

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, May 26, 2010

1:00 PM

Conference Room C

Financial and Administrative Committee

1. Call to Order

Chair Paxton called the meeting to order at 1:00 p.m.

Present 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Absent 1 - Member Bassi

Also present:

*Barry Burton, County Administrator
Suzi Schmidt, County Board Chairman
Heather Acker, Baker Tilly Virchow Krause, LLP
Gary Gordon, Finance & Administrative Services
Rich Hentschel, Finance & Administrative Services
Arnold Donato, Finance & Administrative Services
Jerial Jorden-Woods, Finance & Administrative Services
Matt Guarnerly, Finance & Administrative Services
Mike Gavin, Finance & Administrative Services
Michael Wheeler, Finance & Administrative Services
Connie Horner, Finance & Administrative Services
Lore McClory, Finance & Administrative Services
Jennie Khoen, Communications
Kevin Lyons, Sheriff's Department
Rodney Marion, Human Resources
Gary Reis, Purchasing Agent
Mary Otahal, County Board Office*

2. Pledge of Allegiance

Chair Paxton led the committee in the Pledge of Allegiance.

3. Approval of Minutes - Regular and two executive session minutes from May 5, 2010

3.1 [10-0491](#)

Minutes from May 5, 2010

Attachments: [F&A 05.05.10](#)

A motion was made by Member Stolman, seconded by Member Carter, to approve the regular and two executive session minutes from May 5, 2010. The motion carried by the following vote:

Aye: 4 - Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 3 - Member Bassi, Vice Chair Kyle and Member Mountsier

4. Added to Agenda Items

5. Public Comment

6. Old Business

7. New Business

Financial & Administrative

7.2 [10-0481](#)

Presentation of the 2009 Comprehensive Annual Financial Report and Internal Control Report. (for information purposes only)

Gary Gordon introduced Heather Acker from Baker Tilly Virchow Krause, LLP, who presented the results of the 2009 audit and Report on Internal Control. Ms. Acker explained that currently the Lake County Forest Preserve District is presented as a blended unit in the financial statements, but that the Governmental Accounting Standards Board (GASB) is working on changing that to make it separate from the County. (Vice-Chair Angelo Kyle entered the meeting at 1:07 p.m.)

Ms. Acker discussed the Report on Internal Control, stating that there is one item that is considered a material weakness - Internal control over financial reporting. Ms. Acker assured the Committee that this is not at all unusual, that approximately 95% of the audit reports they issue have some sort of material weakness. She then explained that when this document was prepared, they found some changes that were material in nature, only to page 1 - Statement of Net Assets - and another page that reconciled that to the balance sheets. It is important to note that they did not propose or find any adjustments to the County's actual financial records, nor did they find any adjustments to all of the fund financial statements that are recorded in this document. She stated that, although this is a material weakness, it does not in any way affect the numbers that the County relied on during the year. Mr. Gordon stated that in his management response, he explained that this was an error made in compilation of certain reporting data only required for purposes of presentation in the audit, and he assured the Committee that this does not reflect an error with the underlying financial information. (Member Steve Mountsier entered the meeting at 1:10 p.m.)

Ms. Acker also stated that the status of prior year comment, Capital Asset Management recommendation, continues to apply. Mr. Gordon explained that in order to correct this, the County will have to purchase and implement an asset control system, which, given the current financial challenges, is unlikely to occur in the immediate future.

This matter was presented

7.1 [10-0492](#)

Ordinance authorizing the County Administrator to offer certain eligible employees an Accelerated Retirement Option.

Attachments: [F & A ARO ORD 5.21.10](#)

Rodney Marion explained this Ordinance, which is essentially the same as what was offered at this time last year. There are 383 eligible employees this year. He and Mr. Burton explained that the program continues to be significant in terms of savings and holding vacancies, and based on the success of last years program, they feel that this is a beneficial program that will save money in the 2011 budget.

Mr. Burton explained a provision in this years program. If the employee is in a grant funded position where the grant does not cover the costs associated with retirement, the employee will be ineligible unless the department can prove that the overall net savings will be met.

A motion was made by Member Mountsier, seconded by Member Kyle, that this ordinance be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

9.1 [10-0493](#)

Presentation of Finance & Administrative Services Department Activities.

Attachments: [FAS Dept. Activities](#)

Gary Gordon presented an overview of Finance & Administrative Services Department activities. He discussed key accomplishments and new initiatives for the following divisions: Budget Finance, AP/BOSS/P Cards, Purchasing, Facility Operations, and Support Services. He then updated the committee on the status of construction projects and presented the summer 2010 project schedule. He mentioned the opening of the Central Permit Facility, and talked about the construction that will start soon in the Administrative Tower with the re-modeling of floors 2,3,4, and 5 using stimulus funds.

Mr. Gordon and Mr. Guarnerly then updated the committee on the JOC (Job Order Contracting) project, stating that 21 projects were completed last year, totalling over \$1.2 million. Over half of those jobs went to Lake County contractors. Vice-Chair Kyle added that we are giving more jobs to local vendors, and we need to continue to assist Minority business owners through the registration process and open houses so they can develop relationships and be matched up with general contractors. Chair Paxton requested that they include the savings projection in a future update.

Committee asked for more visible signage on Winchester Road directing people to the Central Permit Facility, and Mr. Guarnerly stated that he is working with DOT and will install temporary signage in the meantime.

This matter was presented

9. County Administrator's Report

Barry Burton reported that the Community & Ecomonic Development division of the Planning Dept. is now under the County Administrator reporting to Dusty Powell. Joel Williams is the interim supervisor of the division while organizational changes are being worked on.

Jennie Khoen reported that Lake County has had a booth at the Lake County Fair since 2002 offering information on general county services. It requires staffing the booth 10 hours a day for 6 days at a cost to the county. A survey of departments involved

indicated that there is no value in participating in the fair. It was the consensus of the committee to not participate in the fair this year. Ms. Khoen stated that the County Clerk and the Sheriff also have booths at the fair.

10. Adjournment

A motion was made by Member Mountsier, seconded by Member Kyle, that the meeting adjourn at 2:20 p.m. The motion carried unanimously.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Minutes prepared by Mary Otahal.

Respectfully submitted,

Chairman

Vice-Chairman

Financial & Administrative Committee