

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, January 14, 2009

1:00 PM

Conference Room C

Financial and Administrative Committee

1. Call to Order

Chair Paxton called the meeting to order at 1:30 p.m.

Present 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly,
Member Stolman and Member Carter

Absent 1 - Member Bassi

Others present:

*Barry Burton, County Administrator
Suzi Schmidt, County Board Chairman
Amy McEwan, Sr. Assistant County Administrator
Dusty Powell, Sr. Assistant County Administrator
Gary Gordon, Finance & Administrative Services
Gary Reis, Purchasing Agent
Rich Hentschel, Finance & Administrative Services
Rodney Marion, Director of Human Resources
Elaine Johnson, Human Resources
Jennie Khoen, Communications Manager
Phil Balke, Director of Information & Technology
Keith Caldwell, IT
Mary-Lynne Schultz, IT
Julie O'Brien, Finance & Administrative Services
David Buckner, CAO Intern
Mary Otahal, County Board Office*

2. Pledge of Allegiance

Chair Paxton led the Committee in the Pledge of Allegiance.

3. Approval of Minutes

3.1 [09-1142](#) Minutes from January 7, 2009.

Attachments: [F&A 01.07.09](#)

A motion was made by Member Mountsier, seconded by Member Kyle, to approve the regular and two executive session minutes from January 7, 2009. Motion carried.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly,
Member Stolman and Member Carter

4. Added to Agenda Items

5. Public Comment

6. Old Business

- 6.1 08-0924 Resolution Authorizing the Director of Public Works to execute a Plat of Easement Vacation in the Melody Lake Subdivision in the Village of Mettawa.

A motion was made by Member Stolman, seconded by Member Mountsier, that this resolution be removed from the agenda. Motion carried unanimously.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

7. New Business

Health & Community Services

- 7.1 [09-1055](#) Incumbent Worker Training Grant Resolution to enter into an agreement with Base-Line II, Inc.

Chris Stevens explained this resolution.

A motion was made by Member Stolman, seconded by Member Mountsier, that this resolution be recommended for adoption to the consent agenda. Motion carried.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Public Works & Transportation

- 7.2 [09-1147](#) Joint resolution providing: 1) An appropriation of \$650,000 of Motor Fuel Tax funds for 2009 Patrol One for the supply of ice control material and designated as Section 09-00000-00-GM; and 2) Authorizing a line item transfer of \$650,000 from account 268-4300030-85020 to account 268-4300040-65030.

Barry Burton explained this resolution, stating that due to the increased number of snow events this season, an additional \$650,000 is needed to maintain an adequate salt supply for the rest of the season.

A motion was made by Member Mountsier, seconded by Member Carter, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

- 7.3 [09-1126](#) Joint resolution authorizing execution of a Memorandum of Understanding regarding sanitary sewer connection fees with the North Shore Sanitary District for the fairgrounds properties.

Attachments: [2009 01 08 LCPW-NSSD MOU.pdf](#)

A motion was made by Member Mountsier, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. Motion carried.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

7.4 [09-1131](#)

Joint resolution authorizing execution of a Memorandum of Understanding regarding sanitary sewer connection fees with the Village of Grayslake for the fairgrounds properties.

Attachments: [2009 01 08 LCPW-Grayslake MOU.pdf](#)

A motion was made by Member Mountsier, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. Motion carried.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Financial & Administrative

7.5 09-1128

Resolution authorizing the Purchasing Agent to negotiate a two (2) year contract with three (3) additional one (1) year renewal options with Call One in Chicago, IL and Telcom Innovations Group, in Itasca, IL, for Voice Communication Services in the estimated annual amount of \$232,164; two year total of \$464,328.

A motion was made by Member Stolman, seconded by Member Mountsier, that this resolution be removed from the agenda. The motion carried unanimously.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

7.6 [09-1129](#)

Resolution authorizing the chair of the board to enter into an agreement with Nationwide Retirement Solutions, Dublin, Ohio for Deferred Compensation Plan Services.

Elaine Johnson and Rodney Marion explained this resolution.

A motion was made by Member Mountsier, seconded by Member Kyle, that this resolution be recommended for adoption to the regular agenda. Motion carried with Member Carter voting nay.

Aye: 4 - Vice Chair Kyle, Member Mountsier, Chair Paxton and Member O'Kelly

Nay: 1 - Member Carter

Not Present: 1 - Member Stolman

7.7 [09-1025](#)

Resolution authorizing line-item transfers between various funds for

the purpose of transferring previously approved funds.

Attachments: [Line Item Transfers Jan 09 for FY 2008 Budget](#)

Rich Hentschel explained this resolution.

A motion was made by Member Mountsier, seconded by Member Kyle, that this resolution be recommended for adoption to the regular agenda. Motion carried.

Aye: 5 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly and Member Carter

Not Present: 1 - Member Stolman

7.8 [09-1135](#)

Ordinance abating the amount the Lake County clerk is directed to levy for the Series 2008 General Obligation Refunding Bonds (Sales Tax Alternate Revenue Source) for the 2008 assessment year as prescribed by an ordinance adopted by the Lake County Board on August 12, A.D. 2008.

A motion was made by Member O'Kelly, seconded by Member Mountsier, that this ordinance be recommended for adoption to the regular agenda. Motion carried.

Aye: 5 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly and Member Carter

Not Present: 1 - Member Stolman

7.9 [09-1136](#)

Ordinance reducing the amount the Lake County clerk is directed to levy for Special Service Area No. 10 (North Hills) for the 2008 assessment year as prescribed by an ordinance adopted by the Lake County Board and filed with the County clerk on February 11, 1997 which provides for the levy and collection of a direct annual tax sufficient to pay the principal and interest on Special Service Area No. 10 bonds.

A motion was made by Member O'Kelly, seconded by Member Mountsier, that this ordinance be recommended for adoption to the regular agenda. Motion carried.

Aye: 5 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly and Member Carter

Not Present: 1 - Member Stolman

7.10 [09-1137](#)

Ordinance abating the amount the Lake County clerk is directed to levy for the Series 2005 General Obligation Refunding Bonds (Sales Tax Alternate Revenue Source) for the 2008 assessment year as prescribed by an ordinance authorized by the Lake County Board on March 8th, A.D., 2005.

A motion was made by Member O'Kelly, seconded by Member Mountsier, that this ordinance be recommended for adoption to

the regular agenda. Motion carried.

Aye: 5 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly and Member Carter

Not Present: 1 - Member Stolman

7.11 [09-1138](#)

Ordinance abating the amount the Lake County clerk is directed to levy for the Series 2001 General Obligation Refunding Bonds (Sales Tax Alternate Revenue Source) for the 2008 assessment year as prescribed by an ordinance adopted by the Lake County Board on October 9, A.D. 2001.

A motion was made by Member O'Kelly, seconded by Member Mountsier, that this ordinance be recommended for adoption to the regular agenda. Motion carried.

Aye: 5 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly and Member Carter

Not Present: 1 - Member Stolman

7.12 [09-1127](#)

Committee Action authorizing the Information Technology Department to eliminate a vacant Sr. Cadastral GIS Technician position (Grade 10) and create an Associate Application System Analyst Programmer (Grade 11).

Attachments: [F & A IT upgrade 1.8.09](#)

Phil Balke and Rodney Marion explained this request.

A motion was made by Member Stolman, seconded by Member Carter, that this committee action item be approved. Motion carried.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

7.13 [09-1122](#)

Resolution authorizing the appointment of Robert Szarzynski, Human Resource Manager, as Lake County's IMRF Authorized Agent.

Attachments: [FA IMRF authorized agent, szar, robert Resolution 1.7.08](#)

Rodney Marion explained this resolution.

A motion was made by Member Mountsier, seconded by Member Stolman, that this resolution be recommended for adoption to the consent agenda. Motion carried.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

8. Executive Session

8.1 Executive Session to discuss a personnel matter in the County Administrator's Office

Motion by Member Stolman, seconded by Member O'Kelly, to go into executive session to discuss a personnel matter in the County Administrator's Office. Voting aye: Kyle, Mountsier, Stolman, O'Kelly Carter, Paxton. Motion carried.

Discussion.

Motion by Member Mountsier, seconded by Member Stolman, to come out of executive session. Motion carried.

8.1.a [09-1130](#)

Committee Action approving the reclassification of one (1) part-time position in the Communications Division of the County Administrator's Office.

A motion was made by Member Mountsier, seconded by Member Stolman, that this committee action item be approved. Motion carried.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

8.2 **Executive session to discuss pending litigation**

Motion by member O'Kelly, seconded by Member Mountsier, to go into executive session to discuss pending litigation. Voting aye: Kyle, Mountsier, Stolman, O'Kelly, Carter, Paxton. Motion carried.

Discussion.

Motion by Member Mountsier, seconded by Member Stolman, to come out of executive session. Motion carried.

Regular Session

During open session, Committee discussed concerns regarding procedures at Winchester House. Chair Paxton stated that there was a problem with proper documentation and certain procedures and corrections have been made. Mr. Burton reported that in-house training has been implemented, including training on filling out incident reports.

Vice-Chair Kyle expressed that low morale and self esteem is a problem among employees at Winchester House.

Mr. Burton stated that they will invite Ann Wagner to Committee to provide an update on the new procedures and how they are working.

9. **County Administrator's Report**

Julie O'Brien presented the reports for the 2008 internal control review

for the Lake County Health Department and the Planning, Building and Development Department. She stated that they are conducting internal control reviews for all departments over a five-year period.

Ms. O'Brien then presented a letter from Virchow Krause & Company that is required as a result of SAS No. 114, a new auditing standard. This became effective for the fiscal year 2008 audit and is intended to provide enhanced communication to the governing body.

9.1 Update on Job Order Contracting (JOC)

Gary Gordon updated Committee on the Job Order Contracting (JOC) process. They are working with the Lake County Contractor's Association per this Committee's request, and have conducted the first two informational sessions. They are meeting with contractors who have done business in Lake County, as well as the 17 Chambers of Commerce in Lake County. They are also working with the Gordian Group on the Lake County specific provisions and how to manage that internally, and he will bring that information back to Committee next month. He hopes to bring the award to the April board meeting.

Member O'Kelly recommended that Mr. Gordon provide information on JOC to the six new County Board Members.

Mr. Burton reported that Lake County is in the process of switching from Sprint to Verizon for cell and blackberry service.

10. Adjournment

A motion was made by Member Mountsier, seconded by Member Stolman, to adjourn at 2:52 p.m. Motion carried.

Aye: 6 - Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Minutes prepared by Mary Otahal.