

# Lake County Illinois

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



## Agenda Report - Final

Thursday, May 7, 2020

8:30 AM

Live-streamed at <http://lakecounty.tv/>, on Comcast's Channel 18 or 30 (depending on where you live) & AT&T UVerse Channel 99

### **Financial & Administrative Committee**

To comply with social distancing requirements and Governor Pritzker's stay-at-home order, this meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 (depending on where you live) and AT&T Channel 99.

Public comments are welcomed and encouraged. Public comments received by 8:30 a.m., Thursday, May 7, 2020 will be read at the beginning of the meeting under Public Comment in the order they are received. Comments received during the meeting will be held until the end of the meeting. Please note: A total of 30 minutes will be permitted for Public Comment and no more than three minutes per public comment pursuant to the County Board Rules of Order and Operational Procedures. All comments received will be included in the Committee's meeting minutes regardless of whether they are read aloud at the meeting.

**PUBLIC COMMENTS** shall be emailed to [CountyBoard@lakecountyil.gov](mailto:CountyBoard@lakecountyil.gov) with the following information:

- \* **Subject Title: Financial & Administrative Committee Public Comment**
- \* **Name**
- \* **Street Address (Optional)**
- \* **City, State (Optional)**
- \* **Phone (Optional)**
- \* **Organization, agency, etc. being represented. (If representing yourself, put "Self")**
- \* **Topic or Agenda Item Number followed by Public Comment.**

Public with no access to email may leave a message with the County Board Office at 847-377-2300.

1. Call to Order
2. Pledge of Allegiance
3. Addenda to the Agenda
4. Public Comment
5. Chair's Remarks
6. Old Business
7. New Business

**CONSENT AGENDA (Items 7.1 - 7.3)**

**FINANCIAL & ADMINISTRATIVE**

7.1 [20-0583](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of March 2020.

**Attachments:** [March 2020](#)

7.2 [20-0604](#)

Report from Holly Kim, Treasurer, for the month of December 2019.

**Attachments:** [Cash & Investment Dec 2018.pdf](#)

[Cash & Investment Dec 2019.pdf](#)

7.3 [20-0621](#)

Finance Monthly Report.

**Attachments:** [Finance Monthly Report 050320.pdf](#)

**REGULAR AGENDA**

**HEALTH & COMMUNITY SERVICES**

7.4 [20-0597](#)

Joint resolution approving the second amendment to the 2019 United States Housing and Urban Development (HUD) Annual Action Plan (AAP).

- The CARES Act was signed into law on March 27, 2020 to alleviate the immediate needs related to the COVID-19 pandemic. The CARES Act includes up to \$5,000,000,000 in Community Development Block Grant (CDBG) funding and \$4,000,000,000 of Emergency Solutions Grant (ESG) funding.
- As an entitlement community Lake County will receive an additional \$1,709,120 of CDBG and \$777,472 of ESG funds from the first allotment of this funding.
- HUD requires the submission of an Annual Action Plan (AAP) and associated

amendments to govern expenditure of federal housing and community development funding for each program year.

- The Second Amendment to the Program Year 2019 (PY 2019) Annual Action Plan (AAP) incorporates the CARES Act funding and allocates \$777,472 of ESG funds to support shelter, rapid rehousing and program administration. The amendment also includes \$1,591,824 of CDBG funds to support: rental assistance, legal services, housing counseling, food banks, emergency small business loans and program administration.
- The Second Amendment to the PY 2019 Annual Action Plan (AAP) reallocates \$88,732 in 2019 HOME funds approved for the Community Partners for Affordable Housing (CPAH) Owner Occupied Rehabilitation Program (OORP) to the CPAH Down-payment Assistance Program (DAP).

**Attachments:** [AAP Summary.pdf](#)

[2019 AAP 2nd Amendment.pdf](#)

**7.5** [20-0598](#)

Joint resolution authorizing a contract for Permanent Supportive Housing Expansion HOME Tenant-Based Rental Assistance from Thresholds, Chicago, Illinois, in an amount not to exceed \$260,311.

- Community Development worked with consultants at the Corporation for Supportive Housing to develop innovative funding mechanisms for additional permanent supportive housing (PSH) units for Lake County residents experiencing homelessness.
- The County Board approved funding for this purpose in the approved Fiscal Year (FY) 2019 Annual Action Plan.
- Thresholds were selected to receive the contract for rental assistance, administrative costs, and a performance payment as a result of a public call for partners. The performance payment will be dependent upon successful outcomes.
- Pursuant to the Code of Federal Regulations, the participating jurisdiction may select a subrecipient to administer all or some of the participating jurisdiction's HOME programs to provide tenant-based rental assistance. This contract authorizes Thresholds to provide this tenant-based rental assistance in an amount not to exceed of \$260,311 for services through April 30, 2022.

**7.6** [20-0623](#)

Joint resolution amending County Board resolution 20-0503 (adopted on April 7, 2020) to allow the County's \$100,000 agency unreimbursed novel coronavirus (COVID-19) emergency shelter funds (derived from 2020 Video Gaming Revenue) to be utilized for Alternate Housing Sites.

- On April 7, 2020, the County Board adopted a resolution authorizing \$100,000 in 2020 Video Gaming Revenue to be reserved for agencies providing emergency shelter for people who are homeless during the COVID-19 crisis.
- The original resolution was predicated upon the community need for emergency non-congregate homeless shelter as a safer alternative to congregate sheltering

during the COVID-19 pandemic. Due to the widespread impact of the COVID-19 pandemic on local health and human services, additional non-congregate emergency shelter needs are anticipated.

- The use of funds, reserved from 2020 Video Gaming Revenue, under the original resolution was to “fund or reimburse emergency, non-congregate shelter needs including, but not limited to, reimbursing Lake County shelters for costs of emergency, non-congregate shelter” in the event that adequate funding or reimbursements from other sources are not available.
- Since the adoption of the original resolution, additional federal funding sources have been identified to reimburse non-congregate shelter costs of Lake County’s homeless shelter organizations, including pandemic-related Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) funding under the 2020 Cares Act.
- Simultaneously, the need for emergency non-congregate sheltering at Health Department-managed Alternate Housing Sites will continue to increase for (a) persons who test positive for COVID-19 who do not require hospitalization but need isolation; (b) persons who have been exposed to COVID-19 and do not require hospitalization; and (c) asymptomatic high-risk persons needing social distancing as a precautionary measure, such as people over 65 or with certain underlying health conditions. County up-front expenses for Alternate Housing Sites may be partially reimbursable under FEMA’s Public Assistance Program.
- Lake County’s homeless shelter agencies that currently house clients in non-congregate shelter may have a need to divert those clients that meet criteria (a) or (b) above to a Health Department-managed Alternate Housing Site; funding will be needed to allow the diversion of such clients to Alternate Housing Sites.
- Given the availability of other sources for reimbursing Lake County’s homeless shelter organizations, and the growing need for County expense of funds to shelter persons (including homeless individuals who are COVID-19 positive or exposed) at Alternate Housing Sites, this resolution amends the original resolution to allow the use of the County’s \$100,000 agency unreimbursed novel corona virus (COVID-19) emergency shelter funds (derived from 2020 Video Gaming Revenue) to be utilized for Alternate Housing Sites.

## **FINANCIAL & ADMINISTRATIVE**

### **7.7 [20-0622](#)**

Resolution authorizing a three year contract with Mythics, Inc., Virginia Beach, Virginia, to host and support the County’s Oracle environment in the cloud for a total of \$1,688,400.

- This contract is for three years of cloud services and support for \$1,688,400.
- 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 Information Technology/Enterprise Technology (ET) identified a cooperative purchasing contract with Mythics, Inc. for Oracle solutions through the National Intergovernmental Purchasing Alliance (NIPA) Number R190801 to procure the competitively solicited and awarded services.

**Attachments:** [Mythics SOW 4.28.20](#)

[Vendor Disclosure From Mythics](#)

**7.8**     **20-0630**

Resolution amending the Lake County Employee Policies and Procedures to add a new section, 4.11, titled the Family First Coronavirus Response Act.

- The Lake County Employee Policies and Procedures must be amended to comply with Families First Coronavirus Response Act regulations.
- The Families First Coronavirus Response Act requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to novel coronavirus (COVID-19).
- The policy is effective May 1, 2020 through December 31, 2020, unless the Families First Coronavirus Response Act is extended beyond this date.

**Attachments:** [FFCRA Policy Final \(Counsel Reviewed\)5.4.20\(V3\).pdf](#)

**7.9**     **20-0636**

Resolution amending the Lake County Employee Policies and Procedures to add a new section, 4.12, Furlough Policy.

- The Lake County Employee Policies and Procedures Manual must be amended to include a Furlough Policy.
- Furloughs offer employers a preferred alternative to lay-offs or reductions in force.
- Employees who are furloughed will be able to maintain benefits like health insurance and continue to accrue service credit with their retirement system.

**Attachments:** [4.12 Furlough Policy \(Final\)V2.pdf](#)

**7.10**    **20-0570**

Resolution authorizing line-item transfers between various funds for the purpose of reducing the Fiscal Year (FY) 2020 Budget spending authority in response to the COVID-19 pandemic.

- The COVID-19 pandemic has had severe economic consequences not only in Lake County, but across the United States and world. The County's initial immediate response is to reduce operational expenditures.
- Line-item transfers in various funds between accounts in the FY 2020 budget are needed to reduce the overall operating spending authority to balance out the revenue losses. The funds are being moved into Contingency accounts that may be accessed if needed and if funds are available.
- The County Board must approve line-item transfers under certain conditions. A listing of the various transfers is attached to the resolution. This action does not

increase or decrease budget authority; it simply transfers previously approved budget authority.

- Additional operational budget reductions will be presented on an ongoing basis and as the need arises.

**Attachments:** [COVID Reductions LIT May 12 2020.pdf](#)

**7.11** [20-0619](#)

Resolution authorizing the creation of the Coronavirus Relief Fund.

- Lake County is a recipient of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), which established a Coronavirus Relief Fund.
- The CARES Act provides that payments from the Fund may only be used to cover costs that 1) are necessary expenditures incurred due to COVID-19, 2) were not accounted for in the Fiscal Year 2020 budget, and 3) were incurred during the period of March 1, 2020 through December 30, 2020.
- In order to ensure compliance with the strict guidelines for this funding, Lake County is proposing the creation of a new special revenue fund to record and account for the revenue and expenses associated with the Coronavirus Relief Fund.
- This resolution establishes Fund 745, The CARES Act Coronavirus Relief Fund for budgeting and accounting purposes only.
- A plan is being developed to utilize these and other funds. Additional guidance is still forthcoming regarding more specifics on eligible uses and relationship with other funding sources.

**7.12** [20-0635](#)

Ordinance extending the filing deadline for the 2020 Senior Citizen Assessment Freeze Homestead Exemption.

- Illinois Property Tax Code provides that “[a] county may, by ordinance, establish a date for submission of applications that is different than July 1” (35 ILCS 200/15-172(c)).
- Provides for the 2020 date to be moved from July 1, 2020 deadline to October 1, 2020 in order to reduce the number of persons at “higher risk” from traveling to the County Assessment Office during the next three months.

**Attachments:** [Senior Citizen Assessment Freeze Homestead Resolution](#)

**7.13** [20-0631](#)

Ordinance to allow Lake County property owners to defer a portion of their Lake County property tax payments due to the impacts of COVID-19.

- Pursuant to 35 ILCS 200/21-40 (a) the Lake County Board has authority to adopt an ordinance under which 50% of both the first and second installments of property taxes shall not become delinquent until 60 days after each installment due date.
- To qualify for the deferred installment payments, owners of real property located in

Lake County must make application to the County Collector stating facts which support that the property owners have been adversely affected financially by the COVID-19 disaster.

**Attachments:** [PTAX Deferment Ordinance - May 2020 - Ver2.pdf](#)  
[Property Tax Deferment Form - May 2020 - V2.pdf](#)

7.14 [20-0633](#)

Discussion on community resource and direct assistance options.

7.15 [20-0634](#)

Discussion on business assistance options.

7.16 [20-0632](#)

Discussion on sales tax rebate options.

8. **Executive Session**

9. **Department Head Reports**

9.1 [20-0612](#)

Department head reports.

- Facilities and Construction Services.
- Finance and Administrative Services.
- Human Resources.
- Information Technology.

10. **Public Comment**

11. **County Administrator's Report**

11.1 [20-0641](#)

Discussion on space allocation.

- Regional Office of Education
- Branch Courts

12. **Members Remarks**

13. **Adjournment**

**Next Meeting: June 4, 2020**