

Lake County Illinois

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



Agenda Report - Final

Thursday, July 27, 2023

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/3Oe9rLu>

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 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
2. Pledge of Allegiance
3. Roll Call of Members
4. Addenda to the Agenda
5. Public Comment (Items Not on the Agenda)
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (Items 8.1-8.11)

MINUTES

8.1 **23-1064**

Committee action to approve the Financial and Administrative Committee Minutes from June 29, 2023.

Attachments: [F&A 6.29.23 Final Minutes](#)

REPORTS

8.2 **23-1066**

Treasurer Holly Kim's Cash & Investment Report June 2023.

Attachments: [Treasurer Cash&Investment JUN-23.pdf](#)
[jun-22_Cash&Investments.pdf](#)

8.3 **23-1048**

Report from Anthony Vega, Lake County Clerk Recording Division, for the month of June 2023.

Attachments: [June 2023](#)

HEALTH & COMMUNITY SERVICES

8.4 **23-1020**

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$5,000 for the Public Health Emergency Preparedness grant.

- The \$5,000 Illinois Department of Public Health grant will be used to collaborate with a contractor.

- The \$5,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2023 budget.
- The grant award will be for the period July 1, 2022, through June 30, 2023.

Attachments: [Emergency Appropriation - PHEP](#)

8.5 **23-1019**

Joint resolution accepting the Illinois Department of Natural Resources grant and authorizing an emergency appropriation in the amount of \$42,387 for the Fish and Wildlife grant.

- The \$42,387 Illinois Department of Natural Resources grant will be used to fund program supplies and offset existing staff salaries and fringe benefits.
- The \$42,387 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2023 budget.
- The grant award will be for the period May 1, 2023, through December 31, 2023.
- If funding for the position and services end, and new funding is not secured, the position and services will be eliminated.

Attachments: [Emergency Appropriation - Fish and Wildlife](#)

LAW & JUDICIAL

8.6 **23-1021**

Joint resolution authorizing the acceptance of a state fiscal year (SFY) 2024 Juvenile Justice Council (JJC) grant awarded to the Lake County State's Attorney's Office by the Illinois Juvenile Justice Commission (IJJC) through the Illinois Department of Human Services (DHS) to enhance and strengthen the Lake County JJC, which is run by the Lake County State's Attorney's Office, including an emergency appropriation of \$55,740 in grant funds.

- The Lake County Juvenile Justice Council (JJC) is a collaborative effort of many government and private agencies addressing juvenile justice procedures and programs that works to identify initiatives/areas in which attention or enhancement will benefit the County overall and the individuals involved.
- The Lake County State's Attorney's Office has been awarded a 12-month JJC Grant in the amount of \$55,740 from the Illinois Juvenile Justice Commission (IJJC) through the Illinois Department of Human Services (IDHS).
- The grant term is July 1, 2023 through June 30, 2024.
- The Lake County State's Attorney's Office will use the funds to enhance and strengthen the JJC through annual training, outreach and focusing on programs that are proactive in preventing delinquency by supporting the creation and purchase of preventative/proactive printed materials and giveaways, webpage/website designer, national speakers for the annual Juvenile Justice Council Conference, a part-time JJC Coordinator, a JJC Coordinator cellphone.

- The source of funding for this JJC project is 100 percent grant funds; no matching funding is required.

8.7 [23-1022](#)

Joint resolution authorizing the acceptance of a state fiscal year (SFY) 2023 grant awarded by the Illinois General Assembly, through the Illinois Attorney General's Office (AG) to the Lake County State's Attorney's Office for costs associated with the implementation of victim text messaging software used to inform victims of important dates and times of criminal trials, including an emergency appropriation of \$30,000 in grant funds.

- The Lake County State's Attorney's Office has been awarded \$30,000 in grant funds from the Illinois General Assembly through the Illinois Attorney General's Office.
- The grant term is January 1, 2023 through June 30, 2023.
- The Lake County State's Attorney's Office will use the funds to implement victim text messaging software in the Lake County.
- Grant program funding in the amount of \$30,000 will support the creation and implementation of texting software into existing State's Attorney's Office infrastructure/software.
- The source of funding for this texting project is 100 percent grant funds; no matching funding is required.
- If funding for the services end, and new funding is not secured, the services will be eliminated.

Attachments: [Budget Summary AG SFY23](#)

8.8 [23-1023](#)

Joint resolution authorizing the acceptance of a state fiscal year (SFY) 2024 Juvenile Justice Youth Service Program (JJYSP) grant awarded to the Lake County State's Attorney's Office by the Illinois Juvenile Justice Commission (IJJC) through the Illinois Department of Human Services (DHS) to implement A Step Up Program that helps address youth involved in adolescent domestic battery within their homes, including an emergency appropriation of \$47,125 in grant funds.

- The Lake County Juvenile Justice Council (JJC) is a collaborative effort of many government and private agencies addressing juvenile justice procedures and programs and is run by the Lake County State's Attorney's Office. The JJC works to identify initiatives/areas in which attention or enhancement will benefit the County's JJC overall and the individuals involved.
- The JJC proposed to the IJJC to implement a Juvenile Justice Youth Service Program (JJYSP), Step Up, in Lake County to address youth involved in adolescent domestic battery within their homes. Through the Step Up Program, youth and their parent(s) work with social workers for 21+ weeks in group therapy sessions. The sessions utilize a restorative justice and Circumplex Family Systems Model to focus on accountability, empathy, communication, but also restoring relationships and establishing appropriate authority within the home by providing

individualized support and services option for these youth to improve the juvenile recidivism rate.

- The Lake County State's Attorney's Office has been awarded a 12-month JJYSP Grant in the amount of \$47,125 from the Illinois Juvenile Justice Commission (IJJC) through the Illinois Department of Human Services (DHS). The source of funding for this JJC project is 100 percent grant funds; no matching funding is required.
- The Lake County State's Attorney's Office will use the grant funding to implement a Step Up Program in Lake County by subcontracting with OMNI Youth Services, which is the Comprehensive Community Based Youth Services (CCBYS) agency in Lake County. OMNI Youth will provide two social workers to administer the program with the youth and their families. Funding will also be used for grant administration, program supplies, brochures and training to implement the program.
- The grant term is July 1, 2023 through June 30, 2024.

PUBLIC WORKS & TRANSPORTATION

8.9 [23-1077](#)

Joint resolution authorizing a contract with RoadSafe Traffic Systems, Inc., Romeoville, Illinois, in the amount of \$276,919.87 for center line rumble strip installation with hot spray thermoplastic pavement markings on various County highways and appropriating \$333,000 of ¼% Sales Tax for Transportation funds.

- This work consists of adding approximately 18.5 miles of center line rumble strips on existing two-lane highways with double yellow payment markings and adding hot spray thermoplastic pavement markings on isolated sections of highways.
- There was a public call for bids, and a total of two bids were received, and the lowest responsible bidder is RoadSafe Traffic Systems, Inc., Romeoville, Illinois, in the amount of \$276,919.87.
- This project is included in the Transportation Improvement Program with construction in 2023, and is designated as Section 23-00000-12-GM.

Attachments: [23-1077 Bid Tab, 2023 Center LineRumble Strip 2023-07-11](#)

[23-1077 Vendor Disclosure, Roadsafe](#)

[23-1077 Location Map, Centerline Rumble Strip 2023](#)

8.10 [23-1035](#)

Joint resolution appropriating \$855,500 of Motor Fuel Tax funds for maintaining streets and highways, including utility services, under the applicable Illinois Highway Code, from December 1, 2023, to November 30, 2024, and \$200,000 of Matching Tax funds for de-icing materials.

- In order to perform routine and necessary highway maintenance, the Division of Transportation must purchase Patrol One general maintenance materials and services on an annual basis.
- Patrol One general maintenance materials and services may include, but not be

limited to, supplies such as paint, signposts, shoulder aggregate, and de-icing materials, as well as utility services and repairs.

- This project is included in the Transportation Improvement Program, and is designated as Section 24-00000-00-GM.

8.11 [23-1038](#)

Joint resolution appropriating \$115,000 of ¼% Sales Tax for Transportation funds for the required local match associated with the Safe Streets and Roads for All Grant received by the Chicago Metropolitan Agency for Planning (CMAP) that will guide the partnership and technical assistance services to be provided by CMAP for the creation of a Lake County Safety Action Plan.

- Chicago Metropolitan Agency for Planning (CMAP), in partnership with the counties in the region, applied for a joint planning grant to develop a regional and individual county-wide safety action plans through the United States Department of Transportation's (USDOT) Safe Streets for All Program (SS4A).
- The SS4A Program is authorized for six billion in competitive grants over the next five years.
- Once an agency has an approved safety action plan, they are eligible in future application cycles to apply for implementation grants through the SS4A Program.
- CMAP was awarded \$3,896,000 of SS4A grant funds to assist in the development of the safety plans, including a Safety Action Plan for Lake County.
- Lake County's local cost share for the study is included in the Transportation Improvement Program.

Attachments: [23-1038 Agreement, CMAP Regional Safety Action Plan Signed Reda](#)

REGULAR AGENDA

LAW & JUDICIAL

12 [23-1025](#)

Joint resolution authorizing the acceptance and execution of a Greater Illinois - Reimagine Public Safety Act (GI-RPSA) Violence Prevention Council Coordinator (VPCC) grant awarded to the Lake County State's Attorney's Office through the Illinois Department of Human Services (DHS) Violence Prevention Services (VPS) to create a VPCC in Lake County aimed at helping build local capacity to reduce firearm violence by encouraging effective, collaborative working relationships across providers in violence prevention, community organizing, asset mapping, resource allocation and capacity building, including grant funding and an emergency appropriation of \$100,000.

- The Lake County State's Attorney's Office has been awarded \$100,000 in grant funds by the DHS, VPS.
- The grant term is July 1, 2023 through June 30, 2024.
- The Lake County State's Attorney's Office will use the funds to assist in the implementation of its Gun Violence Prevention Initiative (GVPI) by hiring a Violence

Prevention Council Coordinator (VPCC) Program Coordinator to serve as the lead convener for each identified area.

- Grant program funding in the amount of \$100,000 will cover 100% of the salary and benefits of the VPCC Program Coordinator and fund the purchase of a laptop and accessories.
- If funding for this position ends, and new funding is not secured, the position will be eliminated.

Attachments: [Budget Summary FY24 GI-VPCC 100k](#)

13 **23-1027**

Joint resolution authorizing the acceptance and execution of a Greater Illinois - Reimagine Public Safety Act (GI-RSPA) grant awarded to the Lake County State's Attorney's Office through the Illinois Department of Human Services (DHS) Bureau of Violence Prevention Services (VPS) to help reduce violence by providing emotional or trauma-related therapies, and through assistance with housing, employment, job training/placement, family engagement, and wrap-around support services, including grant funding and an emergency appropriation of \$300,000.

- The Lake County State's Attorney's Office has been awarded \$300,000 in grant funds by the Illinois Department of Human Services (DHS), Bureau of Violence Prevention Services (VPS).
- The grant term is July 1, 2023 through June 30, 2024.
- The Lake County State's Attorney's Office will use the funds to fund and supply a Gun Violence Therapist, and to contract with Waukegan Township to engage in direct violence interruption services on behalf of the Gun Violence Prevention Initiative (GVPI).
- Grant program funding in the amount of \$111,567 will cover 100% of the salary and benefits of the Gun Violence Therapist, and fund the purchase of a laptop and accessories. If funding for this position ends, and new funding is not secured, the position will be eliminated.
- Grant program funding in the amount of \$188,433 will be sub-awarded to Waukegan Township to cover the salary/benefits of a Violence Interrupter and Case Manager, and fund the purchase of laptops and accessories, cell phones, a Case Management database, and outreach supplies.

Attachments: [Budget Summary FY24 GI-RVPS 300k](#)

PUBLIC WORKS & TRANSPORTATION

14 **23-1037**

Joint resolution authorizing an agreement with the Chicago Metropolitan Agency for Planning (CMAP) for the Lake County Division of Transportation (LCDOT) to provide transportation planning staff assistance for the Lake County Council of Mayors and receive an allocation of federal funds to cover the scope of services provided.

- Planning liaison funds are distributed yearly from the Federal Highway

Administration (FHWA) to the Illinois Department of Transportation (IDOT) and then to the Chicago Metropolitan Agency for Planning (CMAP).

- These funds help support transportation planning provided by the LCDOT for the Lake County Council of Mayors (LCDOT staff positions).
- In State Fiscal Year 2024, which began on July 1, 2023, the allocation to the LCDOT will be \$180,012.29 to cover the scope of services that CMAP describes in its agreement.

Attachments: [23-1037 Intergovernmental Agreement, CMAP](#)

[23-1037 Resolution, Council of Mayors](#)

15 [23-1052](#)

Joint resolution authorizing emergency appropriations for Fiscal Year (FY) 2023 for the Lake County Public Works Department in the amount of \$12,503,697.26 for certain projects, items, and activities budgeted in the prior year and not completed, as well as other unforeseen needs.

- Since adoption of the Fiscal Year (FY) 2023 budget, the Public Works Department has identified increased costs of certain capital expenditures, unforeseen regulatory compliance needs, as well uncaptured carryover opportunities from Fiscal Year 2022. The funds for these additional expenditures could not have been foreseen and appropriated in the FY 2023 budget.
- The value of additional funds is \$12,503,697.26 and is itemized as follows: 1) increased cost of certain capital expenditures in the amount of \$717,120.93, 2) unforeseen regulatory compliance needs in the amount of \$1,379,206, and 3) uncaptured carryover opportunities from Fiscal Year 2022 in the amount of \$10,407,370.33.
- Due to these events occurring after the County's 2023 budget development and subsequent approval, there is insufficient authority in the Public Works Department's FY 2023 operating budget; therefore, an emergency appropriation is required.
- This resolution authorizes an emergency appropriation in the amount of \$12,503,697.26 to increase the budget during County Fiscal Year 2023 within the Public Works fund 615.

Attachments: [PW Capital Appropriation](#)

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

16 [23-1054](#)

Director's Report - Facilities and Construction Services.

- Job Order Contract (JOC) Report, 2nd Quarter FY 2023.

Attachments: [JOC FY23 2nd Quarter Summary Report](#)

[FY2023 2nd Quarter JOC Presentation](#)

Human Resources

17 [23-1053](#)

Discussion on drafted revisions to the existing Paid Parental Leave policy in the Employee Policies and Procedures Manual.

- A review of the current policy prompted a reexamination of eligibility criteria to qualify for Paid Parental Leave (PPL).
- The proposed changes are intended to provide clarity and ensure compliance with existing laws and regulations.
- The intention is to discuss proposed changes with the Committee, receive input, and then return to a future Committee meeting with a revised PPL policy for consideration.

Attachments: [DRAFT Section 4.13 Paid Parental Leave- Clean](#)

[Draft Section 4.13 Paid Parental Leave- Redline](#)

18 [23-0096](#)

Director's Report - Human Resources.

Enterprise Information Technology

19 [23-1024](#)

Resolution approving a one-year contract with SHI for the SunView Software ChangeGear renewal in the amount of \$49,979.

- The Enterprise Information Technology (EIT) service management tool ChangeGear is due for renewal.
- Pursuant to Chapter 33.115 of the County's Purchasing Ordinance, Cooperative Joint Purchasing Authorized, the County may participate in a cooperative purchasing agreement for the procurement of goods, services, construction, or professional services with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing contract with SHI has been identified through Sourcewell (081419-SHI) to procure needed goods, services, construction, or professional services that were competitively solicited and awarded.

Attachments: [FY23 - SHI - Sunview Software ChangeGear - Vendor Disclosure Statem](#)

[FY23 - SHI - SunView Software ChangeGear - QUO-23449111](#)

20 [23-0097](#)

Director's Report - Enterprise Information Technology.

Finance

- 21 [23-0098](#)
Director's Report - Finance.

County Administration

- 22 [23-1049](#)
Presentation by Crowe, LLP on Lake County's Internal Audit function, including best practices, current state assessment, recommended framework and audit plan.
- Internal Audit is governed by Illinois Statute 55 ILCS 5/Div.3-1.
 - Lake County voters eliminated the elected County Auditor position in the 1970's and since then, the function has been a responsibility of the County Finance department.
 - In 2018, an assessment of the Finance and Administrative Services (renamed Finance) departmental functions recognized that there were opportunities for Lake County to improve its enterprise risk management and internal control framework to better manage risk, streamline business processes, and strengthen internal controls.
 - In 2022, the Finance department, under the direction of the County Administrator's Office and the County Board, contracted with a third-party consultant, Crowe LLP, to develop a framework for the Internal Audit function for Lake County by evaluating existing internal audit policies, reports and practices, developing an audit charter (policy), reviewing the existing audit function and providing recommendations for ongoing internal audit operations.

Attachments: [Internal Audit Function - Crowe Presentation](#)

- 23 [23-1072](#)
Resolution providing for the reappointment of Deborah Balma, Andrea Hess, and Helen Hammond Redding as members of the Ethics Commission of Lake County.

9. County Administrator's Report

10. Executive Session

- 10.1 [23-0100](#)
Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

- 10.2 [23-0075](#)
Executive session to discuss a personnel matter pursuant to 5 ILCS 120/2 (c)(1).

10.3 [23-0069](#)

Executive Session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).

10.4 [23-0101](#)

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

10.4A [23-1063](#)

Committee action to approve the Executive Session Financial and Administrative Committee Minutes from June 29, 2023.

11. **Members' Remarks**

12. **Adjournment**

Next Meeting: August 3, 2023