

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, August 29, 2018

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. **Call to Order**

Chair Rummel called the meeting to order at 1:06 p.m.

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

Others present:

Carol Calabresa, Interim County Board Chairman

Mary Ross-Cunningham, County Board Member

Sandy Hart, County Board Member

Judy Martini, County Board Member

Tom Weber, County Board Member

Chris Blanding, Information Technology

Zach Creer, Finance and Administrative Services

Kevin Carrier, Division of Transportation

Erin Cartwright-Weinstein, Circuit Court Clerk

Jim Chamernik, Sheriff's Office

Anthony Cooling, Finance and Administrative Services

Arnold Donato, Finance and Administrative Services

Paul Fetherston, Assistant County Administrator

Matt Fronk, State's Attorney Office

Al Giertych, Division of Transportation

John George, RSM

RuthAnn Hall, Purchasing

Donna Hamm, Circuit Court Clerk's Office

David Hare, Sheriff's Office

Ryan Horne, Finance and Administrative Services

Jerial Jordan-Woods, Finance and Administrative Services

Kelly Kirkman, RSM

Lisa Kritz, Health Department

Larry Mackey, Health Department

Rodney Marion, Human Resources

Kasey Morgan, Court Administration

Debra Nieto, County Clerk's Office

Mark Pfister, Health Department

Steve Rice, State's Attorney's Office

Cindy Robers, Circuit Court Clerk's Office

Sharon Spaulding, Circuit Court Clerk's Office

Tom Struck, Sheriff's Office

Colin Theis, AFSCME Council 31

David Wathen, Sheriff's Office

Michael Wheeler, Finance and Administrative Services

Mike Schieve, Finance and Administrative Services

Conor Schultz, County Administrator's Office

*Patrice Sutton, Finance and Administrative Services
Teri White, State's Attorney's Office
Dakisha Wesley, Assistant County Board Member
Dawn Wucki-Rossbach, Sheriff's Office
Carla Wyckoff, Court Clerk*

2. Pledge of Allegiance

Member Pedersen led the Pledge of Allegiance.

3. Approval of Minutes

There were no minutes for approval.

4. Addenda to the Agenda

Deputy County Administrator Amy McEwan requested the removal of item 8.20 and requested that item 8.15 be moved after Executive Session.

A motion was made by Member Hewitt, seconded by Member Taylor, to amend the agenda to remove item 8.20 and to move 8.15 after Executive Session. The motion carried unanimously.

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

5. Public Comment

There were no comments from the public.

6. Chairman's Remarks

Chair Rummel indicated that there is an investigation regarding the use of the County's procurement card (p-card) by Aaron Lawlor. He requested that board members be mindful of what they say to prevent the investigation from being compromised.

Chair Rummel also noted that staff has placed a hard limit of \$7,000 on board member's p-cards. An independent review is underway on best practices for the County Board to consider as it relates to p-cards, expenses, and other financial procedures.

7. Old Business

Deputy County Administrator Amy McEwan remarked that a new audio system has been installed which improves sound quality for audio listeners and Board Members who participate via telephone. Due to the sensitivity of the microphones, a request was made to refrain from conversations unrelated to committee business or multiple/overlapping conversations that might negatively impact audio quality to ensure the public can clearly hear the committee meeting discussion.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.5)

LAW & JUDICIAL

8.1 [18-0954](#)

Joint resolution authorizing the application, acceptance, and emergency appropriation of a 2018 Justice Assistance Grant (JAG) in the amount of \$9,080 for the purpose of enhancing the State's Attorney's Office's capacity to provide youth awareness, education, support, and outreach in Lake County through its Young Ambassadors Board.

A motion was made by Member Durkin, seconded by Member Bartels, that items 8.1 through 8.5 under the Consent Agenda 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 [18-0958](#)

Joint resolution authorizing the acceptance of an Illinois Department of Transportation 2019 Sustained Traffic Enforcement Program (STEP) grant and an emergency appropriation in the amount of \$176,292.24.

Attachments: [SAIN 343-9769 FY19 STEP Grant Approval Packet.pdf](#)

A motion was made by Member Durkin, seconded by Member Bartels, that items 8.1 through 8.5 under the Consent Agenda 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

PUBLIC WORKS & TRANSPORTATION

8.3 [18-0959](#)

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$80,732.35 for the guardrail installation on Gages Lake Road, from Gagewood Court to Hunt Club Road, appropriating \$97,000 of Matching Tax funds, and designated as Section 18-00091-06-GM.

Attachments: [18-0959 Bid Tab, Gages Lake Road Guardrail Installation](#)
[18-0959 Justification of Bid, Gages Lake Road](#)

A motion was made by Member Durkin, seconded by Member Bartels, that items 8.1 through 8.5 under the Consent Agenda 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 [18-0952](#)

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

Attachments: [July 2018.pdf](#)

A motion was made by Member Durkin, seconded by Member Bartels, that items 8.1 through 8.5 under the Consent Agenda 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 [18-0926](#)

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

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

A motion was made by Member Durkin, seconded by Member Bartels, that items 8.1 through 8.5 under the Consent Agenda 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

REGULAR AGENDA

LAW & JUDICIAL

8.6 [18-0869](#)

Joint resolution approving an intergovernmental agreement (IGA) for contractual police services by and among the Board of Control of the Lake County Tech Campus District Number 849 (Tech Campus), Lake County and the Lake County Sheriff's Office (LCSO) in the amount of \$275,715.65.

Attachments: [2018 - 2020 Intergovernmental Agreement for a School Resource Officer f](#)

Dawn Wucki-Rossbach, Jim Chamernik, and Undersheriff David Hare, Sheriff's Office, presented. Undersheriff Hare indicated that this resolution is for an intergovernmental agreement for a full-time school resource officer. The Sheriff's Office has been working with the County Administrator's Office and the Finance and Administrative Services Department to ensure that the Sheriff's Office recoups its costs.

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

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

8.7 [18-0960](#)

Joint resolution approving an agreement between Lake County, Lake County Sheriff's Office (LCSO) and the United States (US) Navy for the housing of military detainees in the Lake County Sheriff's Adult Corrections Facility (Jail) from September 26, 2018 through March 25, 2021.

Attachments: [Agreement US Navy Great Lakes Confinement N0018918D0050.pdf](#)

Dawn Wucki-Rossbach, Jim Chamernik, and Undersheriff David Hare presented. Undersheriff Hare indicated that this agreement would be to house military detainees, on behalf of the United States Navy, in the County's jail. Upon Member Taylor's inquiry regarding how military detainees will be handled, Dave Wathen, Sheriff's Office, indicated that military detainees will be held in a segregated section in the jail. They will be escorted by military personnel to be taken to the base for court proceedings. Undersheriff Hare indicated that the County would not be responsible for the cost of their healthcare. In the event of a medical emergency, military detainees will be taken directly to the hospital. In non-emergency instances, the detainees will use the health services provided by the military.

A motion was made by Member Bartels, seconded by Member Durkin, that this item 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

HEALTH & COMMUNITY SERVICES

8.8 [18-0951](#)

Joint resolution amending the Lake County Health Department Environmental Health Fees Schedule (as authorized in Lake County Code of Ordinances Chapter 178).

Attachments: [2018 EH fees schedule PROPOSED](#)
[OWTS Fees Proposal memo](#)

Health Department Director Mark Pfister and Larry Mackey and Lisa Kritz, Health Department, presented a request to amend the fee schedule related to the Onsite Wastewater Treatment System (OTWS) Program. Mr. Mackey indicated the Health Department is trying to achieve greater compliance by reducing costs and time of billing samples for those resolving non-compliant issues and increased penalties for those who are non-compliant.

A motion was made by Member Carlson, seconded by Member Hewitt, that this item 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

PUBLIC WORKS & TRANSPORTATION

Item 8.15 was moved after 9.1's Executive Session.

8.9 [18-0986](#)

Joint resolution authorizing a one-year extension amendment to an Intergovernmental Agreement (IGA) for sanitary sewer service with the Lakes Region Sanitary District (LRSD), the Village of Fox Lake, and the Village of Volo for the connection of the South Water Treatment Facility.

Attachments: [18-0986 Fox Lake Volo IGA Extension.pdf](#)

A motion was made by Member Taylor, seconded by Member Hewitt, that items 8.9 through 8.14 and 8.16 in the Public Works and Transportation regular agenda 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

8.10 [18-0977](#)

Joint resolution authorizing a Rider to add Lake County to an existing Illinois Environmental Protection Agency (IEPA) Highway Authority Agreement between BP Products North America Inc. (BP) and the Village of Mundelein (Village), and executing a Lake County Supplemental Highway Authority Agreement, between BP and Lake County, related to property located at 4 East Hawley Street, Mundelein, Illinois.

Attachments: [18-0977 Hawley Street Supplemental HAA Rider Draft](#)
[18-0977 Hawley Street Supplemental HAA Agreement Draft](#)

A motion was made by Member Taylor, seconded by Member Hewitt, that items 8.9 through 8.14 and 8.16 in the Public Works and Transportation regular agenda 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

8.11 [18-0979](#)

Joint resolution authorizing an agreement with Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois, for Phase II design engineering services for the Grass Lake Road, Deep Lake Road to US Route 45, and Millburn Road, US Route 45 to Hunt Club Road, resurfacing and sidewalk improvement at a maximum cost of \$169,330, appropriating \$205,000 of Matching Tax funds, and designated as Section 18-00999-54-RS.

Attachments: [18-0979 Grass Lake Road and Millburn Road Resurfacing Consultant Ag](#)

A motion was made by Member Taylor, seconded by Member Hewitt, that items 8.9 through 8.14 and 8.16 in the Public Works and Transportation regular agenda be recommended for adoption to the County Board agenda. The motion carried

unanimously.

8.12 [18-0966](#)

Ordinance requesting the conveyance of parcels of land for right-of-way and temporary easements from the Village of Buffalo Grove (Village) and authorizing an agreement with the Village relating to improvements along Weiland Road, from Lake Cook Road to Deerfield Parkway, designated as Section 14-00158-11-WR, and along Weiland Road, from Deerfield Parkway to Aptakisic Road, including intersection improvements at Aptakisic Road, and designated as Section 18-00158-13-WR.

Attachments: [18-0966 Weiland \(Lake Cook Road to Aptakisic\) Village of Buffalo Grove](#)

A motion was made by Member Taylor, seconded by Member Hewitt, that items 8.9 through 8.14 and 8.16 in the Public Works and Transportation regular agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.

8.13 [18-0974](#)

Joint resolution authorizing an agreement with the State of Illinois, Illinois Department of Transportation (IDOT), for the use of federal highway funds for construction and Phase III construction engineering to reconstruct and widen Weiland Road, from Lake Cook Road to Deerfield Parkway, appropriating \$4,355,000 of ¼% Sales Tax for Transportation funds, and designated as Section 14-00158-11-WR.

Attachments: [18-0974 Weiland \(Lake Cook Road to Deerfield Pkwy\) IDOT Agreement I](#)

A motion was made by Member Taylor, seconded by Member Hewitt, that items 8.9 through 8.14 and 8.16 in the Public Works and Transportation regular agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.

8.14 [18-0975](#)

Joint resolution authorizing an agreement with Baxter and Woodman, Inc., Crystal Lake, Illinois, for Phase III construction engineering services for the widening and reconstruction of Weiland Road, from Lake Cook Road to Deerfield Parkway, at a maximum cost of \$1,001,347, and designated as Section 14-00158-11-WR.

Attachments: [18-0975 Weiland Phase III Agreement Draft](#)

A motion was made by Member Taylor, seconded by Member Hewitt, that items 8.9 through 8.14 and 8.16 in the Public Works and Transportation regular agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.

8.16 [18-0990](#)

Joint resolution approving Change Order Number One consisting of an increase of \$512,004.95, and appropriating a supplemental amount of \$260,000 of ¼% Sales Tax for Transportation funds, for engineering services for intersection improvements of Wadsworth Road at Dilleys Road, US Route 41, and Kilbourne Road, and designated as Section

13-00999-47-ES.

Attachments: [18-0990 Wadsworth Road Intersections Improvement Change Order Nur](#)

A motion was made by Member Taylor, seconded by Member Hewitt, that items 8.9 through 8.14 and 8.16 in the Public Works and Transportation regular agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.

FINANCIAL & ADMINISTRATIVE

8.17 [18-0957](#)

Resolution authorizing a purchase with Kane County Clerk's Office, Geneva, Illinois, (Kane County) for the purchase of 80 ExpressVote (American with Disabilities Act (ADA) Ballot Marking) machines (with cases) and 73 ExpressPass printers in an amount of \$165,000.

Attachments: [Bid Exempt Award Information](#)
[Sole Source Request ExpressVote](#)

County Clerk Carla Wyckoff and Debra Nieto, County Clerk's Office, indicated that state statute requires the use of Americans with Disabilities Act (ADA) compliant equipment to allow individuals with physical disabilities to vote by themselves. The County's Election Day ADA ballot marking machines are outdated and require replacements. When it absorbed the Aurora Board of Election Commission, Kane County acquired ballot marking machines and printers which are incompatible to their existing equipment. These machines and printers are compatible with Lake County's equipment and Kane County has offered to sell the equipment at a discount of approximately 50 percent. The equipment has only been used once and the warranty for the equipment will be passed along to Lake County.

A motion was made by Member Hewitt, seconded by Member Taylor, that this item 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

8.18 [18-0989](#)

Resolution authorizing a contract with Stanley Convergent Security Solutions, Fishers, Indiana, (SCSS) to upgrade the electronic door control relays, terminals, and programmable logic controller (PLC) within the Lake County Adult Correctional Facility (Adult Correctional Facility) and Community Based Corrections Center in the amount of \$199,200.

Attachments: [Bid Exempt Award Information-Stanley Security.pdf](#)
[Stanley Security Quote](#)

Jeremiah Varco, Facilities, and RuthAnne Hall, Purchasing, presented a request to upgrade the electronic door control relays, terminals, and PLC within the Lake County Adult Correctional Facility and Community Based Corrections Center. Mr. Varco

indicated that the system is beyond its useful life and Stanely is no longer able to support it.

A motion was made by Member Durkin, seconded by Member Carlson, that this item 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

8.19 [18-0999](#)

Resolution authorizing a contract with EC America, Inc., McLean, Virginia, (EC America) for staff augmentation resources in the estimated amount of \$344,240 and approving line item transfers in the amount of \$180,680.

Attachments: [Lake County - Network Engineer - Landry Tafone - July 2018](#)

[Lake County - IT Pro Service Order - John M. Gugliotta](#)

[EC America \(MTM\) Award](#)

Information Technology (IT) Director Chris Blanding indicated that there is a need for IT to be lean but agile. In order to do this, there is a need for outsourced resources to augment existing staff and provide specialized skills within Applications, Infrastructure, and Operations.

A motion was made by Member Bartels, seconded by Member Taylor, that this item 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

8.20 [18-0978](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between Lake County' Lake County Sheriff and the Illinois Council of Police (ICP) for Sworn Sheriff's Deputy Unit.

Attachments: [CBA for Sworn Sheriff Deputy's Unit.pdf](#)

This item was removed from the agenda.

8.21 [18-0980](#)

Resolution approving the Lake County (County) Fiscal Year (FY) 2019 Health Insurance Plan.

Attachments: [2019 Health Insurance Plan presentation](#)

Human Resources Director Rodney Marion presented the proposed 2018 health insurance plan. The cost of the plan is projected to increase by \$3,400,000. Premiums will increase by 5.7 percent for all employees plus an additional two percent cost share increase for employees who utilize the Preferred Provider Organization (PPO) health plan. Part-time employees who average 12 to 24 hours per week are eligible for a health insurance subsidy of 25 percent and employees who average 25 to 37.5 hours per week are eligible for a health insurance subsidy of 50 percent. The Health Savings Account

(HSA) for the Consumer Driven Health Plan (CDHP) will be reduced by \$50 for single coverage and \$100 for family coverage.

Circuit Court Clerk Erin Cartwright expressed concern regarding the rising costs for health care for employees in the Circuit Court Clerk's Office who are the lowest paid at Lake County. She indicated that these individuals were unaware that the HSA would be reduced.

Colin Theis, The American Federation of State, County and Municipal Employees (AFSCME) Council 31 spoke out against the changes in the health plan, indicating that AFSCME has been working with employees in the Circuit Court Clerk's Office to form a collective bargaining group. He cautioned against moving forward, noting that the changes in the plan have not been provided to another collective bargaining agreement in the Coroner's Office, and a claim could be filed with the Labor Board. Chair Rummel indicated that there have not been modifications to the plan. The HSA is being reduced, premiums have increased, and coverage is being offered to part-time employees, but deductibles and coverage levels remain the same. Mr. Marion indicated that the County is unable to notify the union until the County Board approves the plan. The County has to notify the union prior to the plan going into effect in which they can then state their objections. This has been the procedure the County has followed for at least 14 years and the County's labor attorneys have recommended that the County continue to follow its procedures.

Discussion ensued.

A motion was made by Member Hewitt, seconded by Member Pedersen, that this item 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

8.22 18-0988

Presentation of the 2017 Comprehensive Annual Financial Report.

Attachments: [FINAL Lake Co CAFR NON-GAS Report 2017.pdf](#)

Ryan Horne, Finance and Administrative Services, and Jon George and Kelly Kirkman, RSM (auditors for Lake County), presented the 2017 Comprehensive Annual Financial Report.

Mr. Horne thanked staff in the Finance and Administrative Services department for their assistance in the audit. Mr. Jordan indicated that this is the first year RSM conducted an audit for Lake County. He and Ms. Kirkman reviewed their findings. Ms. Kirkland indicated that the auditor found a clean, unmodified opinion. Ms. Kirman indicated that the audit did identify some control suggestions. Questions regarding the audit can be sent

directly to the auditors.

The 2017 Comprehensive Annual Financial Report was presented.

8.23 [18-0984](#)

Resolution accepting and placing on file an estimate of the annual aggregate tax levy and providing for the apportionment of estimated taxes across the various items for the Fiscal Year (FY) 2019 Appropriation Ordinance as will be adopted by the County Board of Lake County, Illinois (County Board).

Finance and Administrative Services Director Patrice Sutton reported that, in consultation with the State's Attorney's Office, it was determined that the County should provide an estimate of its annual aggregate tax levy and the apportionment of estimated taxes to comply with state statute. This allows the public advance knowledge of the County's estimated levy that will be included in the budget. She asked the this information be provided to the full board and that the County Board should accept and place this resolution on file at its September 11, 2018 meeting. She indicated that the County is only taking new growth based on estimates in consultation with the Chief County Assessment Office and the Planning, Building and Development department.

A motion was made by Member Pedersen, seconded by Member Bartels, that this item 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

9. Executive Session

Executive Session was entered into at 2:02 p.m.

A motion was made by Member Carlson, seconded by Member Hewitt, to enter 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 [18-0981](#)

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

This matter was discussed in Executive Session.

Executive Session was adjourned at 2:11 p.m.

A motion was made by Member Pedersen, seconded by Member Hewitt, 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

County Administrator Barry Burton indicated there was a need to go back into Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c) (11).

Executive Session was entered back into at 2:13 p.m.

A motion was made by Member Pedersen, seconded by Member Taylor, to go into Executive Session. The motion carried unanimously.

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

9.1.1 [18-0981](#)

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

This matter was discussed in Executive Session.

Executive Session was adjourned at 2:24 p.m.

A motion was made by Member Carlson, seconded by Member Hewitt, 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

10. County Administrator's Report

10.1 [18-1006](#)

Resolution authorizing the Vice Chairman of the County Board to act in the capacity of interim Chairman (information only).

Attachments: [18-0995 Resolution Language](#)

County Administrator Barry Burton indicated that a resolution formally identifying Carol Calabresa as Interim Chairman will be coming forward to the County Board for approval. This resolution is being brought forth out of an abundance of caution to ensure that it is clearly conveyed that the duties of the Chairman will be given to the Interim Chairman until the Chairman's return or when a new County Board Chairman is selected.

This item was discussed.

PUBLIC WORKS AND TRANSPORTATION (Continued)

8.15 [18-0985](#)

Joint resolution appropriating a supplemental amount of \$2,700,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the Rollins Road Gateway Improvement at the intersections of Illinois Route 83/Rollins Road/Hainesville Road, and designated as Section 08-00080-56-BR.

A motion was made by Member Taylor, seconded by Member Hewitt, that this item 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

County Administrator's Report

10.2 [18-0994](#)

Update on the scope of services and timeline for the review of the procurement Card policy, procedures, and practice to be completed by the Bronner Group.

Attachments: [Bronner Group](#)
[Bronner Agreement](#)
[17219 Award Information FAS Ops Assessment](#)

Finance and Administrative Services Director Patrice Sutton indicated that the Bronner Group, as part of a competitive bid process, was selected to perform an assessment of the Finance and Administrative Services Department. It is a well respected firm with substantial experience in assessment processes.

At the request of Interim Chairman Carol Calabresa, the Bronner Group was contracted on August 10, 2018, to perform a transactional review of the County's procurement card (p-card) program. The accounts being reviewed comprise more than 50 percent of the County's spend. Bronner is conducting interviews with Finance staff and high utilization departments. The final piece of the assessment is to benchmark and see how other peer counties and other governments handle their program and compare the County's program to best business practices.

Ms. Sutton indicated that the County relies on departments to ensure that goods and services are received. Each department has an administrator that collects receipts and matches them to statements. She noted that there has been an increase in p-card use, resulting in larger rebates to the County.

Discussion ensued.

An update was provided.

10.3 [18-0997](#)

Discussion for the potential of a third Procurement Card Review to be completed by a law firm.

Chair Rummel indicated that he would like to have an independent review of the County Board's spending policies to ensure that the rules and policies that are in place are as transparent as possible. This review would include whether there should be a vendor disclosure form and how the County processes expenses and reimbursements.

Discussion ensued.

This item was discussed.

10.4 [18-0998](#)

Presentation on Vendor Disclosure practices.

Attachments: [vendor disclosure memo 8-2018 final](#)

Finance and Administrative Services Director Patrice Sutton provided a presentation on vendor disclosure. She indicated that Lake County's policy places the onus on staff members to identify familial relations with potential vendors. She indicated that Kane, McHenry, and Will Counties have a similar policy. DuPage County requires a disclosures form for campaign contributions and Cook County and several other entities do have disclosure forms for familial relations.

Ms. Sutton offered three options including continuing to research best business practices, strengthen the County's policy by broadening its Request For Proposal (RFP) confidentiality statement to include the disclosure of familial relations, or incorporating a formal disclosure form to disclose campaign contributions and familial relations.

Discussion ensued. County Administrator Barry Burton indicated Lake County's ethics ordinance is one of the most rigid in the state. County Board Member Hart indicated that completing a disclosure form would not prohibit the vendor from having a contract with the County, but would be more of a protective measure for public perception.

Discussion continued.

11. **Members Remarks**

There were no remarks from the members.

12. **Adjournment**

The meeting was adjourned at 2:58 p.m.

A motion was made by Member Durkin, 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: September 26, 2018

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice Chairman

Financial and Administrative Committee