

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, October 3, 2018

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Chair Rummel called the meeting to order at 1:05 pm

Present 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Others present:

*Paul Frank, County Board Member
Sandy Hart, County Board Member
Judy Martini, County Board Member
Sidney Mathias, County Board Member
Mary Ross-Cunningham, County Board Member
James Werfel, County Board Member
Chris Blanding, Information Technology
Gila Bronner, Bronner Group
Barry Burton, County Administrator
Jim Chamernik, Sheriff's Office
Anthony Cooling, Finance and Administrative Services
Zach Creer, Finance and Administrative Services
Danny Davis, Court Administration
Paul Fetherston, County Administrator's Office
Eric Foote, Community Development
Shantel Franklin, Finance and Administrative Services
Jodi Gingiss, Community Development
RuthAnne Hall, Purchasing
David Hare, Sheriff's Office
Karla Hasty, Human Resources
Ryan Horne, Finance and Administrative Services
William Kinville, Sheriff's Office
Chris Kopka, Human Resources
Donna Jo Maki, County Administrator's Office
Rodney Marion, Human Resources
Amy McEwan, Deputy County Administrator
Deanna Olmem, United Way of Lake County
Mike Schieve, Purchasing
Conor Schultz, County Administrator's Office
Michele Slav, Finance and Administrative Services
Quinton Snodgrass, United Way of Lake County
Mary Stevens, Court Administration
Patrice Sutton, Finance and Administrative Services
Jennie Vana, Communications
Blanca Vela-Schneider, County Board Office
Dakisha Wesley, Assistant County Administrator
Mike Wheeler, Finance and Administrative Services*

Dawn Wucki-Rossbach, Sheriff's Office

2. Pledge of Allegiance

Member Pedersen led the Pledge of Allegiance.

Chair Rummel, noting that a quorum of the Committee is physically present, reported that Member Bartels will participate in the meeting electronically, in accordance with the County Board's Rules of Order and Operational Procedures.

3. Approval of Minutes

There were no minutes to approve.

4. Addenda to the Agenda

Chair Rummel requested that items 10.1 and 10.2 be moved directly after the Consent Agenda.

A motion was made by Member Taylor, seconded by Member Carlson, to amend the agenda to move items 10.1 and 10.2 directly after the Consent Agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

5. Public Comment

There were no comments from the public.

6. Chairman's Remarks

Chair Rummel indicated that of the \$6,700,000 in expenditures of which was reviewed by Bronner Group, excluding the County Board, less than \$2,500 may have been incorrectly charged. Staff should be commended for their work.

Chair Rummel indicated that Member Bartels has requested the Rules Committee convene to review what constitutes a violation in county board expenditures and determine what the penalty should be for violating such policies.

He indicated an audit can be completed but the cost to audit the two board members who exceed \$500 in expenditures in one statement does not justify the cost of an audit.

7. Old Business

There was no old business to conduct.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.5)

LAW & JUDICIAL

8.1 [18-0987](#)

Joint resolution to enter into a two-year contract, with three one-year optional renewals, with Securus Technologies, Inc., Carrollton, Texas, to provide inmate phone, video visitation, and inmate tablet services for the Lake County Jail.

Attachments: [18067 Inmate Phone Video Award Information.pdf](#)
[18067 Inmate Phone-Video Award Scoresheet.pdf](#)
[18067 RFP Inmate Phone Video final.pdf](#)

A motion was made by Member Durkin, seconded by Member Taylor, that items 8.1 through 8.5 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.2 [18-1094](#)

Joint resolution approving and authorizing an agreement for contractual security services by and among Lake County, Lake County Sheriff's Office (LCSO) and the Midwestern Regional Medical Center, also known as the Cancer Treatment Center of America, located at 2520 Elisha Avenue Zion, Illinois, in the amount of \$297,982.14.

Attachments: [2018 - 2020 Agreement for Providing Security Services to Midwestern Reg](#)

A motion was made by Member Durkin, seconded by Member Taylor, that items 8.1 through 8.5 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.3 [18-1097](#)

Joint resolution approving an intergovernmental agreement (IGA) for part-time contractual police services by and among the Beach Park School District Number 3 (Beach Park School District), Lake County and the Lake County Sheriff's Office (LCSO) in the amount of \$128,457.93.

Attachments: [2018-2020 Beach Park School District SRO IGA.pdf](#)

A motion was made by Member Durkin, seconded by Member Taylor, that items 8.1 through 8.5 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

PUBLIC WORKS AND TRANSPORTATION

8.4 [18-1164](#)

Joint resolution appropriating \$31,000 of County Bridge Tax funds and \$154,000 of Matching Tax funds to provide for fiscal year (FY) 2019 acquisition of materials and services needed to maintain such items as drainage and bridge facilities, pavements, shoulders, guardrails, fencing, signage, and right-of-way, and designated as Section 19-00000-03-GM.

A motion was made by Member Durkin, seconded by Member Taylor, that items 8.1 through 8.5 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.5 [18-1165](#)

Joint resolution appropriating \$85,000 of County Bridge Tax funds and \$140,000 of Matching Tax funds for fiscal year (FY) 2019 miscellaneous services needed to address items such as soil, environmental, drainage, bridge, wetland, easement and right-of-way purchases, and designated as Section 19-00000-02-EG.

A motion was made by Member Durkin, seconded by Member Taylor, that items 8.1 through 8.5 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

10. County Administrator's Report

10.1 [18-1205](#)

Presentation of an implementation road map for updates and enhancements to Financial Policies and Procedures.

Attachments: [Pcard Road Map 100118](#)

Finance and Administrative Services Director Patrice Sutton reviewed nine steps the Finance Department is putting in place, within 30 days, to tighten its p-card policy. Within 90 days, staff will research the ability to post transactions to the general ledger, ability to track procurement activity on p-card transactions, ability to post monthly transactions in batches, and define ways to efficiently determine which vendors accept credit cards.

Ms. Sutton indicated that 30 days after the County Board updates its Rules of Order and Operational Procedures, the Finance Department will update the county-wide purchasing card policy, which will be one comprehensive document for County Board members, elected officials, and employees that will incorporate all recommendations, research and board action.

Discussion ensued.

A presentation on the implementation road map was provided.

10.2 [18-1179](#)

Follow up and next step pertaining to procurement card assessment report by Bronner Group, LLC.

Gila Bronner, Bronner Group, presented three proposals, with estimated costs and scopes of work, to address requests that were made by the Financial and Administrative Committee. Proposal A would facilitate a process with the Lake County Board to develop and update Board governance rules and policies. Proposal B would facilitate a process with the Lake County Board to develop and update rules and policies that govern Board purchasing card (P-Card) usage and other Board spending activities. Proposal C would provide Lake County with an independent analysis of spending by the Board through an agreed upon procedures verification engagement.

Substantial discussion ensued regarding the cash-back revenue received by the county from the p-card's issuing bank, whether county board expenditures should be posted on the county's website, and to what extent Bronner Group should be utilized. The consensus was for staff and Bronner to have a hybrid approach in addressing the county's concerns on best practices and procedures.

This item was discussed.

REGULAR AGENDA

LAW & JUDICIAL

8.6 [18-1087](#)

Joint resolution authorizing an intergovernmental agreement between the Village of Winthrop Harbor and Lake County for utilization of the Lake County Emergency Telephone System Board (ETSB) shared Infor/EnRoute Computer Aided Dispatch system.

Attachments: [LCETSB-Winthrop Harbor IGA](#)

Deputy County Administrator Amy McEwan reported that this agreement will allow the Village of Winthrop Harbor to utilize the Emergency Telephone System Board shared Infor/EnRoute CAD system.

A motion was made by Member Taylor, seconded by Member Hewitt, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.7 [18-1095](#)

Joint resolution approving the Chicago Field Division (CFD), fiscal year (FY) 2019 Program-Funded Task Force Agreement between the United States Department of Justice, Drug Enforcement Administration (DEA) and the Lake County Sheriff's Office (LCSO).

Attachments: [2018 - 2019 DEA Memo 09-18-18.pdf](#)
[FY 2019 CFD DEA LCSO Executed IGA.pdf](#)

Undersheriff David Hare, Sheriff's Office, indicated that this resolution is the renewal of an agreement between the DEA and LCSO. This is a two-year commitment that requires an experienced Deputy Sheriff be assigned to the CFD and DEA.

A motion was made by Member Pedersen, seconded by Member Hewitt, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

HEALTH & COMMUNITY SERVICES

8.8 [18-1155](#)

Joint resolution approving supplemental 2018 Video Gaming Revenue (VGR) grant funding recommendation in the amount of \$80,000.

Attachments: [UW Revised VGR Request 9.7.18.pdf](#)

Jodi Gingiss and Eric Foote, Community Development Department, reported the County reserved \$80,000 of its VGR grant funds in 2018 for United Way Lake County's (UWLC) 2-1-1 application. Funding was to be provided once UWLC demonstrated a successful business and budget plan exercise. UWLC has since completed its implementation report and long-term budget plan, demonstrating its ongoing financial sustainability and Community Development, in concurrence with the Housing and Community Development, has recommended the allocation of the \$80,000 in VGR grant funds.

A motion was made by Member Carlson, seconded by Member Bartels, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

PUBLIC WORKS & TRANSPORTATION

Member Hewitt reviewed items 8.9 and 8.10.

8.9 [18-1162](#)

Joint resolution appropriating \$150,000 of the ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvement of Wadsworth Road at Dilley's Road, and designated as Section 17-00999-47-EG.

A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.9 and 8.10 be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.10 [18-1163](#)

Joint resolution authorizing the disposal of excess property located on Wildwood Drive in the Village of Round Lake Beach, Illinois, via a quitclaim deed to the Village of Round Lake Beach.

Attachments: [18-1163 Wildwood Excess Property Disposal Legal Description](#)
[18-1163 Wildwood Excess Property Quit Claim Deed](#)

A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.9 and 8.10 be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

PLANNING, BUILDING & ZONING

8.11 [18-1115](#)

Joint resolution authorizing on a certain named property, 27275 West Lakeview Drive South, Wauconda, Illinois, Parcel Identification Number (PIN) #09-34-401-019, the demolition of a dangerous and unsafe structure and related accessory buildings deemed to be an immediate and continuing hazard to the community.

Planning, Building and Zoning Director Eric Waggoner reported the property has been deteriorating for years and that the owner of the property has passed away. The condition of the home and the well pit has created hazards on the property. Mr. Waggoner indicated that the cost to demolish the property will likely be around \$45,000 to \$50,000. He identified the process in which the county will attempt to recoup its costs, noting that it is anticipated that the property will go into foreclosure.

A motion was made by Member Taylor, seconded by Member Durkin, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.12 [18-1126](#)

Joint resolution authorizing an emergency appropriation for a transfer from the Stormwater Management Commission (SMC) fund balance to SMC's 'Consultants' account in the amount of \$100,000 for an unanticipated contract expenditure in the fiscal year 2018 budget.

Mike Warner, Stormwater Management Commission (SMC), indicated that the Foxconn developed in Wisconsin has created concern for the Stormwater Management Commission. There is a desire to study the potential impacts of this development which is an unanticipated expense. He indicated that the SMC Fund balance is sufficient to cover the cost. Discussion ensued.

A motion was made by Member Taylor, seconded by Member Pedersen, that this item be recommended for adoption as amended to the County Board agenda . The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

FINANCIAL & ADMINISTRATIVE

8.13 [18-1174](#)

Joint resolution approving an Intergovernmental Agreement (IGA), on behalf of the Lake County Sheriff, Emergency Telephone System Board (ETSB), and the Lake County Board, regarding the Regional 9-1-1 Consolidation Implementation Committee formed by 21 independent Public Safety Entities in Lake County.

Attachments: [Memo](#)

[Info sheet Regional-911-Implementation-Committee-and-Governance-Stru
911 Consolidation IGA - 9-7-18 - FINAL](#)

Deputy County Administrator Amy McEwan reported that this intergovernmental agreement outlines the purpose of the Regional 9-1-1 consolidation effort, identifies how funds are collected and expended, and provides a timeline of the project.

A motion was made by Member Pedersen, seconded by Member Hewitt, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.14 [18-1161](#)

Resolution authorizing the Public Works Department to add two new positions to its budget, Accounting Specialist (pay grade S5: \$44,457 - \$57,433 - \$68,962) and Billing Technician (pay grade S4: \$39,382 - \$50,831 - \$60,997) as a result of absorbing the work currently performed by the Lakes Region Sanitary District (LRSD) and compensate employees currently performing the work under the employment of LRSD at the same annual salaries and annual vacation accrual rates.

Human Resources Director Rodney Marion and Public Works Director Rodney Worden presented a request to add two new positions to the Public Works Department as part of consolidation efforts with the Lakes Region Sanitary District (LRSD). Mr. Marion indicated that two LRSD employees will become county employees. The individuals will be compensated at their current salary rate and accrue the same vacation time as their employment with LRSD.

A motion was made by Member Durkin, seconded by Member Bartels, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

9. Executive Session

(Member Taylor left the meeting at 2:42 p.m.)

Executive Session was entered into at 2:42 p.m.

A motion was made by Member Carlson, seconded by Member Hewitt, to go into Executive Session. The motion carried unanimously.

Aye: 5 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin and Member Hewitt

Not Present: 2 - Member Pedersen and Member Taylor

9.1 [18-1153](#)

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1).

Personnel items were discussed in Executive Session.

Executive Session was adjourned at 3:00 p.m.

A motion was made by Member Carlson, seconded by Member Durkin, to come out of Executive Session. The motion carried unanimously.

Aye: 5 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt and Member Pedersen

Not Present: 2 - Vice Chair Bartels and Member Taylor

9.1A [18-1157](#)

Committee action authorizing reclassification of a position in the 19th Judicial Circuit Court.

A motion was made by Member Hewitt, seconded by Member Durkin, to reclassify an Administrative Assistant I position in the law library to an Administrative Assistant II position. The motion carried unanimously.

Aye: 5 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt and Member Pedersen

Not Present: 2 - Vice Chair Bartels and Member Taylor

9.1B [18-1154](#)

Committee action authorizing reclassification of a position in the 19th Judicial Circuit Court.

A motion was made by Member Carlson, seconded by Member Pedersen, to reclassify two vacant special education teacher (with limited endorsement) positions to K6, two special education teacher positions to K7, and one lead special education teacher position to K8. On a voice vote, the motion was unanimously approved.

Aye: 5 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt and Member Pedersen

Not Present: 2 - Vice Chair Bartels and Member Taylor

Executive Session was entered into at 3:03 p.m.

A motion was made by Member Carlson, seconded by Member Durkin, to go into Executive Session. The motion carried unanimously.

Aye: 5 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt and Member Pedersen

Not Present: 2 - Vice Chair Bartels and Member Taylor

9.2 [18-1177](#)

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

Litigation items were discussed in Executive Session.

Aye: 5 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt and Member Pedersen

Not Present: 2 - Vice Chair Bartels and Member Taylor

Executive Session was adjourned at 3:13 p.m.

A motion was made by Member Carlson, seconded by Member Durkin, to come out of Executive Session. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

9.2A [18-1178](#)

Committee action authorizing settlement of County v. HDG, 17 L 494.

This matter was removed from the agenda until a future date.

11. Members Remarks

There were no remarks from members.

12. Adjournment

The meeting was adjourned at 3:13 p.m.

A motion was made by Member Hewitt, seconded by Member Carlson, to adjourn the meeting. The motion carried unanimously.

Aye: 5 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt and Member Pedersen

Not Present: 2 - Vice Chair Bartels and Member Taylor

Next Meeting: October 23 - 24, 2018 (BUDGET HEARINGS)

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee