

Lake County Illinois

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



Meeting Minutes - Final

Thursday, June 6, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/4bQjorl>

Financial & Administrative Committee

1. Call to Order

Chair Frank called the meeting to order at 8:30 a.m.

2. Pledge of Allegiance

Member Clark led the Pledge of Allegiance.

3. Roll Call of Members

Present 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

** Member Parekh joined the meeting at 8:36 a.m.*

Other Attendees

In Person:

*Sandy Hart, Board Chair
Carissa Casbon, Board Member
Bob Glueckert, Chief County Assessment Officer
Kevin Considine, Lake County Partners
Jenny Brennan, Communications
Elizabeth Nelson, County Administrator's Office
Tammy Chatman, Communications
Patrice Sutton, County Administrator's Office
Matt Meyers, County Administrator's Office
Jim Hawkins, County Administrator's Office
RuthAnne Hall, County Administrator's Office
Dan Eder, County Administrator's Office
Chris Blanding, Enterprise Information Technology
Jennifer Serino, Workforce Development
Melissa Gallagher, Finance
Carl Kirar, Facilities and Construction Services
Jennifer Serino, Workforce Development
Erika Osinski, Human Resources
Darcy Adcock, Human Resources
Kristy Cechini, County Board Office*

Electronically:

*Mary Ross Cunningham, Board Vice Chair
Gina Roberts, Board Member
Theresa Glatzhofer, County Board Office
Janna Philipp, County Administrator's Office
Jolanda Dinkins, County Board Office
Elizabeth Brandon, County Administrator's Office
Shane Schneider, Division of Transportation*

Jo Gravitter, State's Attorney's Office
Austin McFarlane, Public Works
Carrie Flanigan, State's Attorney's Office
Ruby Bahena, Finance
Melanie Nelson, State's Attorney's Office
ShaTin Gibbs, Finance
Abby Krakow, Communications
Mary Crain, Division of Transportation
Nick Principali, Finance
Jon Nelson, Division of Transportation
Claudia Gilhooley, 19th Judicial Circuit Court
Demar Harris, Workforce Development
Dustin Smothers, Division of Transportation
Errol Lagman, Finance
Heidie Hernandez, Enterprise Information Technology
Yvette Albarran, Purchasing
Nicole Farrow, State's Attorney's Office
Jim Chamernik, Sheriff's Office
Keith Caldwell, GIS Team
JazMine' Evans, Finance
Jazmin Padron, Human Resources

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment

There was no public comment on items not on the agenda.

6. Chair's Remarks

There were no remarks from the Chair.

7. Unfinished Business

7.1 [24-0670](#)

Joint resolution authorizing a contract with Muscat Co., Dundee, Illinois, for fire hydrant preparation and painting at various locations within Lake County Public Works operating systems in the estimated annual amount of \$60,950, with renewal options.

Attachments: [24-0670 Hydrant Painting Bid Final](#)
[24-0670 Hydrant Painting Bid Tab FINAL](#)
[24-0670 Hydrant Painting Muscat Vendor Disclosure Form](#)

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be put on the floor.

Item 7.1 was postponed due to being postponed at the June 5, 2024 Public Works and Transportation Committee meeting.

A motion was made by Member Clark, seconded by Member Danforth, that this item be postponed to the June 26, 2024 Financial and Administrative Committee meeting. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Not Present: 1 - Member Parekh

8. New Business

CONSENT AGENDA (Items 8.1 - 8.3)

HEALTH & COMMUNITY SERVICES

8.1 [24-0669](#)

Joint resolution accepting the Illinois Department of Public Health (IDPH) grant and authorizing an emergency appropriation in the amount of \$10,000 for the Local Health Protection grant.

Attachments: [LHPG STI Grant Increase \\$10K](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Not Present: 1 - Member Parekh

LAW & JUDICIAL

8.2 [24-0722](#)

Joint resolution authorizing the acceptance, and emergency appropriation of \$50,000 in additional funding for the Violence Interruption Program Grant that is administered through the Illinois Criminal Justice Information Authority (ICJIA).

Attachments: [ARPA VPR Resolution 823601 \\$50K](#)
[823061 Lake County SAO - Designation Increase Memo](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Not Present: 1 - Member Parekh

PUBLIC WORKS & TRANSPORTATION

8.3 [24-0710](#)

Joint resolution authorizing an agreement with DLZ Illinois, Inc., Chicago, Illinois, for the 2024 ITS PASSAGE Field Elements Phase II design engineering services, adding approximately 10 Pan Tilt Zoom (PTZ) cameras, two miles of conduit and fiber optic cable, two wireless connections, one cellular connection, and one new video detection system to expand the Lake County PASSAGE network along various routes in Lake County at a maximum cost of \$90,397, and appropriating \$108,500 of ¼% Sales Tax for Transportation funds.

Attachments: [24-0710 Agreement, 2024 PASSAGE Field Elements](#)
[24-0710 Vendor Disclosure, DLZ](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Vice Chair Vealitzek, 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: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Not Present: 1 - Member Parekh

REGULAR AGENDA

LAKE COUNTY PARTNERS

8.4 [24-0665](#)

Lake County Partners Update.

Attachments: [F&A Update 6-6-24v2](#)

Kevin Considine, Lake County Partners President / Chief Executive Officer, presented the Lake County Partners update. Discussion ensued.

Member Parekh joined the meeting at 8:36 a.m.

HEALTH & COMMUNITY SERVICES

8.5 [24-0676](#)

Joint resolution authorizing an emergency appropriation in the amount of \$143,033.05 of expenditures from the Opioid Settlement Fund (Fund 771) for additional contractual expenses, stipends, and staff salary.

Attachments: [FY24 emergency appropriation 5.20.24](#)

Melissa Gallagher, Interim Chief Financial Officer, and Elizabeth Nelson, Opioid Coordinator, provided an overview of the Opioid Settlement Funding to cover the salary for the Opioid Coordinator and other contractual expenses.

A motion was made by Member Parekh, seconded by Member Kyle, that this

resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.6 [24-0721](#)

Joint resolution approving the Workforce Development Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans, Memorandum of Understanding (MOU) with the Job Center of Lake County, and authorizing the execution of all necessary correspondence to submit these plans to the Illinois Department of Commerce and Economic Opportunity (DCEO).

Attachments: [Workforce Development Department Planning Cycle June 2024](#)
[2024 LWIA1 MOU 5-29-24](#)
[EDR 4 - Regional Plan - FINAL DRAFT](#)
[LWIA 1 LCWDB-Local Plan 2024](#)
[Workforce Development WIOA Plan and MOU Presentation June 2024](#)

Jennifer Serino, Workforce Development Director, provided a summary of the Workforce Development Workforce Innovation and Opportunity Act four-year regional and local plans, along with the Memorandum of Understanding with the Job Center of Lake County. Discussion ensued.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

LAW & JUDICIAL

8.7 [24-0708](#)

Joint resolution authorizing the emergency appropriation of the Lake County Children's Advocacy Center (LCCAC) program funding, awarded by the Department of Children and Family Services (DCFS) through the Children's Advocacy Center of Illinois in the amount of \$331,269.86 for previously awarded and appropriated funds and an additional new grant amount.

Attachments: [24-0708 FAS LCCAC DCFS FY24 6.11.2024](#)
[Lake County FY24 Subcontract Sub-grant Agreement Initialed 5-15-2024](#)

Jo Gravitter, Chief of Administration, State's Attorney's Office, provided a summary of the emergency appropriation to transfer funds to the Children's Advocacy Center budget and the Cost of Living Adjustment increase.

A motion was made by Vice Chair Vealitzek, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The

motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.8 [24-0699](#)

Joint resolution authorizing execution of a contract with Campanella & Sons, Inc., of Wadsworth, Illinois, in the amount of \$2,208,279.35 for the Lake County Public Works (LCPW) Pekara Water System Lake Michigan Water Interconnect Project.

Attachments: [24-0699 Pekara Campanella Front End Bid Docs](#)
[24-0699 Pekara Campanella Maps](#)
[24-0699 Pekara Campanella Vendor Disclosure](#)
[24-0699 Pekara Campanells Bid Tab](#)

Austin McFarlane, Public Works Director, provided a summary of the project to have the Lake County unincorporated residents receive Lake Michigan water.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

FINANCIAL & ADMINISTRATIVE

Chief County Assessment Office

8.9 [24-0355](#)

Resolution declaring that the number of appeals annually filed with the Board of Review creates an emergency situation causing the need for an expanded Board of Review.

Bob Glueckert, Chief County Assessment Officer, provided information on the expanded Board of Review and the number of members and alternate members. Discussion ensued.

A motion was made by Member Clark, seconded by Vice Chair Vealitzek, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Facilities and Construction Services

8.10 [24-0727](#)

Resolution authorizing execution of a contract with HEPA, Inc. of Chicago, Illinois in the amount of \$42,730 for the Asbestos Abatement for Lake County Administrative and Courts Complex.

Attachments: [24310 Bid Final](#)
[24310 Bid Tab](#)
[Vendor Disclosure Form](#)

Carl Kirar, Facilities and Construction Services, provided a summary of the Asbestos Abatement for the County Administrative and Courts Complex. Discussion ensued.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.11 [24-0761](#)

Director's Report - Facilities and Construction Services.

Attachments: [ROC Facility_ROC Facility Project Update_06JUN24](#)

Carl Kirar, Facilities and Construction Services, presented on the Regional Operations and Communications (ROC) Facility update. Discussion ensued.

Human Resources

8.12 [24-0688](#)

Resolution authorizing a contract with AED Professionals, Palatine, Illinois, for the replacement of AED's (Automated External Defibrillator) and associated cases in the amount of \$266,549.

Attachments: [AED Unit Quote](#)
[Wifi Adapter Quote](#)
[Vendor Disclosure 2024](#)

Darcy Adcock, Interim Human Resources Director, introduced Erika Osinski, Risk Manager, who provided an overview of the purchase of new Automated External Defibrillators (AED). Discussion ensued.

Member Danforth left the meeting at 9:30 a.m.

A motion was made by Member Kyle, 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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Not Present: 1 - Member Danforth

8.13 [24-0709](#)

Resolution authorizing a contract with Insurance Program Managers Group, St. Charles, Illinois, (IMPG) for third party administration of civil, auto, workers

compensation, and property claims in an estimated amount of \$133,648.

Attachments: [2024-5-22 Agreement 24243 Third Party Adm for Workers Compensation Post - Score Matrix Summary RFP24243-Vendor Disclosure Statement RFP #24243](#)

Erika Osinski, Risk Manager, provided a summary of the contract for a third party to do the administration of civil, auto, workers compensation, and property claims. Discussion ensued.

A motion was made by Member Parekh, 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: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Not Present: 1 - Member Danforth

Enterprise Information Technology

8.14 [24-0724](#)

Resolution authorizing a contract with CDW-G of Vernon Hills, Illinois in the amount of \$113,160 for Information Technology Service Management (ITSM) software licensing and support.

Attachments: [24-0724 - FreshWorks QUO](#)
[24-0724 FreshWorks VDS](#)
[24-0724 FreshWorks SOW2](#)

Chris Blanding, Chief Information Officer, provided a summary of the contract with CDW for updated software. Discussion ensued.

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

Aye: 6 - Member Clark, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Not Present: 1 - Member Danforth

Finance

8.15 [24-0673](#)

Finance Monthly Report - April 2024

Attachments: [Monthly Financial Report April 2024.pdf](#)

Member Danforth joined the meeting at 9:46 a.m.

Chair Frank left the meeting at 9:46 a.m. and returned at 9:48 a.m.

Melissa Gallagher, Interim Chief Financial Officer, presented the April 2024 Finance Monthly Report. Discussion ensued.

Vice Chair Vealitzek left the meeting at 9:51 a.m.

County Administration

8.16 [24-0690](#)

County Administrator's Office Annual Update.

Attachments: [Annual Update - CAO 2024](#)

Patrice Sutton, County Administrator, presented the County Administrator's Office annual update along with Dan Eder, EMA Manager, who presented on the Emergency Management Agency and Tammy Chatman, Chief Communication Officer, who presented on the Communications Department. Discussion ensued.

Vice Chair Vealitzek joined the meeting at 9:53 a.m.

9. County Administrator's Report

Patrice Sutton, County Administrator, stated the position 41096 within the State's Attorney's Office position was promoted through Career Path. No action is needed but wanted the Committee to be aware.

10. Executive Session

The Committee did not enter into Executive Session.

11. Member Remarks and Requests

Chair Frank stated he was able to attend a portion of the Division of Transportation (DOT) public meeting related to the Lake County Pathways. Chair Frank noted that the DOT team did a fantastic job and he was very impressed.

Member Parekh asked about having a master plan for landscaping at the Libertyville Campus. Discussion ensued.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:34 a.m.

Next Meeting: June 27, 2024

Minutes prepared by Kristy Cechini.

Minutes were approved on June 27, 2024 by the Financial and Administrative Committee.