

Lake County Illinois

Meeting held by Video Conference

Physical Location:

18 N County Street (10th Floor), Waukegan, IL 60085



Agenda Report - Final

Thursday, September 9, 2021

8:30 AM

Meeting held by video conference. The public can register to attend remotely at <https://bit.ly/2WFFTt3>

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the current Gubernatorial Disaster Proclamation, and the Chair's Written Determination, this meeting will be held by audio and video conference.

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options): (1) remote / virtual attendance through registration at the link on the front page of this agenda, or (2) in-person attendance (to view the virtual meeting on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois.)

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

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. 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. Individuals attending in-person or remotely may present their Public Comment during the meeting. Individuals not in attendance 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)).

Public Comment will proceed in the following order: (1) Public Comment by individuals who are attending remotely / virtually, (2) Public Comment by individuals in attendance on the 10th Floor, and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- * Meeting: F&A (Subject line for written Public Comment)
- * Name (REQUIRED)
- * Topic or Agenda Item # (REQUIRED)
- * Street Address, City, State (Optional)
- * Phone Number (Optional)
- * Organization/Agency/etc. Represented (If representing yourself, put "Self")

***To view County Board Rules, click here: <https://bit.ly/3idRdrV> ***

0. [21-1171](#)

Chair's determination of need to meet by audio or video conference.

Attachments: [Determination - Chair Hart 7.30.21\[379\]](#)

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**

7.1 [21-1270](#)

Resolution on the addition of a Paid Parental Leave policy to the Employee Policies and Procedures Manual.

- The Human Resources Department will periodically review and recommend updates to employee policies in accordance with current best practices.
- The County does not currently have a paid parental leave policy.
- The Human Resources Department recommends the adoption of a Paid Parental Leave policy.

Attachments: [Section 4.13 Paid Parental Leave](#)
[Section 4.13 Paid Parental Leave v2](#)

8. **New Business**

CONSENT AGENDA (Items 8.1 - 8.6)

LAW & JUDICIAL

8.1 [21-1311](#)

Joint Resolution authorizing the application, acceptance, and emergency appropriation of a Fiscal Year (FY) 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$5,000 for the purpose of enhancing the State's Attorney's Office's capacity to provide intimate partner violence prevention education and outreach.

- Under this JAG program, the City of Waukegan, the City of Zion, and Lake County on behalf of the Lake County State's Attorney's Office, are eligible for a joint award of \$39,442 in FY 2021 grant funds.
- The potential allocation of the eligible funds is \$5,000 to Lake County on behalf of the State's Attorney's Office, \$24,697 to the City of Waukegan, and \$9,745 to the City of Zion.
- The State's Attorney's Office will use the \$5,000 for printed materials and social media outreach, informing the Lake County community about intimate partner violence.
- The source of program funding is 100 percent federal JAG; no match is required.

Attachments: [2021 JAG-MOU](#)

[FY21 JAG Grant Accounting](#)

HEALTH & COMMUNITY SERVICES

8.2 [21-1228](#)

Joint resolution accepting the Aetna Better Health of Illinois grant and authorizing an emergency appropriation in the amount of \$250,000 for the Diabetes Care Initiative grant.

- The \$250,000 Aetna Better Health of Illinois grant will be used to support salaries, fringe benefits, A1C point of care testing machines, and glucose monitoring kits.
- The \$250,000 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) 2021 budget.
- The grant award will be for the period July 1, 2021 through June 30, 2023.

Attachments: [ABHIL \\$250K](#)

8.3 [21-1237](#)

Joint resolution approving the Second Amendment to Program Year (PY) 2021 the U.S. Department of Housing and Urban Development (HUD) Annual Action Plan (AAP).

- HUD requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- The second amendment to the PY 2021, approved by the Lake County Housing and Community Development Commission (HCDC) on August 25, proposes the following changes:
 - Supplemental funding for previously approved projects including a senior housing construction, affordable housing rehab and resale, a community integrated living arrangement and down payment assistance.
 - Reallocation of prior program year funding to support the acquisition and rehabilitation of scattered site properties from the Lake County Housing Authority (LCHA).
 - Change in subrecipient from Lake County Administrators Office to the Independence Center for facility improvements at the Living Room Wellness Center.
- Contingency fund approvals will be subject to specific administrative approval mechanisms and Board Committee reporting requirements for contract contingencies.

Attachments: [PY21 AAP Second Amendment DRAFT.pdf](#)

[Emergency Appropriation 2021-09 - Program Income.pdf](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.4 [21-1302](#)

Joint resolution authorizing an agreement with BLA, Inc., Itasca, Illinois, for a non-motorized crossing study at various locations in Lake County, at a maximum cost of \$66,067 and appropriating \$80,000 of ¼% Sales Tax for Transportation funds.

- The Lake County Division of Transportation (LCDOT) has identified 12 uncontrolled, non-motorized facility crossings of multi-lane highways, and desires to perform a study to determine potential improvements to increase safety at these locations.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- LCDOT's Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.
- LCDOT received and evaluated Statements of Interest and Qualifications from eight professional firms, of which three were short-listed and presented to a consultant selection committee.
- This study is included in the Transportation Improvement Program and is designated as Section 21-00999-84-ES.

Attachments: [21-1302 Consultant Agreement, Non-Motorized Crossing Study](#)

[21-1302 Vendor Disclosure, BLA Crossing Study](#)

[21-1302 Location Map, Non-Motorized Crossing Study](#)

911 CONSOLIDATION

8.5 [21-1307](#)

Joint resolution approving a second 12-month (no-cost) extension to the Intergovernmental Agreement (IGA), on behalf of the Lake County Sheriff, Lake County Emergency Telephone System Board (ETSB), and the Lake County Board, to remain a member of the Regional 9-1-1 Consolidation Implementation Governance Committees formed by 21 independent Public Safety Entities in Lake County.

- Original IGA expired on September 6, 2020.
- 9 1 1 Consolidation Policy Committee approved the first 12-month extension to September 6, 2021 on August 20, 2020.
- 9 1 1 Consolidation Policy Committee approved a second 12-month extension to September 6, 2022 on August 5, 2021.
- Continuation of the IGA provides the opportunity to seamlessly complete an ongoing procurement of 9-1-1 technology as well as to develop agreements that support future consolidation pathways.

Attachments: [a-Original 911 IGA\(09.06.18\)](#)

[b-911 IGA 1st Extension\(Approved\)](#)

[c-911 IGA 2nd Extension\(Proposed\)](#)

FINANCE AND ADMINISTRATION

Financial and Administrative Services

8.6 [21-1357](#)

Monthly Finance Report.

Attachments: [Monthly Financial Report - July 2021](#)

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.7 [21-1301](#)

Joint resolution authorizing a contract with Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$10,583,076.83 for intersection improvements at Gilmer Road and Midlothian Road.

- The intersection of Gilmer Road and Midlothian Road will be improved with additional through lanes, turn lanes, drainage improvements, and non-motorized improvements.
- There was a public call for bids, and a total of five bids were received, ranging from \$10,583,076.83 to \$13,940,410.16, and the lowest responsible bidder is Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$10,583,076.83.
- The project is included in the Transportation Improvement Program with multi-year construction beginning in 2021, and designated as Section 10-00079-16-CH.

Attachments: [21-1301 Bid Tab, Gilmer and Midlothian](#)

[21-1301 Vendor Disclosure, Berger](#)

[21-1301 Location Map, Gilmer and Midlothian](#)

8.8 [21-1304](#)

Joint resolution authorizing an agreement with BLA, Inc., Itasca, Illinois, for Phase I professional engineering services for non-motorized travel improvements along Washington Street, between Sextant Drive and Almond Road, at a maximum cost of \$407,930, and appropriating \$490,000 of ¼% Sales Tax for Transportation funds.

- Washington Street, between Sextant Drive and Almond Road (1.6 miles), will be evaluated for non-motorized improvements. This section of bike path is identified on the County's 2040 Non-Motorized Plan and is also a priority gap in the bike path network.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation's (LCDOT) Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.

- LCDOT received and evaluated Statements of Interest and Qualifications from eight professional firms, of which three were short-listed and presented to a consultant selection committee.
- This project is included in the Transportation Improvement Program and designated as Section 21-00110-15-BT.

Attachments: [21-1304 Consultant Agreement, Washington St Bike Path](#)

[21-1304 Vendor Disclosure, BLA Wash BP](#)

[21-1304 Location Map, Washington St Bike Path](#)

8.9 [21-1303](#)

Joint resolution authorizing an agreement with Alfred Benesch and Company, Chicago, Illinois, for Phase I professional engineering services for non-motorized travel improvements along Lake Cook Road, between the Skokie Valley Bike Path and the Chicago Botanical Gardens entrance, at a maximum cost of \$998,903, and appropriating \$1,200,000 of ¼% Sales Tax for Transportation funds.

- Lake Cook Road, between the Skokie Valley Bike Path and the Chicago Botanical Gardens entrance at Turnbull Woods Court (0.9 miles), will be evaluated for non-motorized improvements. This section of bike path is identified on the County's 2040 Non-Motorized Plan.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation's (LCDOT) Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.
- LCDOT received and evaluated Statements of Interest and Qualifications from 11 professional firms, of which three were short-listed and presented to a consultant selection committee.
- This project is included in the Transportation Improvement Program and designated as Section 21-00265-02-BT.

Attachments: [21-1303 Consultant Agreement, Lake Cook Rd Bike Path](#)

[21-1303 Vendor Disclosure, Benesch](#)

[21-1303 Location Map, Lake-Cook Road Bike Path](#)

FINANCIAL & ADMINISTRATION

Facilities and Construction Services

8.10 [21-1309](#)

Resolution authorizing an agreement with Stanley Consultants, Inc., Chicago, Illinois for relocating of east and west electrical main services to new location for Depke Juvenile Justice Complex in the amount of \$89,664.

- As part of the Fiscal Year 2021 Budget Processes, funding was appropriated to design the switchgear improvements needed at Depke, which is beyond useful life.
- This project will design the relocation of the east and west electrical services to a new electrical room at the Depke Juvenile Center.
- 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 and the recommended consultant is Stanley Consultants, Inc.
- Stanley Consultants recently completed the generator design work for Depke. The generator wiring and switchgear have a direct interface with each other.
- This resolution authorizes the execution of the agreement with Stanley Consultants, Inc., in the amount of \$89,664.

Attachments: [21144 Draft Agreement.pdf](#)

[VENDOR DISCLOSURE STATEMENT StanleyConsultants.pdf](#)

[LC-Depke Main Service Modification Proposal 08252021](#)

8.11 [21-1327](#)

Director's Report - Facilities and Construction Services

Human Resources

8.12 [21-1300](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, and the American Federation of State, County and Municipal Employees (AFSCME) Council 31, as the exclusive representative of the Coroner's Office.

- This is a six-year agreement from December 1, 2019 through November 30, 2025.
- Wage settlement of 3% on December 1, 2019; step placement of no less than 4% on December 1, 2020; 0% base increase on December 1, 2021; 0% base increase on December 1, 2022; 2% base increase on December 1, 2023; 2% base increase on December 1, 2024.
- This agreement covers 11 employees in the Coroner's Office.
- As part of this contract, Martin Luther King, Jr.'s Day becomes a fixed holiday.

Attachments: [Redline CBA AFSCME County Coroners Office 2019 2025](#)

[AFSCME Regrade MOU](#)

[Clean Version CBA AFSCME County Coroners Office 2019 2025](#)

8.13 [21-1323](#)

Resolution increasing the years of military service an employee can purchase and convert into IMRF Service Credit from two (2) to four (4) years.

- The County currently allows employees to purchase up to 2 years of military service and convert it into IMRF Service Credit.

- The current standard of 2 years was adopted by the County Board in 1982
- Between 1982 through present day, 115 employees have applied to purchase their military service and convert that time to IMRF Service Credit.

Attachments: [Form 63A Adopt 4 Years](#)

8.14 [21-1361](#)

Committee action authorizing the reclassification of a position in the Division of Transportation.

- DOT has been unable to fill a Principal Engineering Technician position and is seeking to reclassify the position to an entry level Civil Engineer.
- This action will not impact DOT's budget in the current or next fiscal year.

Attachments: [Committee Action- Reclass Engineering Pos. DOT](#)

8.15 [21-1364](#)

Committee action authorizing to offer a salary above the position grade midpoint in the Division of Transportation.

- The Finance & Administrative Committee is required to approve any offer of employment with a starting salary above the midpoint of the salary range for certain non-union salary grade positions.
- The Maintenance Supervisor position at the Division of Transportation is vacant, a qualified candidate has been found, and the candidate's salary requirements exceed the midpoint of the position's salary grade.
- Staff recommends the Committee authorize the Human Resources Director to offer at a starting salary above the midpoint of the salary grade.

Attachments: [Committee Action- Offer Above Midpoint Maint. Supervisor](#)

8.16 [21-1362](#)

Committee action authorizing the reclassification of a position in the Sheriff's Office.

- Recent changes in FOIA statutes prompted a review of the FOIA/Redaction Clerk position in the Sheriff's Office.
- Based on the results of the review, it is recommended that the position be reclassified from a part-time to a full-time position.

Attachments: [Committee Action- Reclass FOIA Redaction Clerk](#)

8.17 [21-1333](#)

Director's Report - Human Resources.

Finance and Administrative Services

8.18 [21-1314](#)

Resolution authorizing line-item transfers between various funds for the purpose of

transferring previously approved funds in Fiscal Year (FY) 2021.

- A line-item transfer between line-items in the FY 2021 budget are needed to align the budget with correct expense accounts.
- The County Board must approve line-item transfers under certain conditions.
- A server and storage unit must be replaced and therefore, funding that was previously budgeted for consulting in the amount of \$260,000 is being transferred to capital for this purpose.
- This action does not increase budget authority; it simply transfers previously approved budget authority.

Attachments: [IT Server Storage Unit Replacement LIT08.29.21](#)

8.19 **21-1315**

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) 2022 Appropriation Ordinance as will be adopted by the County Board of Lake County, Illinois (County Board).

- State Statute requires an estimate of the property tax levy to be determined in September of each year for the following tax year.
- This resolution establishes the total estimated tax levy and identifies the estimated amount of tax dollars allocated to each of the County-wide property tax funds. However, the FY 2022 Budget is still being developed and the amounts in each type of levy category will change as necessary to meet both County policy and balancing needs in each fund.
- This action sets an estimated amount. The final levy will be prepared and submitted for County Board approval at the same time as the FY 2022 Budget in November 2021.
- The FY 2022 Budget Policies directed staff to prepare a balanced budget with a tax levy equal to last year's levy. Specifically, section 1.2.4 states, "For the purpose of developing the FY2022 budget, staff will prepare a balanced budget with (1) no growth in the tax levy, and (2) an option or scenario that assumes a property tax levy of allowable CPI growth."
- After discussion at the Finance and Administrative Committee on September 2, 2021, the tax levy estimate has been prepared with growth due to new development only, accounting for the fact that additional new property will be added to the tax rolls. This results in an estimated levy of \$163,492,420.

8.20 **21-1340**

Resolution authorizing an amendment to both the Fiscal Year (FY) 2021 Budget and Financial Policies and the FY 2022 Budget and Financial Policies related to expense review.

- Lake County's Budget and Financial Policies include a section on Accounting, Auditing and Financial Reporting Policies (section 1.5).
- The policies currently state that the County will maintain records in a manner consistent with accepted standards for local government accounting, but there is a

need to clarify and provide additional specificity regarding the requirements and responsibilities of the department or agency head with regard to invoice approval and expense documentation.

- A revised item 1.5.3 has been inserted which requires detailed documentation for all expenses, including a detailed description of the good or service that was provided in the form of an itemized invoice, the date of receipt or service, and an approval by the department or agency head or designee that the good or service provided was consistent with the associated agreement.

Attachments: [FY22 Budget Policies-Rev 8.31.21](#)

[FY21 Budget Policies -rev083121](#)

8.21 [21-1328](#)

Director's Report - Finance and Administrative Services.

Information Technology

8.22 [21-1335](#)

Resolution ratifying a service agreement with First Communications, LLC, Akron, Ohio, for one-year in an amount not to exceed \$65,000 for an emergency procurement to transform a portion of the County's telecommunication services slated for decommission.

- Lake County maintains several telecommunication services using both copper and internet data infrastructure.
- Recent legislative and regulatory changes in the telecommunications industry have authorized carriers to remove or discontinue various services that rely on copper infrastructure to both private and public customers.
- Enterprise Information Technology was informed that several of the County's telecommunication services using copper infrastructure would be discontinued effective September 1, 2021.
- The discontinuation of these telecommunication services would cause severe disruption of County services.
- Enterprise Information Technology worked with First Communications, LLC, to identify a solution that prevents severe disruption of governmental services.
- Pursuant to the Lake County Purchasing Ordinance Article 6, Section 103, emergency procurements are made when there exists a threat to public health, welfare, or safety or to prevent or minimize serious disruption of governmental services.

Attachments: [Determination of Emergency Procurement PRIs-Signed](#)

[FY21 - First Communications \(PRI Outside Calling\) - CON and Amendme](#)

[04-FY21 - First Communications \(PRI's\) -Vendor Disclosure Statement 01](#)

8.23 [21-1337](#)

Resolution authorizing a one-year contract with CDW Government (CDW-G), Vernon

Hills, Illinois, for a comprehensive cybersecurity awareness training solution in an estimated amount of \$58,518 with the option to renew for two, one-year periods.

- In recent years, malicious cyber attacks have become increasingly prevalent among state, local, and tribal government agencies.
- To minimize risk against malicious attacks, Enterprise Information Technology is partnering with CDW-G to implement a comprehensive security awareness training solution that emotionally engages employees, increases situational awareness, and creates a security-focused workforce.
- Pursuant to Article 10-101 of the County Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement for the procurement of goods, services, or professional services with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing contract with CDW-G has been identified through Omnia Partners formally known as NIPA (2018011-01) to procure needed goods, services, or professional services that were competitively solicited and awarded.

Attachments: [FY21 - CDW - NINJIO \(Security Awareness Training\) MHQW004 - \\$58,518](#)
[NINJIO Subscription License Agreement - 2021 - with services](#)
[FY21 - CDW -Ninjio \(Security Awareness Training\) - Vendor Disclosure S](#)

8.24 [21-1338](#)

Resolution authorizing a three-year contract with CDW Government (CDW-G), Vernon Hills, Illinois, to upgrade the hardware and related support for the Tegile systems in the amount of \$317,068.97.

- Lake County uses Tegile systems for enterprise-wide data storage.
- The Tegile systems are end-of-life and Enterprise Information Technology recommends upgrading the hardware and related support.
- Failure to upgrade the Tegile system could result in a catastrophic loss of enterprise data and system functionality.
- The recommended upgrade includes all hardware, support, and professional services for the three-year term with options to renew the support for two, one-year terms.
- Pursuant to Article 10-101 of the County Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement for the procurement of goods, services or professional services with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing agreement has been identified with CDW-G, through Omnia Partners formally known as NIPA (201811-01) to procure needed goods, services or professional services that was competitively solicited and awarded.

Attachments: [FY21 - CDW \(Tegile through CIP Funding \) - MHNX367 - QUO - \\$317.06](#)

[FY21 - CDW \(Tegile through CIP Funding\) - Tintri PROSERV-REM - Prof](#)
[04-FY21 - CDW - Tegile \(CIP Funding\) Vendor Disclosure Statement](#)

8.25 [21-1329](#)

Director's Report - Information Technology

9. **County Administrator's Report**

10. **Executive Session**

11. **Members Remarks**

12. **Adjournment**

Next Meeting: September 30, 2021