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

CONSENT AGENDA (Items 8.1 - 8.15)

Vice Chair Vealitzek joined the meeting at 8:32 a.m.

MINUTES

8.1 24-1252

Committee action approving the Financial and Administrative Committee meeting minutes from August 29, 2024.

Attachments: [F&A 8.29.4 Final Minutes](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that these minutes be approved. The motion carried by the following voice vote:

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

Absent: 1 - Member Kyle

8.2 24-1253

Committee action approving the Financial and Administrative Committee meeting minutes from September 5, 2024.

Attachments: [F&A 9.5.24 Final Minutes](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that these minutes be approved. The motion carried by the following voice vote:

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

Absent: 1 - Member Kyle

REPORTS

8.3 24-1278

Report from Anthony Vega, County Clerk, for the month of August, 2024.

Attachments: [County Clerk Monthly Finance Report for August 2024](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this report be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

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

Absent: 1 - Member Kyle

8.4 [24-1244](#)

Cash & Investment Report from Holly Kim, Treasurer, for the month of August, 2024.

Attachments: [FSG Aug 2024](#)
[Lake County Summary Report - August 2024](#)
[August 23 Cash & Investment Report](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this report be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

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

Absent: 1 - Member Kyle

HEALTH & COMMUNITY SERVICES

8.5 [24-1202](#)

Joint resolution authorizing the submission of a Healthy Houses Program Application to the Illinois Department of Commerce and Economic Opportunity (DCEO).

Attachments: [Healthy Homes NOFO](#)
[Healthy Homes Application - Project Information](#)
[CTC 7697339 Affidavit](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.6 [24-1191](#)

Joint resolution approving the second amendment to the Program Year (PY) 2024 United States Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

Attachments: [PY24 AAP 2ND AMENDMENT](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.7 [24-1192](#)

Joint resolution approving the tenth amendment to the Program Year (PY) 2019 United States Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

Attachments: [2019 AAP 10th Amendment](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.8 [24-1236](#)

Joint resolution accepting the Supporting Municipalities for Asylum Seeker Services (SMASS) funds from the Metropolitan Mayors Caucus (MMC) and authorizing an emergency appropriation in the amount of \$1,130,238 for grant administration and implementation.

Attachments: [Emergency Appropriation 2024-10 SMASS](#)
[SMASS III - Award Letter - Lake County](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

PUBLIC WORKS & TRANSPORTATION

8.9 [24-1227](#)

Joint resolution adopting the proposed 2025-2029 Capital Improvement Program for the Lake County Department of Public Works.

Attachments: [24-1227 2025-2029 LCPW CIP Presentation](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.10 [24-1228](#)

Joint resolution appropriating \$20,000 of Matching Tax funds for cellular service to communicate with various Lake County Division of Transportation field assets, including traffic signals, cameras, various field elements, and integrate with Lake County PASSAGE.

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.11 [24-1230](#)

Joint resolution authorizing a contract with Meade Inc., Willowbrook, Illinois, in the amount of \$499,997 for the installation of accessible pedestrian signals and appropriating \$600,000 of ¼% Sales Tax for Transportation funds.

Attachments: [24-1230 Bid Tabulation, ADA Pedestrian Signals 2024 Contract Award ar](#)
[24-1230 Vendor Disclosure, Meade](#)
[24-1230 Location Map, ADA Pedestrian Signals - Northeast](#)
[24-1230 Location Map, ADA Pedestrian Signals - Southeast](#)
[24-1230 Location Map, ADA Pedestrian Signals - Southwest](#)
[24-1230 Location Map, ADA Pedestrian Signals - Northwest](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.12 [24-1231](#)

Joint resolution authorizing a contract with Meade Inc., Willowbrook, Illinois, in the amount of \$138,107 for the provision of remote-controlled video system upgrades to the Intelligent Transportation System (ITS) PASSAGE Field Elements along various routes in Lake County and appropriating \$166,000 of ¼% Sales Tax for Transportation funds.

Attachments: [24-1231 Bid Tabulation, ITS PASSAGE Network Upgrades Contract Awa](#)
[24-1231 Vendor Disclosure, Meade](#)
[24-1231 Location Map, ITS PASSAGE CCTV Upgrades](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.13 [24-1232](#)

Joint resolution authorizing an agreement with HDR Engineering, Inc., Rosemont, Illinois, for Phase II design engineering services for the replacement of a culvert under Fairfield Road at the Round Lake Drain, at a maximum cost of \$521,011, and appropriating \$625,000 of County Bridge Tax funds.

Attachments: [24-1232 Consultant Agreement, Fairfield Road Culvert Replacement Pha](#)
[24-1232 Vendor Disclosure, HDR Engineering Inc.](#)
[24-1232 Location Map, Fairfield Road Culvert Replacement Phase II](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.14 [24-1233](#)

Joint resolution authorizing an agreement with HR Green, Inc., McHenry, Illinois, to provide Phase II design engineering services for a proposed shared-use path along Illinois Route 137 (Patriot Path), at a maximum cost of \$1,768,704, and appropriating \$2,123,000 of ¼% Sales Tax for Transportation funds.

Attachments: [24-1233 Consultant Agreement, Patriot Path Phase II](#)
[24-1233 Vendor Disclosure, HR Green](#)
[24-1233 Location Map, Patriot Path \(Segments 2 and 3\) Phase II](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

PLANNING, BUILDING, ZONING & ENVIRONMENT

8.15 [24-1248](#)

Joint resolution authorizing a professional services agreement with Davey Resource Group, Inc., Kent, Ohio, to prepare a Lake County Urban and Community Forestry Plan in an amount not to exceed \$144,395.

Attachments: [2024-13-9 Draft Agreement#24351 Urban and Community Forestry Plann](#)
[Final RFP 24351 Urban and Community Forestry Planning Consultation](#)
[Post Score Matrix Summary- RFP#24351](#)
[Davey Resource Group, Inc- Vendor Disclosure](#)

As part of a single motion for the entire Consent Agenda, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

Human Resources

8.16 [24-1257](#)

Resolution authorizing a contract with Kimley Horn, Deerfield, Illinois to manage the development and implementation of an ADA Transition plan in the amount not to exceed \$345,000.

Attachments: [Lake County Kimley-Horn ADA Transition Plan Full Scope 20240916](#)
[Draft Agreement- 24242 ADA Transition Plan Consultant for Lake County](#)
[Vendor Disclosure- Kimley-Horn Lake County ADA Transition Plan](#)
[Post Score Matrix- #24242 ADA Transition Plan Consultant](#)

RuthAnn Hall, Assistant County Administrator, provided an overview of the ADA transition plan and introduced Erika Osinski, Risk Manager, Human Resources, who provided further explanation of the transition plan. Discussion ensued.

Mike Klemmens, Division of Transportation Principal Planner, provided a summary of the responsibility of the County and Municipalities for ADA compliance with sidewalks and

crosswalks. Discussion ensued.

A motion was made by Member Parekh, 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, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.17 [24-1284](#)

Presentation and discussion regarding proposed 2025 changes to employee health and dental insurance plans.

Attachments: [8.17 24-1284 2025 OE Presentation FINAL](#)

Darcy Adcock, Human Resources Director, and Caitlin Everett, Deputy Human Resources Director, presented on the proposed 2025 changes to employee health and dental insurance plans. Discussion ensued.

Facilities and Construction Services

8.18 [24-1254](#)

Committee action approving Contract Modification Number Two with DLR Group, Inc., Chicago, Illinois for the continued architectural and engineering services and additional scope items for the Robert W. Depke Juvenile Justice Complex Expansion - Phase 2 Bridge Projects in the amount of \$400,000.

Attachments: [Modification 2, Exhibit A - DLR Proposal dated 08-12-2024](#)
[2024-09-13 Contract 21164 Modification 2 DRAFT](#)
[DLR Group VENDOR DISCLOSURE STATEMENT v012319](#)

Carl Kirar, Facilities and Construction Services Director, provided a summary of the Contract Modification Number Two for the engineering services and additional scope items for the Robert W. Depke Juvenile Justice Complex Expansion. Discussion ensued.

A motion was made by Member Clark, seconded by Vice Chair Vealitzek, that this committee action item be approved. The motion carried by the following voice vote.

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

Absent: 1 - Member Kyle

8.19 [24-0013](#)

Director's Report - Facilities and Construction Services.

Carl Kirar, Facilities and Construction Services Director, provided an update from the previous Committee meeting on the sustainable landscape plan for County properties which will be proposed at the budget hearings. Discussion ensued. Vice Chair Vealitzek asked that the plan include sustainability, follow the County's ordinances with the native trees and shrubs, reduce emissions, and reduce maintenance costs. Discussion ensued.

Member Parerkh left the meeting at 9:03 a.m. and returned at 9:05 a.m.

Enterprise Information Technology

8.20 [24-1256](#)

Resolution authorizing a contract with CDW-G of Vernon Hills, Illinois, in the amount of \$175,749.75 for LogicMonitor implementation, licensing and support.

Attachments: [24-1256 VDS.pdf](#)
[24-1256 QUO.pdf](#)
[24-1256 SOW.pdf](#)

Chris Blanding, Chief Information Officer, provided a summary of the contract for the County-wide IT infrastructure and applications through one dashboard to analyze, report and monitor. Discussion ensued.

A motion was made by Member Clark, seconded by Vice Chair Vealitzek, 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 Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

County Administration

8.21 [24-1264](#)

Resolution Authorizing Grant Application to the National Telecommunications and Information Administration (NTIA) Digital Equity Competitive Grant Program.

Member Danforth left the meeting at 9:19 a.m.

Matt Meyers, Assistant County Administrator, and Keay Crandall, Digital Equity Manager, provided a summary of the Digital Equity Competitive Grant program. Discussion ensued.

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: 5 - Member Clark, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

Not Present: 1 - Member Danforth

8.22 [24-1277](#)

Resolution authorizing the adoption and execution of an Intergovernmental Agreement (IGA) regarding Lake County Shared Services to LakeComm for the period of LakeComm's Transition and Startup.

Attachments: [24-1277 Exhibit A](#)

Jim Hawkins, Deputy County Administrator, provided a summary of the Intergovernmental Agreement for the transition and startup for LakeComm. Discussion ensued.

A motion was made by Member Parekh, 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: 5 - Member Clark, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

Not Present: 1 - Member Danforth

9. County Administrator's Report

There was no County Administrator's Report.

10. Executive Session

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

Aye: 5 - Member Clark, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

Not Present: 1 - Member Danforth

Member Danforth joined the meeting at 9:41 a.m.

10.1 [24-0009](#)

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

10.2 [24-0012](#)

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

10.2 [24-1263](#)

A

Committee action approving the Financial and Administrative Committee Executive Session minutes from August 29, 2024.

Action taken outside of Executive Session.

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

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

Absent: 1 - Member Kyle

11. Member Remarks and Requests

There were no Member remarks or requests.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:12 a.m.

Next Meeting: October 3, 2024

Meeting minutes prepared by Kristy Cechini.