

Lake County Illinois

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



Meeting Minutes - Final

Thursday, August 31, 2023

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/3P63pNt>

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

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

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Roll Call of Members

Present 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

** Electronic Attendance: Member Danforth*

Other Attendees:

*Brenda O'Connell, Community Development
Carl Kirar, Facilities and Construction Services
Cassandra Hiller, County Administrator's Office
Chris Blanding, Enterprise Information Technology
Gary Gibson, County Administrator's Office
Jason Coyle, Baker Tilly
Jennifer Banek, Coroner
Jenny Brenner, Communications
Jim Hawkins, County Administrator's Office
John Light, Human Resources
Kevin Quinn, Communications
Kristy Cechini, County Board Office
Lisle Stalter, State's Attorney's Office
Mark Pfister, Health Department
Matt Meyers, County Administrator's Office
Melissa Gallagher, Finance
Michael Karner, Regional Office of Education
Patrice Sutton, Finance
Todd Schroeder, 19th Judicial Court*

Electronically:

*Abby Krakow, Communications
Alex Carr, Communications
Angela Cooper, 19th Judicial Circuit
Ann Maine, Board Member
Arnold Donato, Stormwater Management
Ashley Rack, Sheriff's Office
Bailey Miller, Communications
Carissa Casbon, Board Member
Claudia Gilhooley, 19th Judicial Circuit Court*

Cynthia Pruim Haran, County Clerk's Office
Demar Harris, Workforce Development
Diane Hewitt, Board Member
Dominic Strezo, Planning, Building, and Development
Elizabeth Thielen, NICASA
Eric Waggoner, Planning, Building, and Development
Erika Osinski, Human Resources
Errol Lagman, Finance
Gina Roberts, Board Member
Heidie Hernandez, Enterprise Information Technology
Holly Kim, Treasurer
Irshad Khan, Facilities and Construction
Jim Chamernik, Sheriff's Office
JazMine' Evans, Finance
Jerial Jorden-Woods, Finance
Joel Sensenig, Public Works
Jon Nelson, Division of Transportation
Karen Fox, State's Attorney's Office
Kevin Dominguez, Finance
Krista Kennedy, Finance
Kurt Woolford, Stormwater Management
Lawrence Oliver, Sheriff's Office
Lisle Stalter, State's Attorney's Office
Marah Altenberg, Board Member
Maria Castellanos, Finance
Mary Crain, Division of Transportation
Mary Ross Cunningham, Board Member
Matt Meyers, County Administrator's Office
Melanie Nelson, State's Attorney's Office
Michael Prusila, Stormwater Management Commission
Michael Wheeler, Finance
Nicole Rogers, Finance
Preston Carter, Public
Ruby Acosta, Finance
RuthAnne Hall, Purchasing
Sonia Hernandez, County Administrator's Office
Sandy Hart, County Board Chair
Shane Schneider, Division of Transportation
ShaTin Gibbs, Finance
Stacy Davis-Wynn, Purchasing
Stephen Gray, Treasurer's Office
Tammy Chatman, Communications
Terri Kath, Enterprise Information Technology

Theresa Glatzhofer, County Board Office

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

Chair Frank asked to keep everyone affected by the hurricanes in their thoughts and prayers.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business

CONSENT AGENDA (8.1 - 8.7)

MINUTES

8.1 [23-1186](#)

Committee action approving the Financial and Administrative minutes from July 27, 2023.

Attachments: [F&A 7.27.23 Final Minutes](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.2 [23-1187](#)

Committee action approving the Financial and Administrative minutes from August 3, 2023.

Attachments: [F&A 8.3.23 Final Minutes](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

REPORTS

8.3 [23-1150](#)

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

Attachments: [July 2023](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

HEALTH & COMMUNITY SERVICES

8.4 [23-1174](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$75,000 for the HIV Self-Testing grant.

Attachments: [HIV Self-Testing EA](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.5 [23-1175](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$681,000 for the Regional Substance Use Prevention Integration Center grant.

Attachments: [RSUPS EA](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.6 [23-1124](#)

Joint resolution approving the Second Amendment to Program Year (PY) 2023 Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

Attachments: [PY23 AAP SECOND AMENDMENT DRAFT](#)
[Emergency Appropriation 2023-09 PY2023](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.7 [23-1162](#)

Joint resolution authorizing a contract with Tecorp Inc of Joliet, Illinois, in the amount of

\$842,862 for the Des Plaines River Water Reclamation Facility (WRF) dry bulk storage tank repair services and annual maintenance.

Attachments: [23-1162 DPR WRF Tecorp Addendum Alternative Bid](#)
[23-1162 DPR WRF Tecorp Bid Tab](#)
[23-1162 DPR WRF Tecorp Final Bid Document 5.31](#)
[23-1162 DPR WRF Tecorp Vendor Disclosure Form](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.8 [23-1125](#)

Joint resolution approving \$300,000 of HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) funds to Urban Muslim Minority Alliance (UMMA) for the development of four affordable rental units.

Attachments: [HOME-ARP Memo](#)

Brenda O'Connell, Community Development Administrator, reported on the HOME funds to provide four rental units for low income housing.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.9 [23-1223](#)

Joint resolution authorizing the creation of the Opioid Settlement Fund (Fund 771) and authorizing an emergency appropriation in the amount of \$1,552,141.80 of revenues received through national settlements to be used to offset the impact of opioid use.

Attachments: [Opioid Project Plan August 2023](#)
[Opioid Coordinator Job Description](#)
[Opioid Appropriation](#)
[Opioid Presentation](#)

Cassandra Hiller, Assistant County Administrator, Michael Karner, Regional Superintendent of Schools, Lake County Regional Office of Education, Mark Pfister, Executive Director, Health Department, Eric Rinehart, State's Attorney, and Jennifer Banek, Coroner, presented on the Opioid Settlement Fund and how some of the funding

will be used to address the opioid epidemic. 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.10 [23-1163](#)

Joint resolution accepting a grant from Congressionally Directed Spending through the U.S. Environmental Protection Agency (US EPA) Community Grants Projects to support the Phase 2 Dewatering program at the Des Plaines River (DPR) Water Reclamation Facility (WRF), including an emergency appropriation of \$400,000 in grant funds.

Attachments: [23-1163 Emergency Appropriation -US EPA Grant -DPR - Press Polymer](#)
[23-1163 USEPA Grant Award](#)

Joel Sensing, Assistant Director, Public Works, reported on the Community Grants Projects for the Phase 2 Dewatering program at the Des Plaines River.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.11 [23-0679](#)

Director's Report - Facilities and Construction Services.

There was no Facilities and Construction Services Director's report.

Human Resources

8.12 [23-0096](#)

Director's Report - Human Resources.

There was no Human Resources Director's report.

Enterprise Information Technology

8.13 [23-1182](#)

Resolution approving the renewal of Microsoft Azure Cloud Hosting services through CDW-G, Vernon Hills, Illinois, in the estimated amount of \$75,000 for fiscal year 2023 with the option to renew for one 12-month period.

Attachments: [FY23 - CDW Azure - Vendor Disclosure Statement](#)

Chris Blanding, Chief Information Officer, reported on the Microsoft Azure Cloud Hosting for storing County applications.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.14 [23-0097](#)

Director's Report - Enterprise Information Technology.

Chris Blanding, Chief Information Officer, stated Enterprise Information Technology is working diligently on the Cyber Security Awareness Policy. Discussion ensued.

Finance

8.15 [23-1173](#)

Presentation of Fiscal Year (FY) 2022 Annual Comprehensive Financial Report and County-wide audit as well as the FY 2022 Single Audit by Baker Tilly US, LLP.

Attachments: [Lake County ACFR FINAL 11-30-22.pdf](#)
 [Lake County SA 11-30-22 FINAL SINGLE AUDIT.pdf](#)

Melissa Gallagher, Deputy Financial Officer, provided an overview of the Fiscal Year 2022 audit and introduced Jason Coyle, Baker Tilly. Mr. Coyle presented the results of the Annual Comprehensive Financial Report and County-wide audit. Discussion ensued.

8.16 [23-1177](#)

Resolution accepting and placing on file an estimate of the annual aggregate tax levy and providing for the apportionment of estimated taxes across the various items for the Fiscal Year (FY) 2024 Appropriation Ordinance as will be adopted by the County Board.

Patrice Sutton, Chief Financial Officer, reported on the maximum amount allowed for the estimated tax levy. Discussion ensued.

A motion was made by Member Kyle, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.17 [23-0098](#)

Director's Report - Finance.

Patrice Sutton, Chief Financial Officer (CFO), stated Melissa Gallagher, Deputy Financial Officer and Jason Coyle, Baker Tilly, will be finishing the audit today and thanked Melissa and her staff for all of their hard work. CFO Sutton also stated the extra ARPA funding recipients were invited to a training on August 18, 2023 and they are close to executing agreements.

9. County Administrator's Report

There was no County Administrator's report.

10. Executive Session

A motion was made by Member Parekh, seconded by Vice Chair Vealitzek, that the Committee go into executive session. The motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

10.1 [23-0100](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

10.1 [23-1230](#)

A

Committee action authorizing settlement authority.

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this committee action item 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

Not Present: 1 - Member Parekh

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 [23-1188](#)

A

Committee action approving the Financial and Administrative Executive Session minutes from July 27, 2023.

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

Not Present: 1 - Member Parekh

10.4 [23-1189](#)

B

Committee action approving the Financial and Administrative Executive Session minutes from August 3, 2023.

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

Not Present: 1 - Member Parekh

11. Members' Remarks

There were no remarks from Members.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:20 a.m.

Next Meeting: September 7, 2023.

Minutes prepared by Kristy Cechini.