

Lake County Illinois

Meeting held by Video Conference

Physical Location:

18 N County Street (10th Floor), Waukegan, IL 60085



Meeting Minutes - Final

Thursday, September 9, 2021

8:30 AM

Meeting held by video conference. The public can register to attend remotely at <https://bit.ly/2WFFT3>

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the current Gubernatorial Disaster Proclamation, and the Chair's Written Determination, this meeting will be held by audio and video conference.

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options): (1) remote / virtual attendance through registration at the link on the front page of this agenda, or (2) in-person attendance (to view the virtual meeting on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois.)

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

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. 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. Individuals attending in-person or remotely may present their Public Comment during the meeting. Individuals not in attendance 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)).

Public Comment will proceed in the following order: (1) Public Comment by individuals who are attending remotely / virtually, (2) Public Comment by individuals in attendance on the 10th Floor, and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- * Meeting: F&A (Subject line for written Public Comment)
- * Name (REQUIRED)
- * Topic or Agenda Item # (REQUIRED)
- * Street Address, City, State (Optional)
- * Phone Number (Optional)
- * Organization/Agency/etc. Represented (If representing yourself, put "Self")

* * *To view County Board Rules, click here: <https://bit.ly/3idRdrV> * * *

0. [21-1171](#)

Chair's determination of need to meet by audio or video conference.

Attachments: [Determination - Chair Hart 7.30.21\[379\]](#)

1. Call to Order

County Administrator Gibson called the meeting to order at 8:32 a.m.

2. Pledge of Allegiance

Vice Chair Vealitzek led the Pledge of Allegiance.

3. Roll Call of Members

Present 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

** Electronic Attendance: All Members*

Others present:

Sydney Dawson, County Board Office

Theresa Glatzhofer, County Board Office

Gary Gibson, County Administrator's Office

Austin McFarlane, Public Works

Brenda O'Connell, Planning, Building, and Development

Carissa Casbon, Board Member

Carl Kirar, Facilities

Cassandra Torstenson, County Administrator's Office

Chris Blanding, Enterprise Information Technologies

Gina Roberts, Board Member

Jim Chamernik, Sheriff's Office

Jim Hawkins, County Administrator's Office

John Light, Human Resources

Kevin Carrier, Division of Transportation

Mark Pfister, Health Department

Mary Crain, Finance and Administrative Services

Mary Ross Cunningham, Board Member

Matt Meyers, County Administrator's Office

Patrice Sutton, Finance and Administrative Services

RuthAnne Hall, Purchasing

Todd Schroeder, Nineteenth Judicial Circuit

Adam Krueger, Finance and Administrative Services

Al Giertych, Division of Transportation

Caitlin McBrien, Human Resources

Eric Waggoner, Planning, Building, and Development

Joel Sensing, Public Works

Joy Gossman, Public Defender

Micah Thornton, Circuit Clerk

Michael Wheeler, Finance and Administrative Services
Mick Zawislak, Daily Herald
Melmari Velazques-Zayas, Human Resources
Ruby Acosta, Finance and Administrative Services
Ryan Pinter, Information Technology
Sonia Hernandez, County Administrator's Office
ShaTin Gibbs, Finance and Administrative Services
Stacy Davis-Wynn, Finance and Administrative Services
Susan August, Finance and Administrative Services

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 public comments.

6. Chair's Remarks

There were no Chair's remarks.

7. Unfinished Business

7.1 [21-1270](#)

Resolution on the addition of a Paid Parental Leave policy to the Employee Policies and Procedures Manual.

Attachments: [Section 4.13 Paid Parental Leave \(redline\)](#)
[Section 4.13 Paid Parental Leave Changes Accepted](#)

John Light, Human Resources Directors, reported on the revised language for the Paid Parental Leave Policy. Discussion ensued.

There was a motion from Member Wilke to change the paid leave from four weeks to six weeks. Seconded by Member Vealitzek. Discussion ensued.

Aye: 4 - Member Clark, Chair Frank, Vice Chair Vealitzek, Member Wilke

Nay: 2 - Member Danforth, Member Pedersen

Present: 1 - Member Simpson

Gary Gibson, County Administrator, asked the Committee to confirm the language of the amount of times in a year that a staff member can take parental leave. Discussion ensued.

Member Wilke motioned to amend the language to two times a year on a rolling basis. Seconded by Member Clark.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wilke

A motion was made by Member Clark, seconded by Member Simpson, that this resolution be adopted as amended and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Present: 1 - Member Danforth

8. New Business

CONSENT AGENDA (Items 8.1 - 8.6)

LAW & JUDICIAL

8.1 21-1311

Joint Resolution authorizing the application, acceptance, and emergency appropriation of a Fiscal Year (FY) 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$5,000 for the purpose of enhancing the State's Attorney's Office's capacity to provide intimate partner violence prevention education and outreach.

Attachments: [2021 JAG-MOU](#)
[FY21 JAG Grant Accounting](#)

A motion was made by Member Wilke, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

HEALTH & COMMUNITY SERVICES

8.2 21-1228

Joint resolution accepting the Aetna Better Health of Illinois grant and authorizing an emergency appropriation in the amount of \$250,000 for the Diabetes Care Initiative grant.

Attachments: [ABHIL \\$250K](#)

A motion was made by Member Wilke, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.3 21-1237

Joint resolution approving the Second Amendment to Program Year (PY) 2021 the U.S.

Department of Housing and Urban Development (HUD) Annual Action Plan (AAP).

Attachments: [PY21 AAP Second Amendment DRAFT.pdf](#)
[Emergency Appropriation 2021-09 - Program Income.pdf](#)

A motion was made by Member Wilke, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.4 [21-1302](#)

Joint resolution authorizing an agreement with BLA, Inc., Itasca, Illinois, for a non-motorized crossing study at various locations in Lake County, at a maximum cost of \$66,067 and appropriating \$80,000 of ¼% Sales Tax for Transportation funds.

Attachments: [21-1302 Consultant Agreement, Non-Motorized Crossing Study](#)
[21-1302 Vendor Disclosure, BLA Crossing Study](#)
[21-1302 Location Map, Non-Motorized Crossing Study](#)

A motion was made by Member Wilke, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

911 CONSOLIDATION

8.5 [21-1307](#)

Joint resolution approving a second 12-month (no-cost) extension to the Intergovernmental Agreement (IGA), on behalf of the Lake County Sheriff, Lake County Emergency Telephone System Board (ETSB), and the Lake County Board, to remain a member of the Regional 9-1-1 Consolidation Implementation Governance Committees formed by 21 independent Public Safety Entities in Lake County.

Attachments: [a-Original 911 IGA\(09.06.18\)](#)
[b-911 IGA 1st Extension\(Approved\)](#)
[c-911 IGA 2nd Extension\(Proposed\)](#)

A motion was made by Member Wilke, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

FINANCE AND ADMINISTRATION

Financial and Administrative Services

8.6 [21-1357](#)

Monthly Finance Report.

Attachments: [Monthly Financial Report - July 2021](#)

A motion was made by Member Wilke, seconded by Member Clark, that this communication or report be received and placed on the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.7 [21-1301](#)

Joint resolution authorizing a contract with Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$10,583,076.83 for intersection improvements at Gilmer Road and Midlothian Road.

Attachments: [21-1301 Bid Tab, Gilmer and Midlothian](#)
[21-1301 Vendor Disclosure, Berger](#)
[21-1301 Location Map, Gilmer and Midlothian](#)

Kevin Carrier, Division of Transportation, reported on the low bid contract for intersection improvement at Gilmer Road and Midlothian Road. Construction will begin later this year.

A motion was made by Member Clark, seconded by Member Vealitzek, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.8 [21-1304](#)

Joint resolution authorizing an agreement with BLA, Inc., Itasca, Illinois, for Phase I professional engineering services for non-motorized travel improvements along Washington Street, between Sextant Drive and Almond Road, at a maximum cost of \$407,930, and appropriating \$490,000 of ¼% Sales Tax for Transportation funds.

Attachments: [21-1304 Consultant Agreement, Washington St Bike Path](#)
[21-1304 Vendor Disclosure, BLA Wash BP](#)
[21-1304 Location Map, Washington St Bike Path](#)

Kevin Carrier, Division of Transportation, reported on the Phase 1 engineering study to fill in a bike path gap along Washington Street.

A motion was made by Member Simpson, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.9 [21-1303](#)

Joint resolution authorizing an agreement with Alfred Benesch and Company, Chicago, Illinois, for Phase I professional engineering services for non-motorized travel improvements along Lake Cook Road, between the Skokie Valley Bike Path and the Chicago Botanical Gardens entrance, at a maximum cost of \$998,903, and appropriating \$1,200,000 of ¼% Sales Tax for Transportation funds.

Attachments: [21-1303 Consultant Agreement, Lake Cook Rd Bike Path](#)
[21-1303 Vendor Disclosure, Benesch](#)
[21-1303 Location Map, Lake-Cook Road Bike Path](#)

Kevin Carrier, Division of Transportation, reported on the Phase 1 engineering study for a bike path connecting the Skokie Valley Bike Path to the North Branch trail that connects to the Metra Station on the east end. The Division of Transportation plans to Federalize the improvement for funding. Phase 1 will take a couple of years to complete. Discussion ensued.

A motion was made by Member Vealitzek, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

FINANCIAL & ADMINISTRATION

Facilities and Construction Services

8.10 [21-1309](#)

Resolution authorizing an agreement with Stanley Consultants, Inc., Chicago, Illinois for relocating of east and west electrical main services to new location for Depke Juvenile Justice Complex in the amount of \$89,664.

Attachments: [21144 Draft Agreement.pdf](#)
[VENDOR DISCLOSURE STATEMENT StanleyConsultants.pdf](#)
[LC-Depke Main Service Modification Proposal 08252021](#)

Carl Kirar, Facilities and Construction Director, reported on the design for the switch gear improvements at Depke Juvenile Justice Complex. The design will provide a single point of connection for the emergency power generator that is currently at multiple locations.

A motion was made by Member Vealitzek, seconded by Member Pedersen, that this

resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.11 [21-1327](#)

Director's Report - Facilities and Construction Services

Carl Kirar, Facilities and Construction Director, had nothing to report.

Human Resources

8.12 [21-1300](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, and the American Federation of State, County and Municipal Employees (AFSCME) Council 31, as the exclusive representative of the Coroner's Office.

Attachments: [Redline CBA AFSCME County Coroners Office 2019 2025](#)
[AFSCME Regrade MOU](#)
[Clean Version CBA AFSCME County Coroners Office 2019 2025](#)

John Light, Human Resources Director, reported on the six year successor agreement renewal with AFSCME for the representative of the employees at the Coroner's Office. The contract will include Martin Luther King Holiday as a fixed holiday, along with wage increases. Discussion ensued.

A motion was made by Member Clark, seconded by Member Wilke, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.13 [21-1323](#)

Resolution increasing the years of military service an employee can purchase and convert into IMRF Service Credit from two (2) to four (4) years.

Attachments: [Form 63A Adopt 4 Years](#)

John Light, Human Resources Director, reported on the resolution allowing employees to purchase and convert up to four years of their IMRF Service Credits. The County currently allows employees to purchase and convert up to two years.

A motion was made by Member Wilke, seconded by Member Vealitzek, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.14 [21-1361](#)

Committee action authorizing the reclassification of a position in the Division of Transportation.

Attachments: [Committee Action- Reclass Engineering Pos. DOT](#)

John Light, Human Resources Director, reported on the classification of changing a Principal Engineering Technician position to a Civil Engineer. The department will be using an unexpended salary due to the vacancy for the position.

A motion was made by Member Clark, seconded by Member Wilke, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.15 [21-1364](#)

Committee action authorizing to offer a salary above the position grade midpoint in the Division of Transportation.

Attachments: [Committee Action- Offer Above Midpoint Maint. Supervisor](#)

John Light, Human Resources Director, reported on offering a salary increase above the midpoint for a highly qualified candidate for the Supervisor position in the Division of Transportation.

A motion was made by Member Vealitzek, seconded by Member Pedersen, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.16 [21-1362](#)

Committee action authorizing the reclassification of a position in the Sheriff's Office.

Attachments: [Committee Action- Reclass FOIA Redaction Clerk](#)

John Light, Human Resources Director, reported on increasing the FOIA/Redaction Clerk position FTE by .5. The purpose and need is prompted by an increase in requirements of the FOIA and the volume of requests.

A motion was made by Member Vealitzek, seconded by Member Pedersen, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.17 [21-1333](#)

Director's Report - Human Resources.

John Light, Human Resources Director, had nothing to report.

Finance and Administrative Services

8.18 [21-1314](#)

Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in Fiscal Year (FY) 2021.

Attachments: [IT Server Storage Unit Replacement LIT08.29.21](#)

Patrice Sutton, Chief Financial Officer, reported on the background for line-item transfers. The line-item transfer now is for the movement of consulting dollars to capital dollars for item number 21-1338.

A motion was made by Member Vealitzek, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.19 [21-1315](#)

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) 2022 Appropriation Ordinance as will be adopted by the County Board of Lake County, Illinois (County Board).

Patrice Sutton, Chief Financial Officer, reported on the Estimated Tax Levy being prepared with growth only. This should not provide an increase to property owners. Discussion ensued.

A motion was made by Member Vealitzek, seconded by Member Pedersen, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Not Present: 1 - Member Danforth

8.20 [21-1340](#)

Resolution authorizing an amendment to both the Fiscal Year (FY) 2021 Budget and Financial Policies and the FY 2022 Budget and Financial Policies related to expense review.

Attachments: [FY22 Budget Policies-Rev 8.31.21](#)
[FY21 Budget Policies -rev083121](#)

Patrice Sutton, Chief Financial Officer, reported on the revisions of current practice. 1.5.3 has been added to the Budget and Financial policies for both Fiscal Year 2021 and 2022 to clarify the detail required.

A motion was made by Member Wilke, seconded by Member Clark, that this resolution be adopted and added to the Board agenda. Motion carried by the

following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.21 [21-1328](#)

Director's Report - Finance and Administrative Services.

Patrice Sutton, Chief Financial Officer, had nothing to report.

Information Technology

8.22 [21-1335](#)

Resolution ratifying a service agreement with First Communications, LLC, Akron, Ohio, for one-year in an amount not to exceed \$65,000 for an emergency procurement to transform a portion of the County's telecommunication services slated for decommission.

Attachments: [Determination of Emergency Procurement PRIs-Signed](#)
[FY21 - First Communications \(PRI Outside Calling\) - CON and Amendmen](#)
[04-FY21 - First Communications \(PRI's\) -Vendor Disclosure Statement 08.](#)

Chris Blanding, Chief Information Officer, reported on the resolution for the emergency action to avoid interruption of service for the County's telecommunications.

A motion was made by Member Pedersen, seconded by Member Vealitzek, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.23 [21-1337](#)

Resolution authorizing a one-year contract with CDW Government (CDW-G), Vernon Hills, Illinois, for a comprehensive cybersecurity awareness training solution in an estimated amount of \$58,518 with the option to renew for two, one-year periods.

Attachments: [FY21 - CDW - NINJIO \(Security Awareness Training\) MHQW004 - \\$58,518](#)
[NINJIO Subscription License Agreement - 2021 - with _services](#)
[FY21 - CDW -Ninjio \(Security Awareness Training\) - Vendor Disclosure Sta](#)

Chris Blanding, Chief Information Officer, reported on the resolution for cybersecurity awareness. Discussion ensued.

A motion was made by Member Clark, seconded by Member Wilke, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.24 [21-1338](#)

Resolution authorizing a three-year contract with CDW Government (CDW-G), Vernon Hills, Illinois, to upgrade the hardware and related support for the Tegile systems in the amount of \$317,068.97.

Attachments: [FY21 - CDW \(Tegile through CIP Funding \) - MHNX367 - QUO - \\$317,068](#)
[FY21 - CDW \(Tegile through CIP Funding\) - Tintri PROSERV-REM - Profe](#)
[04-FY21 - CDW - Tegile \(CIP Funding\) Vendor Disclosure Statement](#)

Chris Blanding, Chief Information Officer, reported on the end of life system which stores the County's data. This is an innovative way to increase the storage. Discussion ensued.

A motion was made by Member Clark, seconded by Member Wilke, that this resolution be adopted and added to the Board agenda. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.25 21-1329

Director's Report - Information Technology

Chris Blanding, Chief Information Officer, had nothing to report.

9. County Administrator's Report

There was no County Administrator's report.

10. Executive Session

There was no Executive Session.

11. Members Remarks

There were no Members remarks.

12. Adjournment

Chair Frank declared the meeting adjourned at 9:28 a.m.

Next Meeting: September 30, 2021

Minutes prepared by Kristy Cechini.

Respectfully submitted,

Chair, Financial and Administrative Services Committee