

Lake County Illinois

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



Meeting Minutes - Final

Thursday, March 27, 2025

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/41x6fjl>

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 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent 2 - Vice Chair Parekh and Member Vealitzek

Other Attendees

In Person:

Sam Johnson, Health Department

Chris Hoff, Health Department

Mike Wheeler, Finance

Lisa Wolf, 19th Judicial Circuit Court

Karl Walldorf, 19th Judicial Circuit Court

Stephen Gray, Treasurer's Office

Caitlin Everett, Human Resources

Matt Meyers, County Administrator's Office

Kevin Quinn, Communications

Theresa Glatzhofer, County Board Office

RuthAnne Hall, County Administrator's Office

Patrice Sutton, County Administrator's Office

Electronically:

Jo Gravitter, State's Attorney's Office

Dominic Strezo, Planning, Building, and Development

Jim Chamernik, Sheriff's Office

Eric Waggoner, Planning, Building, and Development

Elizabeth Brandon, County Administrator's Office

Heidie Hernandez, Enterprise Information Technology

Jon Nelson, Division of Transportation

Nick Principali, Finance

Terri Kath, Enterprise Information Technology

Abby Krakow, Communications

Vernesha Lawrence, Finance

Errol Lagman, Finance

Mike Jeschke, Finance

Chris Blanding, Enterprise Information Technology

JazMine' Evans, Finance

Christine Sher, Stormwater Management

Ashley Rack, Sheriff's Office
Kasia Kondracki, Treasurer's Office
Krista Kennedy, Finance
Brea Barnes, Finance
Erika Osinski, Human Resources
Em Zee, Public
Rebecca Kumar, EMA
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

Chair Frank remarked that it is an honor and a privilege for him to work with such talented County employees.

7. Unfinished Business

7.1 [25-0347](#)

Ordinance amending the Lake County Standards of Conduct for appointed officials to boards and commissions.

Attachments: [SOC - Clean](#)
 [SOC - Red-Lined](#)

A motion was made by Member Maine, seconded by Member Hewitt, that this ordinance be postponed to the Financial and Administrative Committee meeting on May 1, 2025. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8. New Business

CONSENT AGENDA (Items 8.1 - 8.17)

MINUTES

8.1 [25-0394](#)

Committee action approving the Financial and Administrative Committee minutes from February 20, 2025.

Attachments: [F&A 2.20.25 Final Minutes.pdf](#)

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

motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.2 [25-0395](#)

Committee action approving the Financial and Administrative Committee minutes from February 27, 2025.

Attachments: [F&A 2.27.25 Final Minutes.pdf](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that these minutes be approved. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

REPORTS

8.3 [25-0440](#)

Cash & Investment Report from Holly Kim, Treasurer, for the month of February 2025

Attachments: [FSG Report 2.28.25.pdf](#)
[Lake County Investment Portfolio Summary - February 2025.pdf](#)
[FSG 2.29.24.pdf](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this report be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

HEALTH & COMMUNITY SERVICES

8.4 [25-0404](#)

Joint resolution approving a Memorandum of Understanding (MOU) for technical assistance between Lake County and Chicago Metropolitan Agency for Planning (CMAP).

Attachments: [CMAP MOU with Attachments Lake County](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following

voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.5 [25-0372](#)

Joint resolution approving the Program Year 2025 (PY25) Video Gaming grant funding recommendations in the amount of \$800,000.

Attachments: [PY25 VGR Funding Recs](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.6 [25-0429](#)

Joint resolution authorizing an agreement with Nicasa located in Round Lake, Illinois, for the treatment of gambling disorders in the amount of \$100,000 of Video Gaming Revenue (VGR) Funds.

Attachments: [25204 - Gambling Addiction Services Disclosure](#)
[PY25 VGR Proposal - Gambling Addiction Services](#)
[Sole Source Memo - NICASA Treatment](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.7 [25-0430](#)

Joint resolution authorizing an agreement with Nicasa located in Round Lake, Illinois, to support community awareness and education of problem gambling in the amount of \$100,000 of Video Gaming Revenue (VGR) Funds.

Attachments: [25203 - Gambling Outreach Education Disclosure](#)
[PY25 VGR Proposal - Gambling Outreach](#)
[Sole Source Memo - NICASA Outreach](#)

As part of a single motion for the entire Consent Agenda, a motion was made by

Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.8 [25-0434](#)

Joint resolution authorizing an agreement with United Way Lake County located in Gurnee, Illinois, for 211 information and referral services in the amount of \$125,000 of Video Gaming Revenue (VGR) Funds.

Attachments: [VGR Vendor Disclosure UWLC SIGNED](#)
[Sole Source Memo - UWLC 211](#)
[PY25 VGR Proposal - 211](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.9 [25-0384](#)

Joint resolution approving the Program Year 2025 (PY25) Lake County Opioid Settlement Funds (OSF) funding recommendations in the total amount of \$500,000.

Attachments: [PY25 OSF Funding Recs](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.10 [25-0405](#)

Joint resolution approving an agreement between Lake County and Community Works for the completion of an Environmental Review Record (ERR).

Attachments: [Environmental Review CPF The Community Works](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and

recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.11 [25-0424](#)

Joint resolution approving an emergency appropriation of \$43,579 for fiscal year 2025 accepting additional funding from the Illinois Department of Public Health Harm Reduction Community Linkages grant.

Attachments: [Emergency Appropriation Template for FY25 February 2025 Harm Reducti](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.12 [25-0427](#)

Joint resolution approving an emergency appropriation of \$100,000 for Fiscal Year 2025 accepting additional funding from the National Association of County and City Health Officials 2025 Infection Prevention and Control Learning Collaborative Project, Mentor grant.

Attachments: [Emergency Appropriation Template for FY25 February 2025 IPCLC NEW \(](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

LAW & JUDICIAL

8.13 [25-0435](#)

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$3,400 to support the Nineteenth Judicial Circuit Court's Self-Represented Litigant Program.

Attachments: [Additional SRL Grant Funds.pdf](#)
[LIT Template - County Board JE 3400 SRL Grant.pdf](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.14 [25-0353](#)

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$10,100 to support the Nineteenth Judicial Circuit Court's Disability Accessibility Improvement Program.

Attachments: [LIT Template - County Board JE 10,100 DA Grant.pdf](#)
 [SFY25 Disability Accessibility Grant Agreement.pdf](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.15 [25-0447](#)

Joint resolution authorizing execution of one-year contracts plus renewals for Adult Residential Substance Use Treatment with McDermott Center d/b/a Haymarket Center, Chicago, Illinois, and Gateway Foundation, Inc., Chicago, Illinois, for adult residential substance use treatment for the Adult Probation Services Division of the Administrative Office of the Nineteenth Judicial Circuit Court in the estimated total spend of \$440,000.

Attachments: [Scoring Matrix Summary](#)
 [Contract 25152-1 Gateway Foundation DRAFT](#)
 [Contract 25152-2 with Haymarket Center DRAFT](#)
 [RFP 25152 Adult Residential Substance Abuse Treatment](#)
 [Gateway Vendor Disclosure](#)
 [Haymarket Vendor Disclosure](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.16 [25-0411](#)

Joint resolution authorizing the application, acceptance and emergency appropriation of a Fiscal Year (FY) 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$3,000 for the purpose of enhancing the State's Attorney's Office's capacity to provide community outreach, awareness, and education through virtual and remote activities.

Attachments: [FY24 JAG Grant Accounting.pdf](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.17 [25-0348](#)

Joint resolution accepting the State Criminal Alien Assistance Program (SCAAP) grant from the U.S. Department of Justice, Office of Justice Programs (OJP) and authorizing an emergency appropriation in the amount of \$59,269.

Attachments: [FY24 SCAAP Grant Award Document 15PBJA-24-RR-05699-SCAA.pdf](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Hewitt, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

Human Resources

8.18 [25-0441](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Metropolitan Alliance of Police Chapter 481, Law Enforcement Division- Lieutenants Unit.

Attachments: [Law Enforcement Lt MAP -- 2024 to 2027 final clean](#)
[Law Enforcement Lt MAP -- 2024 to 2027 final redline.pdf](#)

Caitlin Everett, Deputy Human Resources Director, explained that this item is a Collective Bargaining Agreement for six Lieutenants positions in the Sheriff's Law Enforcement Division. Discussion ensued.

A motion was made by Member Hewitt, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

Finance

8.19 [25-0473](#)

Discussion of budget-related Finance policies in advance of preparation of the Fiscal Year 2026 budget.

Attachments: [3.5.FY25 Budget Planning Guidance Policy Final as Approved 5.2.2024.pc](#)
[3.6 Budget Execution Policy](#)
[3.5 Budget Development Policy](#)

Patrice Sutton, County Administrator and Interim Chief Financial Officer (CFO), and Mike Wheeler, Budget Manager, noted the need to begin the budget process early for Fiscal Year 2026. County Administrator and Interim CFO Sutton outlined staff recommendations for potential budget policy changes and requested Committee feedback. Discussion ensued.

Chair Frank welcomed Chris Hoff, Health Department Executive Director, and Sam Johnson, Director of Behavioral Health, Health Department, and thanked them for attending today's meeting.

County Administration

8.20 [25-0453](#)

County Administration Annual Update.

Attachments: [FY25 CAO Annual Update.pdf](#)

Patrice Sutton, County Administrator, presented the County Administration Annual Update, which included various project and initiative status updates.

9. County Administrator's Report

There was no County Administrator's Report.

10. Executive Session

The Committee did not enter into Executive Session.

11. Member Remarks and Requests

There were no Member remarks or requests.

12. Adjournment

Chair Frank declared the meeting adjourned at 9:37 a.m.

Next Meeting: April 3, 2025

Meeting minutes prepared by Theresa Glatzhofer.