

Lake County Illinois

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



Meeting Minutes - Final

Thursday, May 2, 2024

8:30 AM

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

Financial & Administrative Committee

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 Parekh*

Other Attendees

In Person:

*Sandy Hart, Board Chair
Mary Ross Cunningham, Board Vice Chair
Carissa Casbon, Board Member
Patrice Sutton, County Administrator's Office
Jennifer Serino, Workforce Development
Austin McFarlane, Public Works
Melissa Gallagher, Finance
Stephen Gray, Treasurer
Darcy Adcock, Human Resources
Erika Osinski, Human Resources
Caitlin Everett, Human Resources
Mike Wheeler, Finance
RuthAnne Hall, County Administrator's Office
Matt Meyers, County Administrator's Office*

Electronically:

*Marah Altenberg, Board Member
Diane Hewitt, Board Member
Mark Pfister, Health Department
Holly Kim, Treasurer
Theresa Glatzhofer, County Board Office
Janna Philipp, County Administrator's Office
Jolanda Dinkins, County Board Office
Shane Schneider, Division of Transportation
Ruby Bahena, Finance
ShaTin Gibbs, Finance
Carl Kirar, Facilities and Construction Services
Claudia Gilhooley, 19th Judicial Circuit Court
Jon Nelson, Division of Transportation*

Mary Crain, Division of Transportation
Jim Chamernik, Sheriff's Office
Abby Krakow, Communications
Demar Harris, Workforce Development
Jim Hawkins, County Administrator's Office
Nick Principali, Finance
Kevin Carrier, Division of Transportation
Sonia Hernandez, County Administrator's Office
Caitlin Everett, Human Resources
Nicole Rogers, Finance
Mick Zawislak, Daily Herald
Kurt Woolford, Stormwater Management
Jerial Jorden-Woods, Finance
Melanie Nelson, State's Attorney's Office
Errol Lagman, Finance
Dominic Strezo, Planning, Building, and Development
Brea Barnes, Finance
Erika Osinski, Human Resources
Yvette Albarran, Purchasing
Krista Kennedy, Finance
Ashley Jones, Human Resources
JazMine' Evans, Finance
Megan Iozzo, Human Resources
Corina Miranda, Human Resources
Stephen Rice, State's Attorney's Office
Steve Spagnolo, State's Attorney's Office
Karen Fox, State's Attorney's Office
Jazmin Padron, Human Resources
Em ZP, Public
Kayla Bonn, Human Resources
Ewelina Filipiec, Human Resources
Monica McClain, Human Resources
Adam Krueger, Finance
Alex Carr, Communications

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

There were no remarks from the Chair.

7. **Unfinished Business**

There was no unfinished business to discuss.

8. **New Business**

CONSENT AGENDA (Items 8.1 - 8.6)

MINUTES

8.1 **24-0510**

Committee action approving the Financial and Administrative Special Meeting committee minutes from March 21, 2024.

Attachments: [F&A 3.21.24 Final Minutes](#)

As part of a single motion for the entire Consent Agenda, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.2 **24-0511**

Committee action approving the Financial and Administrative Committee minutes from April 4, 2024.

Attachments: [F&A 4.4.24 Final Minutes](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, seconded by Member Clark, that these minutes be approved. 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

REPORTS

8.3 **24-0484**

Report from Anthony Vega, County Clerk, for the month of February, 2024.

Attachments: [County Clerk Monthly Finance Report for Feb. 2024](#)

As part of a single motion for the entire Consent Agenda, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.4 **24-0521**

Cash and Investment Report from Treasurer Holly Kim for the month of March, 2024.

Attachments: [FSG 3.31.24](#)
[Lake County - March 2024 Summary Report](#)
[Treasurer Cash&Investment MAR-23](#)

As part of a single motion for the entire Consent Agenda, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

HEALTH & COMMUNITY SERVICES

8.5 [24-0520](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$7,316 for the Supported Residential grant.

Attachments: [Supported Residential EA \\$7316](#)

As part of a single motion for the entire Consent Agenda, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.6 [24-0533](#)

Joint resolution authorizing a contract with Peter Baker & Son Company, Lake Bluff, Illinois, in the amount of \$150,048.93 for the resurfacing of various roads in the Cuba Township Road District, which will be improved under the Illinois Highway Code for a total of 0.79 miles.

Attachments: [24-0533 Bid Tabulation, Cuba Road District](#)
[24-0533 Vendor Disclosure, Baker](#)
[24-0533 Location Map, Cuba Township Road District](#)

As part of a single motion for the entire Consent Agenda, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.7 [24-0329](#)

Joint resolution authorizing the Workforce Development Department to enter into Summer Youth Worksite Agreements with public, private, governmental or nonprofit organizations to host youth onsite as part of the Lake County Summer Youth Work Experience Program.

Attachments: [SYEP Worksite Agreement 2024](#)
[Resolution 24-0329 SYEP Worksites May 2024](#)

Jennifer Serino, Workforce Development Director, provided an overview of the Summer Youth Worksite Agreements for the Lake County Summer Youth Work Experience Program. Discussion ensued.

A motion was made by Member Danforth, 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

8.8 [24-0516](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Rapid Response Grant Modification and approving an emergency appropriation in the amount of \$144,537.

Attachments: [WDD Rapid Response Dislocated Worker Grant Modification](#)
[Resolution 24-0516 CFY'24 Rapid Response Grant Modification GL May 2](#)

Jennifer Serino, Workforce Development Director, provided an overview of the Rapid Response Grant Modification for an additional 16 dislocated workers impacted by layoffs, closings or relocations.

A motion was made by Member Kyle, 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 [24-0517](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Development Grant to increase the competitiveness of Illinois' businesses and provide opportunities to Illinois' workers and job seekers and approving an emergency appropriation in the amount of \$240,200.

Attachments: [WDD Services to Low or Moderate Income Individuals Grant](#)
[Resolution 24-0517 CFY'24 Workforce Grant Service to Low Income Indivi](#)

Jennifer Serino, Workforce Development Director, provided an overview of the new Illinois Department of Commerce and Economic Opportunity Workforce Development grant, which will provide technology, translation devices and online occupational training for English Language Learners for immigrants, migrants, and refugees. Discussion ensued.

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

PUBLIC WORKS & TRANSPORTATION

8.10 [24-0534](#)

Joint resolution authorizing an agreement with Parsons Transportation Group, Inc., Schaumburg, Illinois, for three years of professional engineering services for the Intelligent Transportation System (ITS) PASSAGE System Integration 2024, at a maximum cost of \$1,625,000, appropriating \$1,950,000 of the ¼% Sales Tax for Transportation funds.

Attachments: [24-0534 Agreement, 2024 ITS PASSAGE Integration](#)
[24-0534 Vendor Disclosure, Parsons](#)

Shane Schneider, Division of Transportation Director, provided an overview of the three-year contract with Parsons Transportation Group for the Intelligent Transportation System PASSAGE system.

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

8.11 [24-0535](#)

Joint resolution authorizing a contract with Berger Contractors, Wauconda, Illinois, in the amount of \$15,767,314.35 for improvements at the intersection of Hunt Club Road and Washington Street, which will be improved under the Illinois Highway Code for a total of 1.98 miles, and appropriating \$18,925,000 of County Option Motor Fuel Tax funds and \$1,200,000, as remains available, of Motor Fuel Tax funds made available through the REBUILD Illinois Transportation Bond Funds.

Attachments: [24-0535 Bid Tabulation, Hunt Club at Washington Street Intersection Impr](#)
[24-0535 Vendor Disclosure, Berger](#)
[24-0535 Location Map, Hunt Club Road at Washington Street](#)

Shane Schneider, Division of Transportation Director, explained the funding to be used for improvements at the intersection of Hunt Club Road and Washington Street. 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.12 [24-0536](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$5,638,244.74 for the resurfacing of Gilmer Road, from Illinois Route 120 to Illinois Route 176, which will be improved under the Illinois Highway Code for a total of 6.17 miles, and appropriating \$6,766,000 of Motor Fuel Tax funds.

Attachments: [24-0536 Bid Tabulation, Gilmer Road Resurfacing \(IL 120 to IL 176\)](#)
[24-0536 Vendor Disclosure, Baker](#)
[24-0536 Location Map, Gilmer Road \(IL 120 to IL 176\)](#)

Shane Schneider, Division of Transportation Director, provided an overview of the contract with Peter Baker and Son Company for the resurfacing of Gilmer Road.

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

8.13 [24-0537](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$2,396,677.63 for the resurfacing of Fairfield Road, from Illinois Route 176 to Old McHenry Road, which will be improved under the Illinois Highway Code for a total of 3.3 miles and appropriating \$2,877,000 of Matching Tax funds.

Attachments: [24-0537 Bid, Tabulation, Fairfield Road Resurfacing](#)
[24-0537 Vendor Disclosure, Baker](#)
[24-0537 Location Map, Fairfield Road \(Old McHenry Road to Ivanhoe Ro](#)

Shane Schneider, Division of Transportation Director, provided an overview of the contract with Peter Baker and Son Company for the resurfacing of Fairfield Road. Discussion ensued.

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 [24-0538](#)

Joint resolution authorizing an agreement with IMEG Consultants Corporation, Gurnee, Illinois, for Phase II design engineering services for the resurfacing of Pulaski Drive, from Illinois Route 43 to Illinois Route 131, and the repair of the Pulaski Drive Bridge over US Route 41 and the Union Pacific Railroad at a maximum cost of \$440,683 and appropriating \$529,000 of Matching Tax funds.

Attachments: [24-0538 Agreement, Pulaski Drive Resurfacing and Bridge Repair](#)
[24-0538 Vendor Disclosure, IMEG](#)
[24-0538 Location Map, Pulaski Drive \(IL Route 43 to IL Route 131\)](#)

Shane Schneider, Division of Transportation Director, provided an overview of the contract with IMEG Consultants Corporation for the resurfacing of Pulaski Drive and repair of Pulaski Drive Bridge.

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

8.15 [24-0539](#)

Joint resolution ratifying a contract with Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$297,688.80 for an emergency procurement required for emergency repair work to North Avenue at the Wisconsin Central Ltd. Railroad (Railroad) crossing, and appropriating \$300,000 of Matching Tax funds.

Attachments: [24-0539 Agreement, North Ave at CN Railroad Emergency Repair](#)
[24-0539 Vendor Disclosure, Alliance](#)
[24-0539 Location Map, North Avenue Railroad Crossing](#)

Shane Schneider, Division of Transportation Director, provided an overview of the ratified contract for the emergency repair work to North Avenue at the Wisconsin Central Ltd. Railroad crossing. Discussion ensued.

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

8.16 [24-0524](#)

Joint committee action approving Change Order Number One for the Wilson / Rollins Transmission Sewer Lining with Insituform Technologies USA, LLC resulting in a net cost increase of \$185,000 from \$371,084 to \$556,084.

Attachments: [24-0524 Change Order 2024.03.19 Insituform SIGNED](#)
[24-0524 Rollins Wilson Insituform Map](#)
[24-0524 Vendor Disclosure Statement EXECUTED](#)

Austin McFarlane, Public Works Director, explained the change order for the Wilson/Rollins Transmission Sewer Lining. Discussion ensued.

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

8.17 [24-0523](#)

Joint resolution approving a policy to allow for the transferring of assets and responsibilities from the former Lakes Region Sanitary District ("District").

Attachments: [Transfer of Former Lakes Region Sanitary District Assets and Responsibili](#)
[24-0523 Revised Overlap Policy for NWFPA LRSD System Final](#)
[24-0523 Former LRSD Assets - Overlap Discussion and Recommendation](#)

Austin McFarlane, Public Works Director, provided an overview of the policy to allow for the transferring of assets and responsibilities from the former Lakes Region Sanitary District. Discussion ensued.

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

Human Resources

8.18 [24-0531](#)

Human Resources Annual Update.

Attachments: [8.18 FINAL Lake County HR Annual Update 5.2.2024](#)

Darcy Adcock, Interim Human Resources Director, presented on the Human Resources Department annual update, including the strategic plan, Fiscal Year 2024 budget, the organizational chart and team, highlights, and an overview of the on-going activities. Discussion ensued. Erika Osinski, Risk Manager, presented on the Risk update. Discussion ensued. Caitlin Everett, Human Resources Manager, Labor and Employee Relations, presented on the Labor update. Director Adcock summarized the staff appreciation events in the month of May.

Finance

8.19 [24-0528](#)

Discussion regarding the Fiscal Year (FY) 2025 Budget Planning Guidance.

Attachments: [3.5.FY25 Budget Planning Guidance Policy Clean 5.2.2024](#)
[3.5.FY25 Budget Planning Guidance Policy Redline 5.2.2024](#)

Melissa Gallagher, Interim Chief Financial Officer, presented on the draft FY 2025 Budget Planning Guidance Policy. Discussion ensued. Patrice Sutton, County Administrator, provided an overview of the draft FY 2025 Budget Calendar and the three new meetings for the public. Discussion ensued. County Administrator Sutton asked the Committee if they would like to have the third day for the Budget Hearings. Committee consensus was to have only two days.

County Administration

8.20 [24-0541](#)

Resolution setting compensation for specified County-wide Elected Office holders, County Board Members, and the County Board Chair.

Attachments: [Countywide Elected Salaries 5.2.24](#)
[1.6 County Elected Official Compensation Policy FINAL as APPROVED or](#)

Matt Meyers, Assistant County Administrator, provided a summary of the compensation of the County-wide Elected Office holders, County Board Members, and the County Board Chair. Discussion ensued.

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

9. County Administrator's Report

[24-0586](#)

- Analysis of drainage districts.

Matt Meyers, Assistant County Administrator, provided a summary of the Drainage District Committee that met prior to 2020, and asked for the County Administrator's Office to work with Board Members to potentially dissolve Drainage Districts that may not be needed anymore. Discussion ensued. Committee consensus was to move forward with the project.

10. Executive Session

A motion was made by Member Clark, seconded by Member Kyle, that the Committee go into Executive Session. 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

10.1 [24-0008](#)

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

Member Danforth and Member Parekh left the meeting at 10:11 a.m.

10.2 [24-0012](#)

Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

10.2 [24-0532](#)

A

Committee action approving the Financial and Administrative Executive Session minutes from April 4, 2024.

Action was taken outside of Executive Session.

A motion was made by Member Pedersen, seconded by Member Kyle, that these minutes be approved. The motion carried by the following voice vote.

Aye: 5 - Member Clark, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Not Present: 2 - Member Danforth and Member Parekh

11. Member Remarks and Requests

There were no remarks or requests from Members.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:28 a.m.

Next Meeting: May 9, 2024

Meeting minutes prepared by Kristy Cechini.

Minutes were approved on May 30, 2024 by the Financial and Administrative Committee.