

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, March 28, 2018

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

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

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

Others present:

Dwight Arrowood, Sheriff's Office

Brett Barganz, Information Technology

Barry Burton, County Administrator

Alex Carr, Communications

Erin Cartwright-Weinstein, Circuit Court Clerk

Michael Cuffe, Court Administration

Danny Davis, Court Administration

Kimberly Elliott, Treasurer's Office

Paul Fetherston, Assistant County Administrator

Ben Gilbertson, Finance and Administrative Services

Gary Gordon, Finance and Administrative Services

David Hare, Sheriff's Office

Lynn Himes, Circuit Court Clerk's office

James McCulloch, Treasurer's Office

Maria Pederson, Community

Ryan Horne, Finance and Administrative Services

Rodney Marion, Human Resources

Kasey Morgan, Court Administration

Mary Stevens, Court Administration

David Stolman, Treasurer

Jay Ukena, Chief Judge Nineteenth Judicial Circuit Court

Farrah Watson, Circuit Court Clerk's Office

2. Pledge of Allegiance

Member Pedersen led the Pledge of Allegiance.

3. Approval of Minutes

3.1 [18-0369](#)

Minutes from February 28, 2018.

Attachments: [F&A 2.28.18 Minutes - Final](#)

A motion was made by Member Durkin, seconded by Member Bartels, that the minutes be approved. The motion carried by the following vote:

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

4. Addenda to the Agenda

A motion was made by Member Pedersen, seconded by Member Carlson, to move Executive Session items ahead of Consent Agenda.

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

9. Executive Session

Executive Session was entered into at 1:02 p.m.

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

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

9.1 [18-0342](#)

Executive session to discuss collective bargaining matters pursuant to 5 ILCS 120/2 (c)(2).

This matter was discussed in Executive Session.

Executive Session was adjourned at 1:10 p.m.

A motion was made by Member Pedersen, seconded by Member Hewitt, to come out of Executive Session. The motion carried by the following vote:

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

Executive Session was entered into at 1:10 p.m.

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

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

9.2 [18-0345](#)

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

This matter was discussed in Executive Session.

Executive Session was adjourned at 1:36 p.m.

A motion was made by Member Taylor, seconded by Member Carlson, 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 [18-0346](#)

Committee action authorizing salary adjustments in the Clerk of the Circuit Court Office.

A motion was made by Member Taylor, seconded by Member Bartels, that salary adjustments in the Circuit Court Clerk's Office be approved. Motion failed by voice

vote.

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

9.2B [18-0347](#)

Committee action authorizing a reclassification in the Circuit Clerk's Office.

A motion was made by Member Durkin, seconded by Member Pedersen, that the reclassification of nine employees in the Circuit Court Clerk's Office be approved. The motion carried unanimously.

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

10. County Administrator's Report

County Administrator Barry Burton reported on the difficulty in securing an Information Technology position for the Sheriff's Office. As County Administrator, he has authorized the position be filled at a salary above the 25 percent range, which is within his purview. Additionally, he has authorized a ten percent increase to the incumbent in the same to position to ensure position equity.

(Mr. Burton left the meeting at 1:40 p.m.)

5. Public Comment

There were no comments from the public.

6. Chairman's Remarks

There were no remarks from the Chair.

7. Old Business

There was no old business to conduct.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.6)

LAW & JUDICIAL

8.1 [18-0256](#)

Joint resolution authorizing the renewal of an Intergovernmental Agreement (IGA) 2018-55-024-KD between the Illinois Department of Health Care and Family Services (IDHFS) and the Nineteenth Judicial Circuit Court (Court) for grant funding to operate the Court's Access and Visitation Program for state fiscal year (SFY) 2019 and authorizing an emergency appropriation in the amount of \$45,000.

Attachments: [Intergovernmental Agreement 2018-55-024 Renewal.pdf](#)

A motion was made by Member Pedersen, seconded by Member Carlson, that Consent Agenda items 8.1 through 8.6 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

8.2 [18-0352](#)

Joint resolution accepting the Highway Safety Program Grant (State Award ID Number (SAIN) 343-5727), awarded by the Illinois Department of Transportation (IDOT) and authorizing an emergency appropriation in the amount of \$8,636.40 for fiscal year (FY) 2018.

Attachments: [SAIN 343-5727 Distracted Driving Mini Grant NOSA.pdf](#)
[SAIN 343-5727 Distracted Driving Mini Grant IGA.pdf](#)
[SAIN 343-5727 Distracted Driving Mini Grant Budget.pdf](#)

A motion was made by Member Pedersen, seconded by Member Carlson, that Consent Agenda items 8.1 through 8.6 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

8.3 [18-0325](#)

Joint resolution authorizing an emergency appropriation of a Title IV-D Intergovernmental Agreement (IGA) between the Illinois Department of Healthcare and Family Services (IDHFS) and the Lake County State's Attorney for the continuation of the State's Attorney's Child Support Enforcement Program for the period of July 1, 2018 through June 30, 2019, for a maximum reimbursement amount of \$610,000 for staff wages and benefits.

Attachments: [Agreement 2017-55-013-K3](#)

A motion was made by Member Pedersen, seconded by Member Carlson, that Consent Agenda items 8.1 through 8.6 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

FINANCIAL & ADMINISTRATIVE

8.4 [18-0311](#)

Report from Carla N. Wyckoff, County Clerk, for the month of February 2018.

Attachments: [LCC Report for February 2018.pdf](#)

A motion was made by Member Pedersen, seconded by Member Carlson, that Consent Agenda items 8.1 through 8.6 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

8.5 [18-0332](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of February 2018.

Attachments: [February 2018.pdf](#)

A motion was made by Member Pedersen, seconded by Member Carlson, that Consent Agenda items 8.1 through 8.6 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

8.6 [18-0362](#)

Report from David B. Stolman, Treasurer, for the month of January 2018.

Attachments: [Cash & Investments January 2017](#)
[Cash & Investments January 2018](#)

A motion was made by Member Pedersen, seconded by Member Carlson, that Consent Agenda items 8.1 through 8.6 be recommended for adoption to the County Board agenda. The motion carried unanimously.

REGULAR AGENDA

LAW & JUDICIAL

8.7 [18-0297](#)

Joint resolution authorizing participation of the Lake County State's Attorney in the Major Crimes Task Force ("Task Force").

Attachments: [LCMCTF Authorizing Resolution - Exhibit A- Proposed 2018 Members](#)

A motion was made by Member Pedersen, seconded by Member Hewitt, that this item be recommended for adoption to 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

8.8 [18-0356](#)

Presentation of the Statements of Auditing Standards (SAS) No. 114 letter, "The Auditor's Communication with Those Charged with Governance" for the Circuit Clerk's Office.

Attachments: [SAS 114 Governing Body planning letter](#)

Farrah Watson, Circuit Court Clerk's Office, presented the Statements of Auditing Standards No. 114. The Circuit Court Clerk's Office has retained the services of Baker Tilly to audit its records. County Board members can meet with auditors independently and separately from staff. Discussion ensued.

A presentation was provided.

FINANCIAL & ADMINISTRATIVE

Finance and Administrative Services Director Gary Gordon requested board member questions, concerns, and/or ideas regarding the County's budget policy should be brought to staff's attention to be incorporated for discussion during budget policy discussions.

8.9 [18-0282](#)

Lake County Treasurer 2017 Year in Review, 2018 Highlights.

Lake County Treasurer David Stolman, Jim McCulloch and Kimberly Elliott, Treasurer's Office staff, provided a presentation of the Treasurer's 2017 year end review and its 2018 objectives. Due to recently enacted legislation regarding tax deduction limitations, the Treasurer's Office received an influx of residents who wished to prepay their property taxes prior to the State for the year 2017. More than \$160,000,000 from 23,000 residents was received within a short period of time. However, ambiguity in the language caused additional confusion, resulting in the Treasurer's Office being inundated with calls as to whether the prepayment would be deductible. Staff has just received notice that the prepayment, which is for the year 2017, are tax deductible and notices will be sent to those who prepaid confirming this information. Taxing bodies will receive their pro-rata share prior to the early distribution deadline.

The Treasurer's Office partnered with Communications and Geographic Information Systems (GIS) maps to reorganize its tax bill and website interactions. The tax bill clearly identifies how tax bills are determined, the property tax process, as well how the taxes are distributed. The interactive maps will also break down distributions and provide links to the various taxing bodies. Discussion ensued.

A presentation was provided.

County Administrator's Report

Assistant County Administrator Paul Fetherston reported that an update on the process and timeline for the Strategic Facilities Master Plan - which will influence the County's annual Capital Improvement Plan - will be provided to the committee on April 4, 2018.

11. **Members Remarks**

There were no remarks from members.

12. **Adjournment**

The meeting was adjourned at 2:04 p.m.

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

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

Next Meeting: April 4, 2018

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee