

Lake County Illinois

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



Agenda Report - Final

Thursday, March 9, 2023

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/3xX4TAd>

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options):

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 18 N. County Street, Waukegan, Illinois.
- (2) Remote attendance by registering using the link on the front page of this agenda.

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT: Live public comment will be available for those attending in-person and through an electronic conferencing application (register via the link on the front page of the agenda). In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item. Public Comment may proceed in the following order: (1) Public Comment by individuals in attendance and then (2) Public Comment by individuals attending remotely through an electronic conferencing application.

Individuals may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office 18. N. County Street, Waukegan, Illinois, (10th floor)). Written comments will be circulated to the Members, but not read aloud.

Individuals providing Public Comment will provide the following information:
Meeting: Financial and Administrative Committee (Subject line for written Public Comment)

Topic or Agenda Item: # (REQUIRED)

Name: (REQUIRED)

Organization/Entity Represented: (REQUIRED) ("Self" if representing self)

Street Address, City, State: (Optional)

Phone Number: (Optional)

Email: May be REQUIRED for remote attendance

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Members
4. Addenda to the Agenda
5. Public Comment (Items Not on the Agenda)
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (Items 8.1 - 8.9)

REPORTS

8.1 [23-0393](#)

Treasurer Holly Kim's Cash & Investment Report November 2022.

Attachments: [Treasurer Holly Kim's Cash & Investment Report November 2022](#)

[Treasurer Holly Kim's Cash & Investment Report November 2021](#)

HEALTH & COMMUNITY SERVICES

8.2 [23-0288](#)

Joint resolution approving the Program Year (PY) 2023 Lake County Affordable Housing Program (LCAHP) grant awards.

- In December 2022, Community Development staff received applications for eligible affordable housing programs and projects.
- The available affordable housing funding includes \$281,000 of LCAHP Funds. The Fiscal Year (FY) 2023 budget for Affordable Housing is \$270,000. In addition to the budget, the recommended programming includes reallocation of a project from 2019 that has been cancelled in the amount of \$10,000, as well as \$1,000 in program revenue from Prairie View Apartments.
- On February 27, 2023, the Housing and Community Development Commission voted to recommend LCAHP funds to the following:
 - Catholic Charities - \$91,000 for rapid rehousing;
 - Community Partners for Affordable Housing - \$40,000 for the support of housing assistance programs; and
 - Lake County Housing Authority - \$150,000 for a Landlord Outreach Program.
- Lake County Community Development receives a transfer of \$30,000 from the General Fund to administer this program separate from the Affordable Housing budget.

Attachments: [Housing Funding Board Memo PY2023](#)

8.3 [23-0289](#)

Joint resolution approving the HOME-ARP Allocation Plan as the Sixth Amendment to the Program Year (PY) 2021 Annual Action Plan (AAP).

- The American Rescue Plan Act (ARPA) authorized HUD to allocate HOME-ARP funds to Participating Jurisdictions (PJs) that qualified for an allocation of HOME funds in Fiscal Year (FY) 2021.
- Qualifying PJs are required to submit a HOME-ARP Allocation Plan to HUD as a Substantial Amendment to their PY 2021 AAP.
- The Lake County HOME-ARP Allocation Plan details the consultation process, housing needs and gaps, the planned use of HOME-ARP funds and estimate of the number of housing units the PJ will produce.

Attachments: [HOME-ARP-Allocation-Plan-Lake County](#)

8.4 [23-0295](#)

Joint resolution approving an Intergovernmental Agreement (IGA) between Lake County and the Waukegan Park District for the completion of 24 CFR Part 58 Environmental Review Records (ERRs).

- The Waukegan Park District (WPD) is the recipient of HUD Community Project Funding (CPF) for their Carnegie Museum Project and is in need of an Environmental Review Record (ERR).
- Lake County has already completed an ERR for Community Development Block Grant (CDBG) funding allocated to the project.
- Lake County, as a unit of general local government, is a Responsible Entity (RE) and authorized to perform ERRs on behalf of the WPD.
- The attached Intergovernmental Agreement (IGA) has been reviewed by the State's Attorney's Office (SAO) and defines the terms and conditions for the completion of the ERR.

Attachments: [IGA Environmental Review CPF WPD](#)

8.5 [23-0333](#)

Joint resolution authorizing a contract with the Pat Davis Design Group, Inc., Sacramento, California, for a 12-month agreement with a budget of \$48,000 to provide ongoing professional services and support in the execution of the Lake County Workforce Development Board (LCWDB) Strategic Outreach and Communication Plan.

- The Lake County Workforce Development Board issued a Request for Proposal (RFP) for ongoing professional services and support for the execution of the Workforce Development Board Strategic Marketing and Communication Plan as budgeted in the Workforce Innovation and Opportunity Act (WIOA) grant.
- Lake County received six proposals that were evaluated against the RFP criteria. The evaluators recommend entering a contract with Pat Davis Design Group, Inc.

- The contract term will be March 15, 2023 to March 14, 2024 with a budget of \$48,000 and an option to renew for up to four additional 12 month periods based on performance and available WIOA funding.

Attachments: [Agreement](#)
[RFP Final Document](#)
[2023 - 2024 Vendor Disclosure Statement](#)
[Post Score Matrix Summary](#)

8.6 [23-0334](#)

Joint resolution accepting the National Association of County and City Health Officials grant and authorizing an emergency appropriation in the amount of \$120,000 for the Local Health Department Healthcare-Associated Infections and Antimicrobial Resistance grant.

- The \$120,000 National Association of County and City Health Officials grant will fund temporary program staff, trainings, printing, postage and offset existing staff salaries and fringe benefits.
- The \$120,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2023 budget.
- The grant award will be for the period February 1, 2023, through July 31, 2023.
- If funding for the position and services end, and new funding is not secured, the position and services will be eliminated.

Attachments: [NACCHO HAI-AR](#)

8.7 [23-0335](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$50,604 for the Local Health Department Overdoses Surveillance and Response grant.

- The \$50,604 Illinois Department of Public Health grant will fund printing, software maintenance, indirect expenses, and offset existing staff salaries and fringe benefits.
- The \$50,604 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2023 budget.
- The grant award will be for the period September 1, 2022, through August 31, 2023.

Attachments: [Overdose Surveillance and Response \\$50,604](#)

8.8 [23-0336](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$11,896 for the Local

Health Department Overdoses Surveillance and Response grant.

- The \$11,896 Illinois Department of Public Health grant will offset existing staff salaries and fringe benefits.
- The \$11,896 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2022 budget.
- The grant award will be for the period September 1, 2022, through August 31, 2023.

Attachments: [Overdose Surveillance and Response \\$11,896](#)

FINANCE

8.9 [23-0360](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2023 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- Since all unused appropriations lapse at the end of each fiscal year, it is necessary to "carry over" unspent budget authority from one fiscal year to the next under certain conditions as defined in the County's Budget Policies.
- These carryover requests include contracts which were unable to be completed in FY 2022 and uncompleted or ongoing projects that will not be complete until FY 2023.
- These items must be authorized through what is termed an "emergency appropriation" in order to transfer the budget authority that was previously granted in FY 2022 to FY 2023. The detailed accounts are included in the attachment.

Attachments: [Mar-23 Carryovers - Final](#)

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.10 [23-0311](#)

Joint resolution approving the Program Year (PY) 2023 Video Gaming Revenue grant funding recommendations in the amount of \$640,000.

- The Lake County Board annually acts on the Video Gaming Revenue (VGR) award recommendations that are developed on the basis of the VGR policy. The policy outlines procedures for: capturing video gaming administrative, legal, and enforcement costs; and evaluating and possibly funding social programs, projects (excluding capital improvements), and/or services that benefit Lake County residents.
- In December 2022, Community Development received applications for \$913,884 in available VGR funds.
- On February 22, 2023, the Housing and Community Development Commission (HCDC) approved VGR funding recommendations detailed in the attached memo,

totaling \$640,000 for the following:

- 211 information and referral services;
- Gambling education and outreach;
- Gambling addiction services;
- Financial literacy services; and
- Behavioral health services.

Attachments: [Video Gaming Revenue Board Memo 2023](#)

[3.3.1 Video Gaming Revenue Policy 11.10.2020](#)

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.11 [23-0374](#)

Resolution authorizing an agreement with Cotter Consulting, Chicago, Illinois, to provide Professional Project Management Services for the Depke Renovation Improvement Project in an amount of \$500,000.

- As part of the Coronavirus State and Local Recovery Funds (CSLFRF) as part of the American Rescue Plan Act federal grant process, funding was appropriated for the Depke Phase 2 Bridge Project.
- Lake County issued a Statement of Interest number 23000 which described the need for professional project management services for the Depke Juvenile Courts and Detention Facility renovation improvement project.
- Project management services are needed to augment staff resources in the field to provide oversight to coordinate, monitor and meet critical milestones for multiple improvement work phases to the Juvenile FACE-IT program, Court office and public meeting spaces, Juvenile Intake, and Women's Residential Services area.
- Solicitations were sent to 37 firms, and responses were received from three.
- In accordance with the Local Government Professional Services Selection Act, a selection Committee evaluated and interviewed the three top ranked firms, and Cotter Consulting, Chicago, Illinois, was determined to be the most qualified firm and negotiations were conducted.
- To fulfill the Board's priorities and direction, County Administration recommends the County enter into a contract with Cotter Consulting in the amount of \$500,000.

Attachments: [23000 Agreement-Signed](#)

[23000 Scoring Matrix for Board Approval](#)

[Vendor Disclosure Form](#)

[LT_CCI_Lake Co Depke Fee Proposal_20230214 r 2.20.23](#)

[SOI 23000 Final](#)

8.12 [23-0373](#)

Resolution authorizing an agreement with HDR, Inc., Chicago, Illinois for professional

services to support the Administrative Tower Elevator Modernization Project, in the amount of \$96,000.

- As part of the Fiscal Year 2023 Capital Budget Process and Facilities Capital Improvement Plan, Administrative Tower Elevator Modernization Project was authorized.
- There is a need for elevator modernization for the four traction elevators in the Administrative Tower located in Waukegan, Illinois.
- Architectural and Engineering services will include the rework of previously completed construction drawings for the Tenth Floor Remodeling Project to isolate and identify the remaining scope of work needed to complete the Elevator Modernization.
- In accordance with the Local Government Professional Services Selection Act, a firm may be selected directly by the County based on a prior satisfactory relationship; the recommended consultant is HDR, Inc.
- This resolution authorizes the execution of an agreement with HDR, Inc., Chicago, Illinois, in an estimated amount of \$96,000 including travel expenses.

Attachments: [Vendor disclosure statement](#)
[23038 Agreement Draft](#)
[Final HDR Proposal dated 2.14.23](#)

8.13 [23-0355](#)

Director's Report - Facilities and Construction Services.

- Review of Job Order Contracting (JOC) project exceeding \$350,000.

Attachments: [JOC Over \\$350K Memorandum](#)

Human Resources

8.14 [23-0363](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Illinois Council of Police Animal Care and Control Chapter, Lake County Board of Health and the Lake County Board.

- This is a four-year agreement retroactive to December 1, 2021 through November 30, 2025 and covers approximately nine positions in the Animal Care and Control Unit.
- Wage settlement of
 - 2.5 percent on December 1, 2021
 - 3.25 percent on December 1, 2022
 - "Same As" on December 1, 2023
 - "Same As" on December 1, 2024
- All bargaining unit position pay ranges were increased (adjusted) to accurately reflect non-union pay ranges. With the exception of the kennel tech, all other bargaining unit employees' wages were within the newly adjusted pay ranges.

Part-time kennel tech positions increased to \$15.00 per hour.

- Modifies to how the Discretionary Performance Incentive is awarded: 1.5 percent increase every three years, paired with an annual performance evaluation score of at least 4.2. There is no maximum number of increases an employee can receive.

Attachments: [Lake County and ICOP \(Animal Control\) CBA \(Clean Copy\)](#)

[Lake County and ICOP \(Animal Control\) CBA \(with amendments 12-19-2\)](#)

8.15 [23-0380](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Illinois Council of Police (ICOP) Clerical Employees.

- This is a five-year agreement retroactive to December 1, 2022 through November 30, 2027 and covers 15 positions in the Sheriff's Clerical Employees Unit.
- Wage settlement of:
 - 2.75 percent on December 1, 2022.
 - Same as non-union on December 1, 2023, thru December 1, 2025 with a minimum of 2.25 percent and a maximum of 2.75 percent.
 - Same as non-union on December 1, 2026.
- The unit agreed to a new salary step schedule.
- Holidays will mirror County Policy.

Attachments: [LCSO ICOP Clerical 2022-2027.Clean Final Copy](#)

[LCSO_ICOP Clerical_2022-2027.Redline Final Copy](#)

8.16 [23-0401](#)

Committee action approving a one-time increase for Planning, Building, and Development position 34057.

Attachments: [PBD Additional One Time Increase Position 34057 3 3 23](#)

8.17 [23-0402](#)

Committee action approving the reclassification and one-time increase for Division of Transportation position 29057.

Attachments: [DOT Reclassification One time Increase Position 29057 3 3 23](#)

8.18 [23-0096](#)

Director's Report - Human Resources.

Enterprise Information Technology

8.19 [23-0396](#)

Resolution approving the Lake County Cyber Security Awareness Training Policy.

- Although Lake County has had a Cyber Security Awareness Training Program in place for several years, this new policy formalizes the program to include the scope, authorities, and general guidelines.
- This policy directs and authorizes the County Administrator to develop and issue directives and procedures for the effective implementation and enforcement of this policy and to adapt to changing circumstances and business needs, consistent with County's commitment to maintaining cyber security.
- The Cyber Security & Infrastructure Security Agency (CISA) recommends that all federal, state and County governments implement regular cyber security awareness training to reduce the risk and impact from cyber security threats by educating employees on their role in combatting these threats.

Attachments: [Proposed - 5.2 Cyber Security Awareness Training Policy 3.3.23](#)

8.20 [23-0097](#)

Director's Report - Enterprise Information Technology.

Finance

8.21 [23-0390](#)

Finance Department Monthly Report - January 2023.

Attachments: [Monthly Financial Report - January 2023.pdf](#)

8.22 [23-0098](#)

Director's Report - Finance.

County Administration

8.23 [23-0408](#)

Resolution authorizing an emergency appropriation in the amount of \$155,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for personal protective equipment (PPE) Stockpile storage, and ARPA plan administrative support.

- The ARPA was signed into law on March 11, 2021 and Lake County received approximately \$135,293,758 from the US Treasury.
- The funds can be used for needs associated with public health, to counteract negative economic impacts, provide services to disproportionately impacted communities, for infrastructure, to provide premium pay, to replace lost revenue, and for administrative purposes during a period from March 3, 2021 to December 31, 2026.
- Lake County manages and stores personal protective equipment (PPE) stockpile

with a current lease expiring in July 2022. Additional time is necessary to store the PPE materials and funds are needed to extend the lease for one additional year and accommodate the decommissioning of the warehouse. The total needed for this purpose is \$125,000.

- Lake County has been using a consultant to support the execution of the County's overall ARPA Investment Plan. Additional consultant funding of \$30,000 is necessary to complete the County's implementation of the external community-focused application program.
- Authority to spend appropriated funds and execute any and all agreements with partners related to this allocation and distribution of Coronavirus State and Local Fiscal Recovery Funds is delegated to the County Administrator or their designee(s).

Attachments: [ARPA Appropriation 3.9.23](#)

8.24 [23-0417](#)

Update on Congressional Funding Applications.

9. County Administrator's Report

10. Executive Session

10.1 [23-0406](#)

Executive Session to discuss purchase or lease of real property pursuant to 5 ILCS 120/2(c)(5).

11. Members' Remarks

12. Adjournment

Next Meeting: March 30, 2023