

Lake County Illinois

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



Meeting Minutes - Final

Thursday, January 11, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/4aAGD9j>

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 through an electronic conferencing application (register via the link on the front page of the agenda).

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT:

Time is reserved near the beginning of the meeting for all Public Comment. At the Chair's discretion, Public Comment for an item(s) on the agenda may be presented during consideration of that specific item. Public Comment will 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

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

2. Pledge of Allegiance

Member Clark led the Pledge of Allegiance.

3. Roll Call of Members

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

Absent 1 - Member Parekh

Other present:

In Person:

Alex Carr, Communications

Betsy Brandon, County Administrator's Office

Darcy Adcock, Human Resources

Jim Hawkins, County Administrator's Office

Kevin Quinn, Communications

Kristy Cechini, County Board Office

Matt Meyers, County Administrator's Office

Melissa Gallagher, Finance

Patrice Sutton, County Administrator's Office

RuthAnne Hall, Finance

Sandy Hart, County Board Chair

Tammy Chatman, Communications

Electronically:

Adam Krueger, Finance

Anthony Vega, County Clerk's Office

Arnold Donato, Stormwater Management

Austin McFarlane, Public Works

Bailey Wyatt, Communications

Barbara Adams, Donahue and Rose, PC

Brea Barnes, Finance

Caitlin Everett, Workforce Development

Carissa Casbon, Board Member

Chris Blanding, Enterprise Information Technology

Claudia Gilhooley, 19th Judicial Circuit Court

Corina Miranda, Human Resources

Dan Eder, EMA

Demar Harris, Workforce Development

Diane Hewitt, Board Member

Dominic Strezio, Planning, Building, and Development

Eric Waggoner, Planning, Building, and Development
Erika Osinski, Human Resources
Errol Lagman, Finance
Holly Kim, Treasurer
Jim Chamernik, Sheriff's Office
Janna Philipp, County Administrator's Office
JazMine' Evans, Finance
Jennifer Price, 19th Judicial Circuit Court
Jerial Jordan-Woods, Finance
Jo Gravitter, State's Attorney's Office
Joe Hill, Golden Hill and Associates
Jolanda Dinkins, County Board Office
Jon Nelson, Division of Transportation
Karen Brush, County Clerk's Office
Karen Fox, State's Attorney's Office
Kathleen Rhey, Enterprise Information Technology
Kayla Bonn, Human Resources
Kevin Carrier, Division of Transportation
Lawrence Oliver, Sheriff's Office
Marah Altenberg, Board Member
Mary Crain, Division of Transportation
Matt Emde, Division of Transportation
Melanie Nelson, State's Attorney's Office
Michael Wheeler, Finance
Mick Zawislak, Daily Herald
Mike Klemens, Division of Transportation
Nick Principali, Finance
Nicole Rogers, Finance
Preston Carter, Public
Ruby Bahena, Finance
Sonia Hernandez, County Administrator's Office
Shane Schneider, Division of Transportation
ShaTin Gibbs, Finance
Sidhar Malladi, Public
Stacy Davis-Wynn, Purchasing
Stephen Gray, Treasurer's Office
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**

There were no comments from the public.

6. **Chair's Remarks**

Chair Frank shared his concern of the hostages being held by Hamas and to keep them in our thoughts and prayers.

7. **Unfinished Business**

There was no unfinished business to discuss.

8. **New Business**

CONSENT AGENDA (Items 8.1 - 8.12)

MINUTES

8.1 **24-0051**

Committee action approving the Financial and Administrative Committee Budget Hearing minutes from October 17, 2023.

Attachments: [F&A Budget Hearing 10.17.23 Final Minutes](#)

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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.2 **24-0052**

Committee action approving the Financial and Administrative Committee Budget Hearing minutes from October 18, 2023.

Attachments: [F&A Budget Hearing 10.18.23 Final Minutes](#)

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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.3 **24-0049**

Committee action approving the Financial and Administrative Committee minutes from November 30, 2023.

Attachments: [F&A 11.30.23 Final Minutes](#)

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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.4 [24-0050](#)

Committee action approving the Financial and Administrative Committee minutes from December 7, 2023.

Attachments: [F&A 12.7.23 Final Minutes](#)

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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

REPORTS

8.5 [23-1821](#)

Report from Anthony Vega, County Clerk, for the month of October, 2023.

Attachments: [LCC Report for October 2023](#)

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.6 [24-0019](#)

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

Attachments: [November 2023](#)

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.7 [24-0061](#)

Lake County Treasurer Holly Kim's Cash and Investment Report - November 2023.

Attachments: [Treasurer Report Nov 2023.pdf](#)
[2022-NOV-Cash&Investment.pdf](#)

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

LAW & JUDICIAL

8.8 [23-1761](#)

Joint resolution authorizing the acceptance and execution of a Victim of Crime Act (VOCA) grant which will provide funding for our Highland Park victim assistance program, including an emergency appropriation of \$79,241 in grant funds.

Attachments: [Grant Accounting Spreadsheet to FAS - Highland Park Interim Funding](#)

A motion was made by Vice Chair Vealitzek, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.9 [24-0022](#)

Joint resolution authorizing the State's Attorney's Appellate Prosecutor Program for Fiscal Year (FY) 2024 for a continued participation fee of \$49,000.

Attachments: [FY24 Appellate Invoice \\$49k](#)

A motion was made by Vice Chair Vealitzek, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

PUBLIC WORKS & TRANSPORTATION

8.10 [24-0039](#)

Joint resolution authorizing a contract with Granite Telecommunications, LLC, Quincy, Massachusetts in the amount of \$49,752 for phone line replacements and service at 83 locations in the Lake County Public Works (LCPW) service areas.

Attachments: [24-0039 Granite Epik POTS Line Replacement Agreement](#)
[24-0039 Granite Vendor Disclosure](#)
[24-0039 Granite Price List](#)

A motion was made by Vice Chair Vealitzek, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.11 [24-0020](#)

Joint resolution appropriating a supplemental amount of \$120,000 of ¼% Sales Tax for Transportation funds for right-of-way costs associated with improvements to the intersection of Winchester Road at Illinois Route 83.

Attachments: [24-0020 Location Map Winchester Road at IL 83 ROW Appropriation](#)

A motion was made by Vice Chair Vealitzek, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

FINANCIAL & ADMINISTRATIVE

8.12 [24-0031](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2024 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

Attachments: [Jan-24 Carryovers - Final](#)

A motion was made by Vice Chair Vealitzek, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.13 [24-0030](#)

Joint resolution reallocating \$1,201,771 of U.S. Treasury Emergency Rental Assistance

(ERA2) funds to support the development of affordable rental housing projects.

Attachments: [Memo ERA2 Reallocation](#)
[HCS ERA2 Reallocation PPT](#)

Brenda O'Connell, Community Development Administrator, reported on the Treasury Emergency Rental Assistance funds for two affordable rental housing units. 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: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

LAW & JUDICIAL

8.14 [24-0064](#)

Joint resolution approving Amendment Number 1 of the Intergovernmental Agreement (IGA) Regarding Development of the Plan and Agreement to Consolidate Participating Lake County Public Safety Answering Points (PSAPs).

Attachments: [IGA1 Amendment #1 12.08.23](#)
[PSAP Consolidation IGA1-Fully Executed](#)
[911 Consolidation Summary\(01.09.24\)](#)

Jim Hawkins, Deputy County Administrator, presented on the 9-1-1 Consolidation efforts in Lake County and reported on the Amendment Number 1 of the Intergovernmental Agreement, which extends the term from 18 months to 30 months and establishes Lake County as a full party to the agreement. 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: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

PUBLIC WORKS & TRANSPORTATION

8.15 [24-0021](#)

Joint resolution appropriating a supplemental amount of \$265,000 of ¼% Sales Tax for Transportation funds and approving Change Order Number Two consisting of an increase of \$262,483 for additional professional engineering services for improvements along 21st Street from Delany Road to Illinois Route 173.

Attachments: [24-0021 Change Order Number Two, 21st Street Supplement](#)
[24-0021 Vendor Disclosure, Stanley Consultants](#)
[24-0021 Location Map, 21st Street](#)

Shane Schneider, Division of Transportation Director, reported on the second Change Order for the improvements along 21st Street from Delany Road to Illinois Route 173.

A motion was made by Member Clark, 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: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

PLANNING, BUILDING, ZONING & ENVIRONMENT

8.16 [24-0041](#)

Joint resolution authorizing an emergency appropriation in the amount of \$750,000 for the Lake Bluff Downtown Flooding Mitigation Project by the Stormwater Management Commission (SMC), with funding provided by the Consolidated Appropriations Act, 2023 Public Law (117-328), specifically allocated for the Economic Development Initiative (EDI) for Community Project Funding (CPF) administered by the Department of Housing and Urban Development (HUD).

Attachments: [Award Letter B-23-CP-IL-0593](#)
[Grant Agreement B-23-CP-IL-0593](#)
[HUD Form 1044 B-23-CP-IL-0593](#)

Sharon Osterby, Water Resources Professional, reported on the Economic Development Initiative for Community Project Funding for the Lake Bluff Flooding Mitigation Project. Discussion ensued.

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

Absent: 1 - Member Parekh

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.17 [24-0017](#)

Resolution ratifying an Emergency Procurement authorized by the Director of Facilities and Construction in the amount of \$54,400.86.

Attachments: [Vendor Disclosure Statement.pdf](#)
[Emergency Procurement Memo](#)

Carl Kirar, Facilities and Construction Director, reported on the emergency procurement for repairs on the emergency generator for the Lake County Sheriff's Office 9-1-1 facility in Libertyville. Discussion ensued.

A motion was made by Member Kyle, seconded by Member Danforth, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.18 [24-0029](#)

Director's Report - Facilities and Construction Services.

Attachments: [JOC FY23 Summary Report_20DEC23](#)
[FY2023 End of Year JOC Report_20DEC2023](#)

Carl Kirar, Facilities and Construction Director, presented on the Job Order Contract (JOC) annual report.

Enterprise Information Technology

8.19 [24-0048](#)

Resolution authorizing a contract with Mythics, Inc., Virginia Beach, Virginia, for licensing and subscription of the Oracle Enterprise Performance Management Cloud application for a period of three years in an amount not to exceed \$139,920 annually for a total of \$419,760 with the option to renew for an additional three years.

Attachments: [FY24 Mythics LC-EPM - QUO](#)
[FY24 Mythics LC-EPM - VDS](#)

Chris Blanding, Chief Information Officer, reported on the software licensing and subscription of the Oracle Enterprise Performance Management Cloud renewal. Discussion ensued.

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

Absent: 1 - Member Parekh

8.20 [24-0015](#)

Director's Report - Enterprise Information Technology.

There was no Enterprise Information Technology Director's report.

Finance

8.21 [24-0070](#)

Resolution authorizing the Execution and Delivery by the County of Lake, Illinois of an Assignment and Assumption Agreement and Related Documents relating to a Declaration of Restrictive Covenants and Regulatory Agreement and a Tax Regulatory Agreement entered into by said county at the time of issuance of its Multifamily Housing Revenue Bonds (Brookstone Apartments Project) Series 2007 and Other Provisions in Connection Therewith.

Attachments: [Lake County-Brookstone-Assignment Assumption Agreement-For County](#) | [Lake County-Brookstone-Resolution Approving Assign-Assump Agreemen](#)

Melissa Gallagher, Interim Chief Financial Officer, reported on the purchase of the affordable housing unit and introduced Barbara Adams, Attorney, who provided an overview of the Assignment and Assumption Agreement, which will ensure continued compliance of the property with applicable affordable housing standards. Attorney Adams also introduced Srinivasa Nandipatie, purchaser, Sidhar Malladi, purchaser representative, and Joe Hill, attorney for the purchaser. Mr. Nandipatie provided an overview of the purchase of the Brookstone Apartments. 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.22 [24-0040](#)

Finance Monthly Report - November 2023.

Attachments: [Monthly Financial Report November 2023.pdf](#)

Melissa Gallagher, Interim Chief Financial Officer, presented on the November Finance Monthly report. Discussion ensued.

8.23 [24-0016](#)

Director's Report - Finance.

There was no Finance Director's report.

Human Resources

8.24 [24-0067](#)

Resolution authorizing the appointment of Darcy Adcock, Interim Director of Human Resources, as Lake County's Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

Patrice Sutton, County Administrator, reported on the formal approval of appointing Darcy Adcock as the IMRF Authorized Agent.

8.25 [24-0014](#)

Director's Report - Human Resources.

There was no Human Resources Director's report.

County Administration

8.26 [23-1804](#)

Resolution accepting the annual Emergency Management Intergovernmental Grant Agreement from the Illinois Emergency Management Agency (IEMA) for federal fiscal year (FFY) 2023 Emergency Management Performance Grant (EMPG) in an amount not to exceed \$154,783.69.

Attachments: [23EMALAKE EMPG grant agreement](#)

Dan Eder, Emergency Management Agency (EMA) Manager, reported on the annual Intergovernmental grant agreement for funding Lake County's EMA.

A motion was made by Member Kyle, seconded by Member Danforth, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.27 [24-0054](#)

Resolution approving a contract with Granicus, Denver, Colorado, in the amount of \$70,200 for GovQA Public Records FOIA Software.

Attachments: [Lake County Updated GovQA 2024 Quote](#)
[Granicus LLC Vendor Disclosure](#)

Alex Carr, Deputy Communications Officer, and Betsy Brandon, FOIA Officer, reported on the contract for the GovQA Public Records FOIA Software.

A motion was made by Vice Chair Vealitzek, 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 Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.28 [24-0069](#)

Presentation and discussion regarding food and beverage service options for County staff and the general public at the Waukegan Administrative Complex.

Patrice Sutton, County Administrator, reported on the difficulties of the County's food.

RuthAnne Hall, Purchasing Manager, reported on the food and beverage service options for County staff and visitors. Discussion ensued.

Patrice Sutton, Chief Financial Officer, asked the committee for guidance on single use plastic consideration and continuing to subsidize food for County visitors and employees. Discussion ensued. Committee's consensus was to make sure coffee is provided for staff, visitors, and jurors. Staff will continue to research other options.

9. County Administrator's Report

Patrice Sutton, County Administrator, reported on the elected official departments with new program requests done within the departments' budgets.

10. Executive Session

The Committee did not enter into Executive Session.

11. Member Remarks and Requests

There were no remarks or requests from Members.

12. Adjournment

Chair Frank declared the meeting adjourned the meeting at 10:24 a.m.

Next Meeting: February 1, 2024

Minutes prepared by Kristy Cechini.