

Lake County Illinois

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



Agenda Report - Final

Thursday, September 5, 2024

8:30 AM

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

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings in one of two ways:

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois.
- (2) Remote attendance through an electronic conferencing application (register via the link on the front page of the agenda).

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

PUBLIC COMMENT:

An opportunity for Public Comment will be provided during the meeting in accordance with the Lake County Board Rules of Order and Operational Procedures. At the time of Public Comment, it will 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.

PLEASE NOTE: An individual is allowed 3 minutes total for one or more public comments.

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
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (8.1 - 8.22)

REPORTS

8.1 [24-1122](#)

Cash & Investment Report from Holly Kim, Treasurer, for the month of July, 2024.

Attachments: [FSG 7.31.24](#)

[Lake County July 2024 Summary Report](#)

[Treasurer Holly Kim's Cash & Investment Report - July 2023](#)

8.2 [24-1124](#)

Finance Monthly Report - July 2024.

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

HEALTH & COMMUNITY SERVICES

8.3 [24-1129](#)

Joint resolution accepting the AIDS Foundation of Chicago grant and authorizing an emergency appropriation in the amount of \$57,245 for the Ryan White A Medical Benefits Coordination grant.

- The \$57,245 AIDS Foundation of Chicago grant will provide medical benefits coordination services.
- The Board of Health approved this request at their meeting on August 28, 2024, and the funding includes a new Case Manager position, supplies, contractual services, a computer, and offset an existing staff salary and fringe benefits.
- The \$57,245 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period April 16, 2024, through February 28, 2025.
- If grant funding for the services end, and new funding is not secured, the services

will be eliminated.

Attachments: [AFC RWA MBC \\$57,245](#)

8.4 [24-1130](#)

Joint resolution accepting the AIDS Foundation of Chicago grant and authorizing an emergency appropriation in the amount of \$138,958 for the Ryan White A Medical Case Management grant.

- The \$138,958 AIDS Foundation of Chicago grant will provide medical benefits coordination services.
- The Board of Health approved this request at their meeting on August 28, 2024, and the funding includes two new Case Manager positions, supplies, contractual services, computers, and offset an existing staff salary and fringe benefits.
- The \$138,958 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period April 16, 2024, through February 28, 2025.
- If grant funding for the services end, and new funding is not secured, the services will be eliminated.

Attachments: [AFC RWA MCM \\$138,958](#)

8.5 [24-1131](#)

Joint resolution accepting the AIDS Foundation of Chicago grant and authorizing an emergency appropriation in the amount of \$4,624 for the Ryan White B Medical Case Management grant.

- The \$4,624 AIDS Foundation of Chicago grant will be used to fund supplies and offset existing staff salary and fringe benefits.
- The \$4,624 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period April 1, 2024, through March 31, 2025.
- If grant funding for the services end, and new funding is not secured, the services will be eliminated.

Attachments: [AFC RWB MCM \\$4,624](#)

8.6 [24-1133](#)

Joint resolution accepting the Illinois Department of Children and Family Services grant and authorizing an emergency appropriation in the amount of \$17,183 for the Intensive Placement Services grant.

- The \$17,183 Illinois Department of Children and Family Services grant will continue to fund a Counselor position and supplies.
- The \$17,183 in additional grant funding represents an increase in funding for an

existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.

- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [CABS IPS \\$17,183](#)

8.7 [24-1134](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$4,847 for the Juvenile Justice grant.

- The \$4,847 Illinois Department of Human Services grant will be used to offset existing staff salary and fringe benefits.
- The \$4,847 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [CABS JJ \\$4,847](#)

8.8 [24-1135](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$12,513 for the Suicide Prevention Call Center Enhancement grant.

- The \$12,513 Illinois Department of Human Services grant will be used to fund a part-time Counselor and benefit costs.
- The \$12,513 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [CCP SPCCE \\$12,513](#)

8.9 [24-1136](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$239,749 for the Regional Substance Use Prevention Integration Center grant.

- The \$239,749 Illinois Department of Human Services grant funding is to reduce alcohol, marijuana, and other drug use among youth aged and emerging adults, while addressing the non-medical use of prescription drugs across these age groups.
- The Board of Health approved this request at their meeting on August 28, 2024, and the funding includes four existing Community Health Specialists, supplies, trips and training, contractual services, indirect charges, and existing staff salary and fringe benefits.
- The \$239,749 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the services end, and new funding is not secured, the services will be eliminated.

Attachments: [IDHS RSUPIC \\$239,749](#)

8.10 [24-1137](#)

Joint resolution accepting the Illinois Department of Healthcare and Family Services funding and authorizing an emergency appropriation in the amount of \$1,730,000 for the Medicaid Match program.

- The \$1,730,000 Illinois Department of Healthcare and Family Services funding will be used for capital projects at Belvidere Medical Building, Group Home, Women's Residential Services, 3002 Grand Avenue, and North Chicago.
 - \$830,000 for Belvidere Medical Building upgrades
 - \$100,000 Group Home project
 - \$250,000 Women's Residential Services building upgrades
 - \$250,000 3002 Grand Avenue building upgrades
 - \$300,000 North Chicago building improvements
- The \$1,730,000 in additional funding has not been previously appropriated because the resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The funding will be for the period December 1, 2023, through November 30, 2024.

Attachments: [Medicaid Match \\$1,730,000](#)

[Details for the Medicaid Match capital projects](#)

8.11 [24-1138](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$9,658 for the Psychiatric Medications grant.

- The \$9,658 Illinois Department of Human Services grant will be used for client psychiatric medications and indirect costs.
- The \$9,658 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant

resources were secured after the County's adoption of the Fiscal Year 2024 budget.

- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [Psychiatric Meds \\$9,658](#)

8.12 [24-1139](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$10,417 for the Quality of Life grant.

- The \$10,417 Illinois Department of Public Health grant will be used to fund supplies and offset existing staff salary and fringe benefits.
- The \$10,417 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the services end, and new funding is not secured, the services will be eliminated.

Attachments: [Quality of Life \\$10,417](#)

8.13 [24-1140](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$3,263 for the Supervised Residential grant.

- The \$3,263 Illinois Department of Human Services grant will be used to offset existing staff salary and fringe benefits.
- The \$3,263 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [Supervised Residential \\$3,263](#)

8.14 [24-1141](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$3,048 for the Supported Residential grant.

- The \$3,048 Illinois Department of Human Services grant will be used to offset

existing staff salary and fringe benefits.

- The \$3,048 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [Supported Residential \\$3,048](#)

8.15 [24-1142](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$1,883 for the Women, Infants, and Children Breastfeeding Peer Counseling grant.

- The \$1,883 Illinois Department of Human Services grant will be used to offset existing staff salary and fringe benefits.
- The \$1,883 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [WIC BFPC \\$1,883](#)

8.16 [24-1143](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$38,912 for the Women, Infants, and Children Special Supplemental Nutrition grant.

- The \$38,912 Illinois Department of Human Services grant will be used to fund a new Public Health Assistant and benefit costs.
- The \$38,912 in additional grant funding represents an increase in funding for an existing grant and has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2024, through June 30, 2025.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [WIC SSN \\$38,912](#)

LAW & JUDICIAL

8.17 [24-1033](#)

Joint resolution authorizing an emergency appropriation in the amount of \$50,000 in funding from the Illinois Department of Healthcare and Family Services and the approval of the renewal of an Intergovernmental Agreement for the Nineteenth Judicial Circuit's Access and Visitation for State Fiscal Year (FY) 2025.

- The Nineteenth Judicial Circuit receives grant funding from the Illinois Department of Healthcare and Family Services to provide mediation services for never-married parents involved in visitation and custody-related disputes in an effort to increase child support collections from this population.
- The state would like to continue funding the Nineteenth Judicial Circuit's program in the amount of \$50,000 for FY 2024 - FY 2025.
- This access and visitation grant does not require matching funds.
- The Access and Visitation grant funding period is July 1, 2024 through June 30, 2025.

Attachments: [IA for FY25 Lake A&V 2025-55-024-D.pdf](#)

[24-1033 County Board JE 50K AV July 2024](#)

8.18 [24-1070](#)

Joint resolution accepting the Illinois Department of Human Services Redeploy Illinois Grant; and approving an emergency appropriation in the amount of \$297,000.

- The Redeploy Illinois Grant will provide community-based intervention services for youth in Lake County.
- Services include mental health, substance abuse, and delinquency intervention for youth in underserved areas of Lake County.
- Contracts will be established for in-home and community-based Functional Family Therapy (FFT), and trauma informed training for all therapist and Juvenile Probation Officers.
- The grant period is July 1, 2024 through June 30, 2025
- If grant funding for the services ends and new funding is not secured, the services will be eliminated.

Attachments: [Signed Grant Agreement.pdf](#)

[24-1070 County Board JE Juvenile Redeploy Grant Sep 2024](#)

8.19 [24-1154](#)

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$9,300 to support the Nineteenth Judicial Circuit Court's Self-Represented Litigant Program.

- The Illinois Supreme Court Commission on Access to Justice has awarded the Nineteenth Judicial Circuit Court \$9,300 to support the work of the Court's Self-Represented Litigants (SRL) program.

- Funds are to support the continuation of the early resolution program and assist with the continued development of the website and an enabled chat feature.
- The Court has received grant funding under this program since Fiscal Year 2018.
- This resolution authorizes an emergency appropriation of \$9,300 and does not require a match.

Attachments: [2024-2025 Grant Agreement.pdf](#)

[24-1154 County Board JE 9,300 SRL Aug 2024](#)

8.20 [24-1101](#)

Joint resolution approving an intergovernmental agreement (IGA) for part-time contractual police services by and among the Beach Park School District #3, Lake County, and the Lake County Sheriff's Office (LCSO) in the amount of \$52,244.75.

- Beach Park School District #3, and the LCSO piloted a part-time police/school resource officer program in 2016 to provide police services in the form of a police/school resource officer (SRO) at the Beach Park Middle School.
- The main objectives in having an SRO are to develop a positive relationship between law enforcement and the students, effectively deal with juvenile offenses/issues and to protect students and the school from violations of the law.
- The term of this agreement is for one year, beginning August 1, 2024, and ending July 31, 2025.
- The contract includes one part-time SRO working two days per week for 16 hours per week while school is in session.
- Beach Park School District #3 will reimburse the cost for the SRO position for the hours worked. The SRO will be assigned other duties while not serving as the SRO.
- The State's Attorney's Office and Risk reviewed the agreement and Finance reviewed the contractual amount.

Attachments: [Beach Park School Dist # 3 SRO Agreement 2024-2025](#)

[Beach Park School Dist # 3 SRO Contract 2024-2025 Calculations](#)

8.21 [24-1088](#)

Joint resolution authorizing the emergency appropriation of \$20,000 from the State's Attorney's Office (SAO) Environmental Prosecution fund to pay consultant invoice for current Civil case.

- The SAO Office requests the allocation of \$20,000 from its Environmental Prosecution fund to pay for a data analysis invoice.
- The Environmental Prosecution fund has a current cash balance of \$157,000.
- In accordance with Illinois Statute 415 ILCS 5/42 (f), the SAO is to bring action against those that violate environmental laws. Therefore, these funds may be used for expenses to assist with civil actions within the SAO.
- In recent years, there has been little to no activity in this fund. As it is difficult to predict when an environmental case will need to be handled, the typical budget amount of \$10,000 was budgeted for FY 2024.

- There have been two cases thus far this fiscal year, so the requested amount will cover the outstanding invoice for \$13,730 from Terracon for data review and analysis and allow for another potential case before fiscal year end.

Attachments: [IL Statute 415 ILCS 5-42 for Environ Pros.](#)

[Terracon Proposal for Environ Pros case](#)

[Budget Summary SAO Environmental Prosecution Fund](#)

8.22 [24-1089](#)

Joint resolution authorizing the renewal of the State's Attorney Violent Crime Victims Assistance (VCVA) grant program awarded by the Office of the Illinois Attorney General.

- This is a request to renew the VCVA grant administered through the Office of the Illinois Attorney General, with a grant period from July 1, 2024, through June 30, 2025. Funding for this grant began in 1990 and has been renewed each year.
- Grant program goals include the promotion of fairness and accountability, coordination of services for victims and witnesses of domestic violence, and the promotion of policy and procedure for domestic violence cases in order to improve response by law enforcement and court personnel.
- This state grant will fund \$67,923.08 for salary and \$29,076.92 for fringe benefits for one full-time Domestic Violence Victim Specialist (DV Coordinator) to serve as a liaison to victims of domestic violence in Lake County. This is not a new position.
- If funding for this position ends, and new funding is not secured, the position will be eliminated.

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

County Clerk

8.23 [24-1150](#)

Resolution accepting the Illinois State Board of Elections Voter Registration State Grant 2025 and authorizing an emergency appropriation in the amount of \$601,373.77 for the specific purpose of assisting in the maintenance and other costs associated with the County's voter registration system to facilitate communication with the centralized statewide voter registration system, and physical election security related expenses.

- The County Clerk's Office has received a grant from the Illinois State Board of Elections for the purposes of election security and assisting in the maintenance and other costs associated with its voter registration system. This facilitates communication with the Centralized Statewide Voter Registration System as required by Title III Section 303 of the Help America Vote Act of 2002.
- The \$601,373.77 in grant funding was not previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY)

2024 budget.

- This is a reimbursement grant, whereby purchases are made by the County Clerk, and upon presentation of invoices and proof of payment, and approval by the Grants Program Manager, the County is reimbursed for qualified expenses.
- The grant award is for the period July 1, 2024, through June 30, 2025.

Attachments: [IVRS Grant Appropriation 2024](#)

Finance

8.24 [24-0530](#)

Director's Report - Finance.

Human Resources

8.25 [24-1145](#)

Resolution on the addition of the Family Bereavement Leave Policy in the Employee Policies and Procedures Manual.

- The State of Illinois implemented the Family Bereavement Leave Act on January 1, 2023.
- The County has maintained compliance with the Act, however, has not previously adopted a Policy.
- The Policy allows employees up to 10-days of unpaid leave based on specific eligibility criteria, as required by the Act.

Attachments: [Policy 4.14- Family Bereavement Leave.pdf](#)

8.26 [24-0014](#)

Director's Report - Human Resources.

Facilities and Construction Services

8.27 [24-1117](#)

Resolution authorizing a contract with Yellowstone Landscape, Wauconda, Illinois, for Lawncare and Landscape Services for Lake County Facilities in the estimated annual amount of \$95,291.

- The current contract for Lawncare and Landscape Services has expired with no options for renewal.
- The County received six bids for Lake County Facilities in the amounts of \$49,380 through \$138,574.14, one non-responsive bid was received.
- Yellowstone Landscape, Wauconda, Illinois is the lowest responsible and responsive bidder in the estimated annual amount of \$95,291.
- This resolution authorizes a two-year contract with Yellowstone Landscape, Wauconda, Illinois with three one-year renewals for an estimated annual amount of \$95,291.

Attachments: [24262 Bid Document](#)

[24262 Bid Tab](#)

[Yellowstone Landscaping Vendor Disclosure Form](#)

8.28 [24-1155](#)

Resolution approving an agreement with Johnson Controls, Milwaukee, Wisconsin for a software upgrade on the main server of the Building Automation System in the amount of \$79,908.

- As part of the (FY) 2024 Budget, a software upgrade was authorized.
- This resolution provides labor to install the Metasys software on Lake County devices and upgrade the existing software.
- Pursuant to Chapter 33.115, Cooperative Joint Purchasing Authorized, the County may either participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of goods, services, constructions, or professional services with one or more public procurement units in accordance with an agreement between those units to do so.
- A cooperative purchasing contract with Johnson Controls has been identified through the Sourcewell Contract #070121-JHN to procure needed goods and services that have been competitively solicited and awarded.
- Sourcewell competitively procured the required services through a Request for Proposal (RFP). Sourcewell received 21 proposals and identified 6 qualified vendors of which Johnson Controls was awarded a contract.
- The cooperative contract expires on August 12, 2026.

Attachments: [Proposal](#)

[Vendor Disclosure](#)

8.29 [24-1116](#)

Director's Report - Facilities and Construction Services.

- Job Order Contract (JOC) Report, 3rd Quarter Fiscal Year 2024.

Attachments: [FY2024 Q3 JOC Report 05SEP24](#)

[JOC FY24 3rdQuarterSummaryReport 23AUG24](#)

County Administration

8.30 [24-1181](#)

Update on the Enterprise Resource Planning (ERP) System Project funded by ARPA.

9. County Administrator's Report

10. Executive Session

11. Member Remarks and Requests

12. Adjournment

Next Meeting: September 26, 2024.