

Lake County Illinois

Meeting held by Video Conference

Physical Location:

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



Agenda Report - Final

Thursday, December 9, 2021

8:30 AM

Meeting held by video conference. The public can register to attend remotely at <https://bit.ly/3FSJv10>

Financial & Administrative Committee

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

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

RECORDING: Meetings, including 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 Committee (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
8. New Business

CONSENT AGENDA (Items 8.1 - 8.2)

APPROVAL OF MINUTES

8.1 [21-1958](#)

Minutes from November 4, 2021.

Attachments: [F&A 11.4.21 Final Minutes](#)

FINANCIAL & ADMINISTRATIVE

8.2 [21-1929](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2022 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 2021 and uncompleted or ongoing projects that will not be complete until FY 2022.
- 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 2021 to FY 2022. The detailed accounts are included in the attachment.

Attachments: [Dec-21 Carryovers FINAL 12.6.21](#)

REGULAR AGENDA

8.3 [21-1945](#)

Presentation of Fiscal Year (FY) 2020 Comprehensive Annual Financial Report and County-wide Audit by RSM US LLP.

Attachments: [2020 Comprehensive Annual Financial Report](#)

***REAPPORTIONMENT ***

8.4 [21-1877](#)

Joint ordinance establishing compensation for the Lake County Board.

- On October 12, 2021, the Lake County Board took action to establish Board Members' compensation as an annual salary.
- After a reapportionment plan is established, Illinois statute requires the County Board to establish the method of compensation.
- The method of compensation for the Board Members shall be on an annual basis and shall be as outlined in the attached ordinance.
- The proposed 2023 salary for County Board Members will remain the same as the 2022 salary.
- Following additional review and comment, a revised Ordinance has been prepared that delineates the salaries for the Board Members and Chairperson for each year of the terms of office.

Attachments: [Joint Ordinance Setting County Board Compensation](#)

[Proposed Amendment - Compensation Joint Ordinance \(Clean\)](#)

[Proposed Amendment - Compensation Joint Ordinance \(Redlined\)](#)

ENERGY & ENVIRONMENT

8.5 [21-1927](#)

Ordinance establishing a Commercial Property Assessed Clean Energy (C-PACE) Program in Lake County.

- In 2019, the Energy & Environment Committee passed a resolution declaring the County's intent to establish a Property Assessed Clean Energy (PACE) program in Lake County. An RFP was developed in early 2020 for the selection of a program administrator for Lake County's program.
- After delays due to the COVID-19 pandemic, The Illinois Energy Conservation Authority (IECA) was selected as the program administrator and throughout 2021 the program materials have been drafted.
- The ordinance establishes the program, creates the PACE area to finance the acquisition, construction, installation, or modification of energy projects, and designates IECA as the County's program administrator.
- Subsequent to the passage of the Ordinance, County staff will work with IECA to publicize the program and begin accepting applications.

Attachments: [Lake County IECA Pace Program Ordinance](#)

[Ord Ex A - Lake Program Report IECA](#)

[Ord Ex B - Lake County - Program Development Administrative Services](#)

[Ord Ex C - Lake County IECA Form PACE Revenue Note](#)

[Prog Reprt Ex A - Lake County Form IECA Assessment Contract](#)

8.6 [21-1928](#)

Joint resolution adopting a policy to prohibit single use plastics in Lake County's operations by January 1, 2023.

- At previous committee meetings, members requested that staff look at options to eliminate single use plastics in the County's cafeteria operations.
- At the Committee's July 7, 2021 meeting, staff presented background and information related to the County's cafeteria vendor along with options related to the elimination of single use plastics in the cafeteria operations.
- The Committee provided consensus to proceed in a partnership with SWALCO on acquiring a consultant to study the operations and summarize options and costs to eliminate single use plastics in Lake County.
- Resource Recycling Systems (RRS) completed an analysis and provided multiple options at the November 3, 2021 committee meeting. The Committee provided staff direction to work with board members on the drafting of a policy resolution for presentation at a subsequent meeting for consideration.
- This resolution aligns with Option 3 presented at the previous committee meeting to eliminate single use plastics from the County's cafeteria and vending operations by January 1, 2023.

Attachments: [Policy 21-1928 - Prohibition on Single Use Plastics](#)

[DRAFT RESOLUTION Supporting the Prohibition of Single-Use Plastics](#)

FINANCIAL & ADMINISTRATIVE

Facilities and Construction

8.7 [21-1933](#)

Resolution authorizing an agreement with Safeware, Lanham, Maryland, for Genetec security servers for various Lake County locations in the amount of \$387,097.80.

- The approved Fiscal Year (FY) 2022 Facility Assessment Budget and Facilities Capital Improvement Plan includes Security Improvements for County Facilities.
- The current security system, Genetec, requires security server upgrades at the following locations: Lake County Courthouse, Lake County Babcox, Depke Juvenile Justice Facility, Mundelein Branch Court, North Branch Court, Park City Branch Court and the Central Permit Facility.
- Facilities identified a cooperative purchasing contract with Safeware of Lanham, Maryland, through Omnia to procure the required equipment that was competitively solicited and awarded.
- Pursuant to Chapter 33.115 of the Lake County Purchasing Ordinance, Cooperative Joint Purchasing, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered between the

participants.

- The current term of the Omnia contract expires on September 30, 2023.
- This resolution authorizes the cooperative purchasing contract with Safeware in the amount of \$387,097.80.

Attachments: [Safeware Qte 1842254](#)

[Award Information Safeware](#)

[VENDOR DISCLOSURE STATEMENT](#)

8.8 [21-1922](#)

Director's Report - Facilities and Construction Services.

Enterprise Information Technology

8.9 [21-1923](#)

Director's Report - Enterprise Information Technology.

Human Resources

8.10 [21-1903](#)

Resolution amending Policy 4.13, Paid Parental Leave, in the Employee Policies and Procedures Manual.

- On September 14, 2021 the County Board approved a Resolution establishing a Paid Parental Leave Policy and benefit for County Employees.
- As staff implemented the new benefit, they noted language in the Policy that was confusing.
- Staff discussed and reviewed recommended revisions to the Paid Parent Leave Policy with the Finance & Administrative Committee on December 2, 2021.

Attachments: [Section 4.13 Paid Parental Leave Changes-Changes Accepted 11.17](#)

[Section 4.13 Paid Parental Leave Changes-Redline 11.17](#)

8.11 [21-1859](#)

Intergovernmental Personnel Benefits Cooperative Presentation.

8.12 [21-1925](#)

Director's Report - Human Resources.

Finance

8.13 [21-1946](#)

Resolution authorizing an emergency appropriation in Fund 206 Liability Insurance and Risk Fund to fund claim expenses in excess of the Fiscal Year 2021 budget in the amount of \$250,000 from the Fund 206 fund balance.

- Lake County has claim expenses in the Fund 206 Liability Insurance and Risk Fund that exceed the amount approved in the Fiscal Year (FY) 2021 budget.

- The Fund 206 annual budget is established based on historical average claim spend but in FY 2021, all budgeted funds have already been utilized for other payments. Therefore, it is necessary to utilize the fund balance reserves in the Risk Fund to cover these additional expenses.
- There are sufficient reserves in the fund to cover this emergency appropriation.

8.14 [21-1913](#)

Resolution authorizing a contract with DLT Solutions, a Tech Data Company, Herndon, Virginia, to complete Phase Two of the implementation of the County's Oracle Hyperion Public Sector Planning and Budgeting application to Oracle's Enterprise Performance Management Cloud Enterprise services, in an amount not to exceed \$173,739.15.

- The Lake County Board approved Phase One implementation of the County's Oracle Hyperion Public Sector Planning and Budgeting application to Oracle's Enterprise Performance Management Cloud Enterprise services in February 2021.
- There is a need to complete Phase Two of the implementation to integrate with Human Resources for position budgeting and facilitate reporting needed for budget book publication.
- Pursuant to Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, Lake 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.
- Lake County identified a cooperative purchasing contract with DLT Solutions through the General Services Administration (GSA) GS-35F-267DA to procure needed goods, services or professional services that was competitively solicited and awarded.

Attachments: [DLT Solutions Proposal - Lake County Phase 2 - 1-20-2021 Markup.pdf](#)
[vendor disclosure statement Phase 2](#)

8.15 [21-1926](#)

Director's Report - Finance.

County Administration

8.16 [21-1957](#)

Resolution authorizing an emergency appropriation in the amount of \$169,959 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for Pandemic Health Navigator Technology licensing for one year in Fund 746 ARPA Fund.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, for governmental operations in an amount equal to lost revenue, and for administrative purposes during a period from March 3, 2021 to December 31, 2024.

- There are extensive reporting, compliance, performance metrics, equity and evidence-based reporting requirements for ARPA spend in a specific format required by the U.S. Treasury.
- The Health Department received a grant from the Illinois Department of Public Health (IDPH) that has been extended to June 2022 for a COVID-19 Pandemic Health Navigator Program which uses navigators to help prevent transmission of COVID-19 through education and outreach, coordinating resources, and providing contact tracing support. In order to do this, the navigators must have licenses for the Salesforce/AllVax system.
- It is anticipated that this expense will be covered under a direct expense category for Public Health purposes.
- 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 his designee(s).

8.17 [21-1904](#)

Resolution authorizing an emergency appropriation of \$75,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for a Criminal Investigations Surveillance Van in Fund 746 ARPA Fund.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, for governmental operations in an amount equal to lost revenue, and for administrative purposes during a period from March 3, 2021 to December 31, 2024.
- The Sheriff's Department requested a surveillance van during the Fiscal Year (FY) 2022 budget process, but it was not included in the Recommended Budget. The Law & Judicial Committee recommended, and the Finance & Administrative Committee concurred that this was a necessary and justified expense. Subsequently, the Special ARPA Financial & Administrative Committee approved the use of ARPA funding for this purpose.
- This use is not an allowable direct ARPA expense and therefore, it must come from the allotment for revenue replacement.
- 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 his designee(s).

8.18 [21-1905](#)

Resolution authorizing an emergency appropriation of up to \$525,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for a Mobile Command Center replacement in Fund 746 ARPA Fund.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, for governmental operations in an amount equal to lost revenue, and for administrative purposes during a period from March 3, 2021 to December 31, 2024.
- The Sheriff's Department requested a mobile command center during the Fiscal Year (FY) 2022 budget process, but it was not included in the Recommended Budget due to budget constraints. The Law & Judicial Committee recommended, and the Finance & Administrative Committee concurred that this was a necessary and justified expense. Subsequently, the Special ARPA Financial & Administrative Committee approved the use of ARPA funding for this purpose.
- It is anticipated that a portion of this purchase may fall under a direct expense category and therefore all required procurement, compliance, and reporting requirements will be followed during the purchase and use. Expenses deemed not to be allowable under a direct expense category will reduce the allotment for revenue replacement under ARPA.
- 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 his designee(s).

8.19 [21-1906](#)

Resolution authorizing an emergency appropriation not to exceed \$251,357 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for two employees in a Violent Crimes Unit in the State's Attorney's Office in Fund 746 ARPA Fund.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, for governmental operations in an amount equal to lost revenue, and for administrative purposes during a period from March 3, 2021 to December 31, 2024.
- The State's Attorney's Office requested funding for two employees for a Violent Crimes Unit during the Fiscal Year (FY) 2022 budget process, but it was not included in the Recommended Budget due to budget constraints. The Law & Judicial Committee recommended, and the Finance & Administrative Committee

concurring that this was a necessary and justified expense. Subsequently, the Special ARPA Financial & Administrative Committee approved the use of ARPA funding to fund two employees for one year for this purpose.

- As with all grant-funded employees, the employees funded through ARPA will be terminated when this funding is exhausted unless another alternate source of funding is determined.
- This use is not an allowable direct ARPA expense and therefore, it must come from the allotment for revenue replacement.
- 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 his designee(s).

8.20 [21-1907](#)

Resolution authorizing an emergency appropriation in an amount not to exceed \$91,194 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for one Victim Witness Counselor in the State's Attorney's Office in Fund 746 ARPA Fund.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, for governmental operations in an amount equal to lost revenue, and for administrative purposes during a period from March 3, 2021 to December 31, 2024.
- The State's Attorney's Office requested funding for a Victim Witness Coordinator during the Fiscal Year (FY) 2022 budget process, but it was not included in the Recommended Budget due to budget constraints. The Law & Judicial Committee recommended, and the Finance & Administrative Committee concurred that this was a necessary and justified expense. Subsequently, the Special ARPA Financial & Administrative Committee approved the use of ARPA funding to fund one employee for one year for this purpose.
- As with all grant-funded employees, this employee funded through ARPA will be terminated after one fiscal year when this funding is exhausted unless another alternate source of funding is determined.
- Depending on its use, this position or a portion of it may be a direct expense under the Community Violence Interventions category. Any amount not covered under that direct category must come from the allotment for revenue replacement.
- 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 his designee(s).

8.21 [21-1947](#)

Resolution authorizing an emergency appropriation of \$45,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for Fire Fighting Foam replacement in Fund 746 ARPA Fund from Lake County's allocation for revenue replacement.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, for governmental operations in an amount equal to lost revenue, and for administrative purposes during a period from March 3, 2021 to December 31, 2024.
- On August 6, 2021 the State of Illinois adopted SB561 prohibiting the use of a current firefighting foam by January 1, 2022. Lake County's fire departments have collectively requested funding from Lake County to purchase replacement foam and equipment as well as funding to dispose of the prohibited foam.
- This expense does not fit within a direct ARPA expense category and therefore, will reduce the allotment for revenue replacement.
- 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 his designee(s).

8.22 [21-1917](#)

Resolution authorizing an emergency appropriation of \$300,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for temporary staff to support the Federal Emergency Rental Assistance (FERA) Program.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, 2024.
- Lake County's Federal Emergency Rental Assistance (FERA) Program consists of \$20,646,762.50 from Emergency Rental Assistance (ERA) and \$16,336,816.90 from Emergency Rental Assistance 2 (ERA2) for a total of \$36,983,579.40.
- FERA staff currently consists of 2 FTE and 6 full time temporary employees. These funds would allow for temporary staff to continue into 2022 and phase out as the program winds down.
- As of October 31, 2021, Lake County has provided over \$13,000,000 in rent and utility assistance to Lake County low-income renters and their landlords.

8.23 [21-1919](#)

Resolution authorizing an emergency appropriation of \$840,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) to support non-congregate sheltering of people experiencing homelessness.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, 2024.
- Under the threat of the COVID-19 pandemic, the Federal Emergency Management Agency (FEMA) has issued guidance that emergency shelter can and should be provided in non-congregate settings and congregate settings should be limited to provide appropriate social distancing.
- Due to the widespread impact of the COVID-19 pandemic on local health and human services, additional non-congregate emergency shelter needs are anticipated in Lake County to provide adequate shelter capacity in the winter months.
- Additional funds will be used to provide hotel shelter.

8.24 [21-1948](#)

Resolution authorizing an emergency appropriation in an amount not to exceed \$100,000 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) for a grant recipient tracker database for ARPA expenses and allocations in Fund 746 ARPA Fund.

- The ARPA was signed into law on March 11, 2021. On May 19, 2021 the County received \$67,646,879, half of the amount the County will receive in total 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, for governmental operations in an amount equal to lost revenue, and for administrative purposes during a period from March 3, 2021 to December 31, 2024.
- There are extensive reporting, compliance, performance metrics, equity and evidence-based reporting requirements for ARPA spend in a specific format required by the U.S. Treasury.
- Lake County is seeking to purchase this grant recipient tracking database that is specifically designed for ARPA reporting and can be configured for Lake County-specific needs.
- It is anticipated that this expense will be covered under a direct expense category under Administrative purposes.

- 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 his designee(s).

9. County Administrator's Report

10. Executive Session

10.1 [21-1959](#)

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

10.2 [21-1960](#)

Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

10.2A [21-1961](#)

Approval of Executive Session Minutes.

11. Members Remarks

12. Adjournment

Next Meeting: January 6, 2022