

# Lake County Illinois

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



## Meeting Minutes - 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](mailto: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**

*Chair Frank called the meeting to order at 8:34 a.m.*

**2. Pledge of Allegiance**

*Member Kyle led the Pledge of Allegiance.*

**3. Roll Call of Members**

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

**Absent** 1 - Member Clark

*\*Electronic Attendance: Member Parekh, who joined the meeting at 9:43 a.m.*

*Other Attendees:*

*In Person:*

*Bill Dykstra, Crowe, LLP*

*Carl Kirar, Facilities and Construction*

*Chris Blanding, Information Technology*

*Darcy Adcock, Human Resources*

*Eric Rinehart, State's Attorney's Office*

*Gary Gibson, County Administrator's Office*

*Jim Hawkins, Deputy County Administrator*

*John Light, Human Resources*

*Joy Gossman, Public Defender*

*Kevin Quinn, Communications*

*Kristy Cechini, County Board Office*

*Matt Meyers, County Administrator's Office*

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

*Patrice Sutton, Finance*

*Stephen Gray, Treasurer's Office*

*Electronically:*

*Adam Krueger, Finance*

*Arnold Donato, Stormwater Management*

*Austin McFarlane, Public Works*

*Brea Barnes, Finance*

*Cassandra Hiller, County Administrator's Office*

*Errol Lagman, Finance*

*Jim Chamernik, Sheriff's Office*

*Janna Philipp, County Administrator's Office*

*JazMine Evans, Purchasing*

*Jerial Jorden-Woods, Finance*

*Jo Gravitter, State's Attorney's Office*

*Joel Sensenig, Public Works*  
*Karen Fox, State's Attorney's Office*  
*Kevin Kerrigan, Division of Transportation*  
*Krista Kennedy, Finance*  
*Mark Pfister, Health Department*  
*Mary Crain, Division of Transportation*  
*Micah Thornton, Circuit Clerk's Office*  
*Michael Balsamo, Facilities and Construction Services*  
*Michael Wheeler, Finance*  
*Monica McClain, Payroll*  
*Nick Principali, Finance*  
*Ruby Acosta, Finance*  
*RuthAnne Hall, Purchasing*  
*Shane Schneider, Division of Transportation*  
*ShaTin Gibbs, Finance*  
*Stacy Davis-Wynn, Purchasing*  
*Terri Kath, Enterprise Information Technology*  
*Theresa Glatzhofer, County Board Office*  
*Todd Schroeder, 19th Judicial Circuit Court*  
*Yvette Albarran, Purchasing*

**4. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**5. Public Comment (Items Not on the Agenda)**

*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 8.1-8.11)**

**\*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](#)

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

**Aye:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**\*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](#)

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

**Aye:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**8.3 [23-1048](#)**

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

**Attachments:** [June 2023](#)

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

**Aye:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**\*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.

**Attachments:** [Emergency Appropriation - PHEP](#)

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**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.

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

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**\*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.

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**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.

**Attachments:** [Budget Summary AG SFY23](#)

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**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.

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**\*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.

**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](#)

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**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.

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**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.

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

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**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.

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

*Eric Rinehart, State's Attorney, reported on the grant for the Violence Prevention Council Coordinator. Discussion ensued.*

*Items 12-13 were discussed and voted on together.*

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

**Aye:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**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.

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

*Items 12-13 were discussed and voted on together. See consolidated notes under item 12.*

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

**Aye:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**\*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.

**Attachments:** [23-1037 Intergovernmental Agreement, CMAP](#)  
[23-1037 Resolution, Council of Mayors](#)

*Shane Schneider, Division of Transportation Director, reported on the annual agreement with CMAP and the Council of Mayors.*

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

**Aye:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**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.

**Attachments:** [PW Capital Appropriation](#)

*Austin McFarlane, Interim Public Works Director, reported on the emergency appropriations for various projects and items. Discussion ensued.*

**A motion was made by Vice Chair Vealitzek, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**\*FINANCIAL & ADMINISTRATIVE\***

**Facilities and Construction Services**

**16** [23-1054](#)

Director's Report - Facilities and Construction Services.

**Attachments:** [JOC FY23 2nd Quarter Summary Report](#)  
[FY2023 2nd Quarter JOC Presentation](#)

*Carl Kirar, Facilities and Construction Director, provided a presentation on the Job Order Contract and the 2nd Quarter report for FY 2023. Discussion ensued.*

**Human Resources**

**17** [23-1053](#)

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

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

*John Light, Human Resources Director, and Darcy Adcock, Assistant Human Resources Director, provided an update on the revisions of the Paid Parental Leave policy. Discussion ensued.*

18 [23-0096](#)

Director's Report - Human Resources.

*John Light, Human Resources Director, provided an update on the IMRF training and stated another training will be in November.*

**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.

**Attachments:** [FY23 - SHI - Sunview Software ChangeGear - Vendor Disclosure Stateme](#)  
[FY23 - SHI - SunView Software ChangeGear - QUO-23449111](#)

*Chris Blanding, Chief Financial Officer, reported on the renewal contract with SHI for the SunView Software ChangeGear.*

**A motion was made by Member Kyle, 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:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

20 [23-0097](#)

Director's Report - Enterprise Information Technology.

*There was no Enterprise Information Technology Director's report.*

**Finance**

21 [23-0098](#)

Director's Report - Finance.

*There was no Finance Director's report.*

**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.

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

*Jim Hawkins, Deputy County Administrator, provided an overview of the third-party consultant to develop the framework for the Internal Audit and introduced Bill Dykstra, Crowe, LLC. Mr. Dykstra presented on the Internal Audit Consulting Services. Discussion ensued.*

**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.

*Matt Meyers, Assistant County Administrator, reported on the reappointments for the Ethics Committee. Discussion ensued.*

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

**Aye:** 5 - Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Clark

**Not Present:** 1 - Member Parekh

**9. County Administrator's Report**

*Gary Gibson, County Administrator, provided an update on the recruitment process for the Public Works Director.*

*Member Parekh joined the meeting at 9:43 a.m.*

**10. Executive Session**

**A motion was made by Member Pedersen, seconded by Member Kyle, that the Committee go into executive session. The motion carried by the following roll call vote:**

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

**Absent:** 1 - Member Clark

**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).

10.4 [23-1063](#)

A

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

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

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

**Absent:** 1 - Member Clark

11. **Members' Remarks**

*Member Pedersen asked about staff salaries. Discussion ensued.*

12. **Adjournment**

*Chair Frank adjourned the meeting at 10:27 a.m.*

**Next Meeting: August 3, 2023**

*Meeting Minutes prepared by Kristy Cechini.*

*Minutes were approved on August 31, 2023, by the Financial and Administrative Committee.*