

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Thursday, October 3, 2019**

**8:30 AM**

**Assembly Room, 10th Floor - Courthouse and Administrative  
Complex, 18 N County Street, Waukegan**

**Financial & Administrative Committee**

**1. Call to Order**

*Chair Frank called the meeting to order at 8:31 a.m.*

**Present** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

*Others present:*

*Carissa Casbon, Millburn District 24  
Dan Dugan, Facilities and Construction Services  
Gary Gibson, County Administrator's Office  
Jodi Gingiss, Community Development  
RuthAnne Hall, Purchasing  
Sandy Hart, County Board  
Jim Hawkins, County Administrator's Office  
Diane Hewitt, County Board  
Carl Kirar, Facilities and Construction Services  
Chris Kopka, Human Resources  
Judy Martini, County Board  
Matt Meyers, County Administrator's Office  
Kasey Morgan, Court Administration  
Mark Pfister, Health Department  
Kurt Schultz, Facilities and Construction Services  
Lisle Stalter, State's Attorney's office  
Mary Stevens, Court Administration  
Patrice Sutton, Finance and Administrative Services  
Micah Thornton, Circuit Clerk's Office  
Cassandra Torstenson, County Administrator's Office  
Blanca Vela-Schneider, County Administrator's Office  
Eric Waggoner, Planning, Building and Development  
Kurt Woolford, Stormwater Management Commission  
Brian Yee, Information Technology*

**2. Pledge of Allegiance**

*Member Wilke led the Pledge of Allegiance.*

**3. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**4. Public Comment**

*There were no comments from the public.*

**5. Chair's Remarks**

*Chair Frank remarked on the upcoming budget dates. Budget books will be distributed at the October 4, 2019 Committee of the Whole meeting.*

**6. Old Business**

*There was no old business.*

**7. New Business**

*Bob Glueckert, Chief County Assessor, provided an update regarding the new assessment system. There are five townships who have opted not to use the County's system. Property owners residing in the five townships will need to referene both the County and township systems when filing a tax appeal.*

*(Member Carlson arrived at 8:37 a.m.)*

*Discussion occurred regarding the challenges the Chief Assessor has faced in data transmittal between the County's tax system and the other township systems. The committee stressed the importance of effectively communicating the new process for property owners residing within the five townships. Help Desk Centers are being offered by the assessor through October 16, 2019.*

**CONSENT AGENDA (Item 7.1)**

**APPROVAL OF MINUTES**

**7.1 [19-1529](#)**

Minutes from August 29, 2019.

**Attachments:** [F&A 8.29.19 Minutes - Final.pdf](#)

**A motion was made by Member Didech, seconded by Member Wilke, that the minutes be approved. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**REGULAR AGENDA**

**HEALTH & COMMUNITY SERVICES**

**7.2 [19-1558](#)**

Joint resolution accepting the Health Resources and Services Administration grant and authorizing an emergency appropriation in the amount of \$348,501 for the Integrated Behavioral Health Services program.

**Attachments:** [19.09 IBH 330 Final](#)

*Mark Pfister, Health Department Director, reported that this grant will support additional psychiatry and counseling services at Midlakes.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.3** [19-1559](#)

Joint resolution accepting the Health Resources and Services Administration grant and authorizing an emergency appropriation in the amount of \$169,500 for the Expanding Access to Quality Substance Use Disorder and Mental Health Services program.

**Attachments:** [19.09 SUD MH 330 Final](#)

*Mark Pfister, Health Department Director, indicated that the grant will help expand services with the addition of two substance abuse counselors.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.4** [19-1546](#)

Joint resolution approving Modification Number Three for Agreement Number 14198 for the lease and management agreement between the County of Lake, Illinois, and Transitional Care of Lake County, LLC, (TCLC), Rosemont, Illinois, in the amount of \$175,000.

**Attachments:** [14198 Agreement Modification 3](#)  
[Winchester House Donation Fund Balance as of 7.25.19](#)  
[TCLC letter requesting use of donation fund](#)

*RuthAnne Hall, Purchasing and Interim Human Resources Director, and Brad Haver, President of Innovation Health, reported that private donations into the Winchester House Donation Fund will be expended for the purchase of better beds and mattresses for the residents of the new facility.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.5** [19-1571](#)

Joint resolution authorizing line-item transfers of funds between various accounts to transfer previously approved funds in Fiscal Year (FY) 2019.

**Attachments:** [Facility Assessment Line Item Transfer](#)

*Patrice Sutton, Finance and Administrative Services Director, presented a line item transfer request for items in the Health Department.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.6 [19-1573](#)**

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$200,000 to support the goal of Lake County to end chronic homelessness.

**Attachments:** [Oct 2019 BFZ Emergency Appropriation](#)  
[Lake County x CS Grant Agreement 2019](#)

*Jodi Gingiss, Community Development, reported that this funding will provide technical assistance in pursuit of ending homelessness. The funding will be used to help find individuals permanent supportive housing and cover indirect costs. Substantial discussion ensued regarding the quality of Community Development's data driven technology called ServicePoint and the manner in which chronic homelessness is identified.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**PUBLIC WORKS, PLANNING & TRANSPORTATION**

**7.7 [19-1551](#)**

Joint resolution authorizing the waiver of flood repair-related permit fees.

**Attachments:** [2019 Flood Fee Waiver Appendix](#)

*Eric Waggoner, Planning, Building and Development Director, requested authorization to waive flood-related repair permit fees for unincorporated Lake County properties due to recent flooding caused by substantial rainfall. He stressed the importance of tracking the incidents of damage for federal reporting requirements related to the Federal Emergency Management Agency (FEMA) funding.*

*Substantial discussion ensued regarding forming a policy that outlines when a waiver can be granted by the County Administrator. Discussion continued regarding the need for updated floodplain maps and grant funding to help mitigate flooding.*

**A motion was made by Member Pedersen, seconded by Member Carlson, that this item be recommended for adoption to the regular agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.8 [19-1549](#)

Joint resolution approving an Intergovernmental Agreement between the Village of Beach Park and the Lake County Planning, Building and Development (PBD) Department, to share inspection and development review services.

**Attachments:** [Beach Park-Lake Co Inspection IGA final](#)

*Eric Waggoner, Planning, Building and Development Director, presented a request for an Intergovernmental Agreement that will allow Beach Park to assist Lake County in the review and inspections in areas of unincorporated Lake County.*

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

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

**Not Present:** 1 - Member Pedersen

**FINANCIAL & ADMINISTRATIVE**

7.9 [19-1548](#)

Resolution ratifying a contract with Construction Technology Laboratories, Inc., Skokie, Illinois, for architectural and engineering services for the Lake County parking garage evaluation and approving Contract Modification Number One for Agreement Number 19082.

**Attachments:** [VENDOR DISCLOSURE STATEMENT](#)  
[19082 Award Information](#)  
[19082 Contract Modification 1](#)

*Carl Kirar, Facilities and Construction Services Director, reported that this contract modification allows the vendor to proceed with phase two design services.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.10 [19-1547](#)

Resolution authorizing a contract with Paul Borg Construction Company, Chicago, Illinois, for the Sheriff's Training Room in the Lake County Criminal Courts, Babcox Detention Center

**Attachments:** [19158 Bid Document](#)  
[19158 Bid Tab](#)  
[19158 Vendor Disclosure](#)  
[19158 Award Information](#)

*Carl Kirar, Facilities and Construction Services Director, reported that this contract is to repurpose the detention gymnasium to a Sheriff's Training Center and conference space.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.11 [19-1575](#)**

Facilities and Construction Investment Plan Process.

**Attachments:** [CIP FA Brief\\_03OCT19](#)

*Carl Kirar, Facilities and Construction Services Director, provided a review of the process in which the five year program will be developed, the current status of projects, the County's current needs, and the draft proposal of program priorities. Discussion ensued regarding reconsidering the priorities identified in the plan.*

**The Facilities and Construction Investment Plan process was reviewed.**

**7.12 [19-1578](#)**

Resolution approving a Vendor Disclosure and Conflict of Interest Policy requiring vendors to submit a 'Vendor Disclosure Statement' for procurements over \$30,000.

**Attachments:** [Vendor Disclosure Statement v4 Clean](#)  
[Vendor Disclosure Statement v4 Redlined](#)  
[Vendor Disclosure & Conflict of Interest Policy v4 Redlined.pdf](#)  
[Vendor Disclosure & Conflict of Interest Policy v4 Clean.pdf](#)

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

**Aye:** 5 - Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

**Not Present:** 2 - Chair Frank and Member Wasik

**9. County Administrator's Report**

*The County Administrator's report was moved ahead of Executive Session.*

*Gary Gibson, Interim County Administrator, reported that the Circuit Courts received*

*notification that it will receive funding for three additional pretrial officers. Due to the timing of the notification, the positions were not included in the proposed budget but will be brought to committee for approval. The funding of benefits will need to be considered by the County Board. It was noted that the salary is based on the State's Fiscal Year of July 1, 2019 through June 30, 2020.*

9.1 [19-1557](#)

Monthly reports from the Finance and Administrative Services Department.

**Attachments:** [Monthly Report 092319](#)

*Patrice Sutton, Finance and Administrative Services Director, presented the Economic Indicator Report, monthly revenue and expense summary, and procurement card summary report for employees.*

**The monthly reports were presented.**

8. **Executive Session**

*Executive Session was entered into at 10:16 a.m.*

**A motion was made by Member Didech, seconded by Member Wilke, to go into Executive Session. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

8.1 [19-1577](#)

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

**Pending litigation was discussed in Executive Session.**

*Executive Session was adjourned at 11:21 a.m.*

**A motion was made by Member Wasik, seconded by Member Didech, that this be to come out of Executive Session. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

10. **Members Remarks**

*There were no remarks from members.*

11. **Adjournment**

**The meeting was adjourned at 11:22 a.m.**

**Next Meeting: October 16, 2019 (Budget Hearings)**



*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Chair*

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*Vice-Chair*

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*Financial and Administrative Committee*