

# Lake County Illinois

*Meeting held by Video Conference*

*Physical Location:*

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



## Meeting Minutes - 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](mailto: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**

*Chair Frank called the meeting to order at 8:30 a.m.*

2. **Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

3. **Roll Call of Members**

**Present** 5 - Member Clark, Member Danforth, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent** 2 - Member Pedersen and Member Wilke

*\* Electronic Attendance: All Members*

*Others present:*

*Adam Zawislak, Daily Herald*

*Al Giertych, Division of Transportation*

*Alex Carr, Communications*

*Angelo Kyle, Board Member*

*Arnold Donato, Stormwater Management*

*Daniel Brown, State's Attorney*

*Ashley Rack, Sheriff's Office*

*Austin McFarlane, Public Works*

*Brenda O'Connell, Planning, Building and Development*

*Caitlin McBrien, Human Resources*

*Carissa Casbon, Board Member*

*Carl Kirar, Facilities and Construction*

*Cassandra Hiller, County Administrator's Office*

*Cindy Zichal, IPBC*

*Damon Coleman, Planning, Building and Development*

*Darcy Adcock, Human Resources*

*Dave Cook, IPBC*

*Demar Harris, Workforce Development*

*Dominic Strezo, Planning, Building and Development*

*Eric Rinehart, Lake County State's Attorney*

*Eric Waggoner, Planning, Building and Development*

*Erik Karlson, Enterprise Information Technology*

*Gary Gibson, County Administrator's Office*

*Janna Philipp, County Administrator's Office*

*Jason Stringer, IPBC*

*Jeffrey Slade, ASM*

*Jim Chamernik, Sheriff's Office*  
*Jim Hawkins, County Administrator's Office*  
*John Ashton, IPBC*  
*John George, ASM*  
*John Light, Human Resources*  
*Karen Fox, State's Attorney's Office*  
*Kevin Hunter, Board Member*  
*Kristy Cechini, County Board Office*  
*Kurt Woolford, Stormwater Management*  
*Lake County Board Office*  
*Lawrence Oliver, Sheriff's Office*  
*Marah Altenberg, Board Member*  
*Mark Pfister, Health Department*  
*Mary Crain, Division of Transportation*  
*Mary Ross Cunnningham (Personal)*  
*Matt Meyers, County Administrator's Office*  
*Melanie Nelson, State's Attorney's Office*  
*Melissa Gallagher, Finance*  
*Micah Thornton, Circuit Clerk's Office*  
*Michael Wheeler, Finance*  
*Nelmari Velazquez-Zayas, Human Resources*  
*Patrice Sutton, Finance*  
*Abby Scalf, Communications*  
*RuthAnne Hall, Purchasing*  
*Ryan Pinter, Enterprise Information Technology*  
*Sandy Hart, Board Member*  
*Seema Patel, Chapman and Cutler*  
*Shane Schneider, Division of Transportation*  
*Sharmila Manak, State's Attorney's Office*  
*ShaTin Gibbs, Finance*  
*Sonia Hernandez, County Administrator's Office*  
*Stacy Davis-Wynn, Purchasing*  
*Stephen Carlson, Public*  
*Steven Spagnolo, State's Attorney's Office*  
*Susan August, Purchasing*  
*Tanya Edwards, Public*  
*Teri Kath, Enterprise Information Technology*  
*Teri White, State's Attorney's Office*  
*Yvette Albarran, Purchasing*

**4. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**5. Public Comment (Items Not on the Agenda)**

*There was no public comments.*

**6. Chair's Remarks**

*There were no Chair remarks.*

**7. Unfinished Business**

*There was no 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](#)

**A motion was made by Member Clark, seconded by Member Danforth, that the minutes be approved. Motion carried by the following vote:**

**Aye:** 5 - Member Clark, Member Danforth, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**\*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.

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

**A motion was made by Member Clark, seconded by Member Danforth, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 5 - Member Clark, Member Danforth, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**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](#)

*Patrice Sutton, CFO, introduced John George and Jeffrey Stade from RSM US.*

*John George, RSM US, provided an overview of the Comprehensive Annual Financial Report. Mr. George stated the audit was delayed this year due to the CARE funding and limited resources. The Financial Statement Overview received an unmodified, clean opinion, which is the highest opinion that can be received.*

*Jeffrey Stade, RSM US, provided an overview of the County-wide Audit. The past fiscal year 2020, testing was done on two programs this year, the Community Development Block Grant and Coronavirus Relief Grant. The overall opinion was unmodified. Mr. Stade also stated there were no changes to the financial policy.*

*Discussion ensued.*

**\*REAPPORTIONMENT \***

**8.4 [21-1877](#)**

Joint ordinance establishing compensation for the Lake County Board.

**Attachments:** [Compensation Joint Ordinance \(Clean\)](#)

*Gary Gibson, County Administrator, reported on the proposed on the amendment to incorporate the new language.*

**A motion was made by Member Clark, seconded by Vice Chair Vealitzek, that this ordinance be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 5 - Member Clark, Member Danforth, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**\*ENERGY & ENVIRONMENT\***

**8.5 [21-1927](#)**

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

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

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

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

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

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

*Matt Meyers, Assistant County Administrator, reported on the adoption of the C-PACE program that had been delayed due to COVID-19.*

*Seema Patel, Chapman and Cutler, provided an overview of the Commercial PACE Program. The PACE program has been implemented throughout a few Counties throughout the state. The program provides commercial property owners the opportunity to receive finances for Green projects. The County oversees the program.*

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this ordinance be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 5 - Member Clark, Member Danforth, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**8.6 [21-1928](#)**

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

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

*Matt Meyers, Assistant County Administrator, reported on the policy to prohibit single use plastics in Lake County's operations. The County partnered with SWALCO to come up with a plan to implement the policy. The policy only affects County Government, not County-wide. Discussion ensued.*

*Member Danforth left the meeting at 9:04 a.m.*

*Chair Frank left the meeting at 9:05 a.m.*

**A motion was made by Member Clark, seconded by Member Simpson, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote: Chart Hart was an "aye" due to not having a quorum.**

**Aye:** 3 - Member Clark, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 2 - Member Danforth and Chair Frank

**\*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.

**Attachments:** [Safeware Qte 1842254](#)  
[Award Information Safeware](#)  
[VENDOR DISCLOSURE STATEMENT](#)

*Carl Kirar, Facilities and Construction Director, reported on the agreement with Safeware for security improvements throughout County buildings. The contract will include the software and hardware, and replace the out of warranty equipment.*

**A motion was made by Member Clark, seconded by Member Simpson, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote: Chair Hart was an "aye" due to not having a quorum.**

**Aye:** 3 - Member Clark, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 2 - Member Danforth and Chair Frank

**8.8 [21-1922](#)**

Director's Report - Facilities and Construction Services.

*There was no Facilities and Construction Report.*

**Enterprise Information Technology**

**8.9 [21-1923](#)**

Director's Report - Enterprise Information Technology.

*There was no Enterprise Information Technology Director's report.*

**Human Resources**

**8.10 [21-1903](#)**

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

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

*John Light, Human Resources Director, reported on the updated language for the Paid Parental Leave policy.*

**A motion was made by Member Clark, seconded by Member Simpson, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote: Chair Hart was an Aye.**

**Aye:** 3 - Member Clark, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 2 - Member Danforth and Chair Frank

8.11 [21-1859](#)

Intergovernmental Personnel Benefits Cooperative Presentation.

*John Light, Human Resources Director, provided an overview of the Intergovernmental Personnel Benefits Cooperative and introduced Dave Cook, IPBC.*

*Dave Cook, Executive Director of IPBC, introduced John Ashton and Cindy Zichal from IPBC. The IPBC was established in 1979 and currently insures 17,700 employees and retirees. The program is open to Municipalities, Counties, Special Districts, and Intergovernmental agencies. Director Cook provided reasons why the County should join the IPBC and the possible savings. Discussion ensued.*

*Chair Frank rejoined the meeting at 9:30 a.m.*

8.12 [21-1925](#)

Director's Report - Human Resources.

*There was no Human Resources Director's report.*

**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.

**A motion was made by Member Clark, seconded by Vice Chair Vealitzek, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

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.

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

*Patrice Sutton, Chief Financial Officer, reported on the implementation of Phase Two for the new Planning and Budgeting application software. Personnel expenses is over fifty percent of the overall budget. The new system will help with the preciseness for personnel expenses.*

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**8.15 [21-1926](#)**

Director's Report - Finance.

*There was no Finance Director's report.*

**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.

*Jim Hawkins, Deputy County Administrator,*

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that items 816 - 8.21 be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**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.

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that items 816 - 8.21 be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**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.

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that items 816 - 8.21 be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**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.

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that items 816 - 8.21 be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**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.

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that items 816 - 8.21 be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**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.

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that items 816 - 8.21 be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**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.

*Jim Hawkins, Deputy County Administrator, stated the funding supports the Rental Assistance Program and introduced Eric Waggoner, Planning, Building and Development Director.*

*Eric Waggoner, Planning, Building and Development Director, introduced Brenda O'Connell, Community Development Director.*

*Brenda O'Connell, Community Development Administrator, provided an overview of the funding to support the County for the temporary employees for the Rental Assistance Program. The temporary employees have been able to provide on-site and virtual support for the eviction court, reduce the backlog and provide additional support to the County's partners.*

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**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.

*Brenda O'Connell, Community Development Administrator, provided an overview of the funding to provide capacity for nights of emergency shelter at hotels especially for domestic violent victims. PADS has opened sites at churches to reduce costs. The coalition is also working with PADS to develop a site for homelessness. Discussion ensued.*

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**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.

*Jim Hawkins, Deputy County Administrator, reported the funding will be used to purchase a tool to track and report ARPA funds.*

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote:**

**Aye:** 4 - Member Clark, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**Not Present:** 1 - Member Danforth

**9. County Administrator's Report**

*There was no County Administrator's report.*

**10. Executive Session**

**A motion was made by Vice Chair Vealitzek, seconded by Member Clark, to go into executive session. The motion carried by the following vote:**

**Aye:** 5 - Member Clark, Member Danforth, Chair Frank, Member Simpson and Vice Chair Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**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).

*Member Danforth rejoined the meeting at 10:15 a.m.*

**10.2 [21-1961](#)**

**A**

Approval of Executive Session Minutes from November 4, 2021.

**A motion was made by Member Simpson, seconded by Member Danforth, that these minutes be approved. Motion carried by the following vote:**

**Aye:** 5 - Member Clark, Member Danforth, Chair Frank, Member Simpson and Vice Chair  
Vealitzek

**Absent:** 2 - Member Pedersen and Member Wilke

**11. Members Remarks**

*There were no member remarks.*

**12. Adjournment**

*Chair Frank declared the meeting adjourned at 10:31 a.m.*

**Next Meeting: January 6, 2022**

*Minutes prepared by Kristy Cechini.*

*Respectfully submitted,*

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*Financial and Administrative Committee, Chair*