

Lake County Illinois

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



Meeting Minutes - Final

Thursday, March 3, 2022

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at: <https://bit.ly/3LQ4q8L>

Financial & Administrative Committee

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

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options): (1) remote / virtual attendance through registration at the link on the front page of this agenda, or (2) in person attendance (to view the virtual meeting on the 10th Floor of the County Administrative Tower (9th Floor, if needed), 18 N. County Street, Waukegan, Illinois.)

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

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item. Individuals attending in person or remotely may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)).

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

Individuals providing Public Comment will provide the following information:

- * Meeting: F&A 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. [22-0027](#)

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

Attachments: [Determination - Chair Hart 7.30](#)

1. **Call to Order**

Chari 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 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

** Electronic Attendance: All Members*

Other present:

Adam Zawislak, Daily Herald

Al Giertych, Division of Transportation

Alex Carr, Communications

Angela Cooper, 19th Judicial Circuit

Arnold Donato, Stormwater Management

Ashley Rack, Sheriff's Office

Abby Scalf, Communications

Austin McFarlane, Public Works

Bob Glueckert, Supervisor of Assessments

Brenda O'Connell, Planning, Building and Development

Caitlin Everett, Workforce Development

Carissa Casbon, Board Member

Carl Kirar, Facilities and Construction

Cassandra Hiller, County Administrator's Office

Chad Wright, Facilities and Construction Operations

Chris Blanding, Enterprise Information Technology

Claudia Gilhooley, 19th Judicial Circuit Court

Daniel Eder, EMA

Daniel Javed, Division of Transportation

Darcy Adcock, Human Resources

Dominic Strezo, Planning, Building and Development

Elizabeth Brandon, County Administrator's Office

Eric Rinehart, Lake County State's Attorney

Eric Waggoner, Planning, Building and Development

Errol Lagman, Finance

Frank D'Andrea, Finance

Gary Gibson, County Administrator's Office

Heidie Hernandez, Enterprise Information Technology
James Hawkins, County Administrator's Office
Janna Philipp, County Administrator's Office
Jennifer Serino, Workforce Development
Jim Chamernik, Sheriff's Office
Joel Sensenig, Public Works
John Light, Human Resources
John Wasik, Board Member
Jonathan Joy, Facilities and Construction
Joy Gossman, Public Defender
Karen Brush, County Clerk's Office
Kevin Kerrigan, Division of Transportation
Krista Braun, Planning, Building, and Development
Krista Kennedy, Finance
Kristy Cechini, County Board Office
Kurt Woolford, Stormwater Management
Lauren Callinan, State's Attorney's Office
Lawrence Oliver, Sheriff's Office
Marah Altenberg, Board Member
Mary Crain, Division of Transportation
Matt Meyers, County Administrator's Office
Melanie Nelson, State's Attorney's Office
Melissa Gallagher, Finance
Michael Balsamo, Facilities and Construction
Michael Danforth, Board Member
Michael Wheeler, Finance
Monica McClain, Payroll
Nelmari Velazquez-Zayas, Human Resources
Nick Principali, Finance
Patrice Evans, Enterprise Information Technology
Patrice Sutton, Finance
Paul Lindemann, Division of Transportation
Robert Rohde, Division of Transportation
Robert Springer, Planning, Building and Development
Ruby Acosta, Finance
RuthAnne Hall, Purchasing
Ryan Pinter, Enterprise Information Technology
Sandy Hart, Board Member
Shane Schneider, Division of Transportation
Steve Spagnolo, State's Attorney's Office
Sunny Barot, Public
Tammy Chatman, Communications

*Teri White, State's Attorney's Office
Terri Kath, Enterprise Information Technology
Theresa Glatzhofer, County Board Office
Todd Schroeder, 19th Judicial Circuit Court
Vasyl Markus, Treasurer's Office*

4. Addenda to the Agenda

There are no additions or amendments to the agenda.

5. Public Comment (Items Not on the Agenda)

There were no public comments.

6. Chair's Remarks

Chair Frank provided a statement in regards to Ukraine.

Vasyl Marcus, Treasurer's Chief Deputy, provided an overview of the investment policy. The Illinois Finance Act forbids the County to hold any bonds or investments from foreign countries. The Treasurer's Office will review the entire list to ensure there are no unintentional holdings from a Russian company.

7. Unfinished Business

There was no unfinished business.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.7)

REPORTS

8.1 [22-0347](#)

Monthly Financial Report - January 2022.

Attachments: [Finance Monthly Report - January 2022](#)

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this report be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

HEALTH & COMMUNITY SERVICES

8.2 [22-0234](#)

Joint Resolution approving the Sixth Amendment to the Department of Housing & Urban Development (HUD) Program Year 2019 (PY 2019) Annual Action Plan (AAP).

Attachments: [2019 AAP 6th Amendment DRAFT.pdf](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.3 [22-0317](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance (TAA) grant; and approving an emergency appropriation in the amount of \$32,907.24.

Attachments: [Workforce TAA Grant 2.2022](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.4 [22-0325](#)

Joint Committee Action authorizing Modification Number Two for Agreement # 20021 with Donohue Associates, Inc. of Sheboygan, Wisconsin, to provide construction engineering services for the Des Plaines River Water Reclamation Facility (DPR WRF) Dewatering Improvements.

Attachments: [22-0325 DPRWRF Donohue Mod 1](#)
[22-0325 DPRWRF Donohue Mod 2](#)
[22-0325 DPRWRF location map](#)
[22-0325 DPRWRF Donohue Vendor Disclosure Statement Executed](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.5 [22-0336](#)

Joint resolution authorizing a contract with Menoni and Mocogni, Inc., Highland Park, Illinois, for the purchase of sand, gravel, stone, and spoil removal services in an estimated amount of \$272,150.

Attachments: [22-0336 Menoni and Mocogni Sand and Gravel Bid Tab](#)
[22-0336 Menoni and Mocogni Sand and Gravel Final Bid Sheets](#)
[22-0336 Menoni and Mocogni Sand and Gravel Vendor Disclosure Form](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.6 [22-0242](#)

Joint resolution authorizing emergency appropriations for Fiscal Year (FY) 2022 for the Lake County Division of Transportation (LCDOT) capital funds, for projects previously approved and for additional revenue that has been received for the previous fiscal year.

Attachments: [22-0242 FY2022 LCDOT Capital Funds Emergency Appropriation](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

FINANCIAL & ADMINISTRATIVE

8.7 [22-0338](#)

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: [Mar-22 Carryovers - Final](#)

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

REGULAR AGENDA

LAW & JUDICIAL

8.8 [22-0128](#)

Joint resolution authorizing the acceptance and execution of a Justice Assistance Grant (JAG) Violent Crime Reduction in Illinois Communities (VCRIC) grant awarded by the Illinois Criminal Justice Information Authority (ICJIA) to the Lake County State's Attorney's Office (LCSAO) to create a Domestic Violence Prevention Partnership (DVPP) with the North Suburban Legal Aid Clinic (NSLAC), including an emergency appropriation of \$200,000 in federal funds.

Attachments: [VCRIC DV Program 04-01-22 thru 03-31-23 Budget - Accounting](#)
[Award Letter JAG VCRIC DVPP Grant 04-01-22 thru 03-31-23](#)

State's Attorney Eric Rinehart reported on the grant to provide treatment for first time domestic violence offenders. A Diversion Coordinator position will be hired to monitor the

program. The State's Attorney's Office will partner with North Suburban Legal to provide the victim with an attorney. Discussion ensued.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.9 [22-0358](#)

Joint resolution temporarily suspending application fees charged to deputy sheriff applicants and correctional officer applicants.

Jim Chamernik, Sheriff's Office Business Manager, reported on the strategy to hire correctional officers and deputies by suspending the application fee. Discussion ensued.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.10 [22-0360](#)

Joint resolution accepting the Illinois Department of Human Services Redeploy Illinois Grant; and approving an emergency appropriation in the amount of \$212,493.

Attachments: [Lake County - 19th Jud CC - CTT Training and Consultation Agreement 1.:](#)
[Redploy Contract Redacted](#)

Todd Schroeder, 19th Circuit Court Executive Director, reported on the grant for the Redeploy grant for Juveniles. The planning grant is for minors who have been sent to Juvenile Justice and to target community services to help prevent high risk juveniles from going to the Department of Corrections. The funding will also help provide transportation to services. 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

HEALTH & COMMUNITY SERVICES

8.11 [22-0297](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) Dislocated Worker Grant and approving an emergency

appropriation in the amount of \$528,500.

Attachments: [WDD DWG CAREER Grant 2.2022](#)

Jennifer Serino, Workforce Development Director, reported on the grant for dislocated workers. The funding will provide salaries for 33 workers.

A motion was made by Member Wilke, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.12 [22-0327](#)

Resolution authorizing an agreement with Warehouse Direct, Des Plaines, Illinois, for the purchase of a new industrial floor scrubber for Lake County Facilities and Construction and authorizing a line-item transfer in the amount of \$40,542.

Attachments: [Vendor Disclosure](#)
[Quote](#)

Carl Kirar, Facilities and Construction Director, reported on the floor scrubbing machine to clean the parking garages. 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.13 [22-0326](#)

Resolution authorizing a real estate contract for the purchase of 20 North Martin Luther King Junior Avenue, Waukegan, Illinois in the amount of \$205,000.

Attachments: [Draft Real Estate Agreement 20 N. MLK Ave](#)

Carl Kirar, Facilities and Construction Director, reported on the purchase of the property in Waukegan for expanding the Coroner's Office. Discussion ensued.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.14 [22-0029](#)

Director's Report - Facilities and Construction Services.

Carl Kirar, Facilities and Construction Director, reported on the job order contract not to exceed \$350,000 for the vote by mail and renovations for the space. There will be three different period of times for the renovations due to the timing of elections. The funding for the project is through ARPA. Discussion ensued.

Human Resources

8.15 [22-0372](#)

Committee action approving the reclassification of position number 27008, Tax Analyst (K7) and 27017, Accounting Specialist (S4) to Tax Specialist (K5) in the County Clerk's office.

Attachments: [HR.Memo-County Clerk Reclass \(2.28.22\)](#)

John Light, Human Resources Director, reported on items 8.15 and 8.16 together. The reclassifications are for two positions in the County Clerks Office and one position in the Public Defenders Office.

A motion was made by Member Vealitzek, seconded by Member Clark, that this item be approved. The motion carried by the following vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.16 [22-0375](#)

Committee action approving the reclassification of position number 35038 from Assistant Attorney (K7) to Sr. Assistant Attorney (K8) in the Public Defender's office.

Attachments: [HR.Memo-Public Defender Reclass\(02.28.22\)](#)

John Light, Human Resources Director, reported on items 8.15 and 8.16 together. The reclassifications are for two positions in the County Clerks Office and one position in the Public Defenders Office.

A motion was made by Member Vealitzek, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.17 [22-0031](#)

Director's Report - Human Resources.

There was no Human Resources report.

Enterprise Information Technology

8.18 [22-0030](#)

Director's Report - Enterprise Information Technology.

There was no Enterprise Information Technology Director's Report.

Finance

8.19 [22-0346](#)

Finance Annual Update.

Attachments: [Lake County Finance Annual Review 2.2022](#)

Patrice Sutton, Chief Financial Officer (CFO), provided the Finance Department annual update. CFO Sutton reported on the major responsibilities of the department and stated there are 19 full time positions in the Finance Department. CFO Sutton provided the highlights of the previous 12 months and the goals for the next 12 months.

8.20 [22-0376](#)

Discussion on Fiscal Year 2023 Finance and Budget Policies.

Patrice Sutton, Chief Financial Officer (CFO), reported on the proposed changes with the Board rules and Budget and Financial Policies. CFO Sutton asked the Committee for direction with the draft of the Budget and Financial Policies. Chair Frank listed his suggested changes. Discussion ensued.

8.21 [22-0032](#)

Director's Report - Finance.

There was no Finance Director's report.

County Administrator

8.22 [22-0374](#)

Resolution authorizing emergency appropriations totaling \$40,590,433 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) to be distributed across ARPA categories in support of Lake County residents, communities, businesses, and County-wide operations and services related to COVID-19 Public Health Emergency recovery.

Attachments: [ARPA Appropriations](#)

Matt Meyers, Assistant County Administrator, reported there were no changes to the list for the ARPA projects.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.23 [22-0377](#)

Discussion on Options for Capital Funding for Facilities Projects.

Jim Hawkins, Deputy County Administrator, reported on the Fiscal Year 2022 Capital funding for facilities projects. Deputy Hawkins provided an overview of the funding options

for the Consolidated EOC/911/ETSB facility through ARPA, bonds, and/or capital.

Patrice Sutton, Chief Executive Officer, reported on the bonding considerations, the reserves and reallocation.

Deputy Hawkins stated the County will look into grant funding but it is not reliable and may not fit into the timeline.

Carl Kirar, Facility and Construction Director, provided three funding strategies for the EOC/911/ETSB facility.

Deputy Hawkins stated the Administration recommends option 1 "plus" which would maximize ARPA and bonding for funding. The "plus" would be to consider Revenue Replacement and Re-Build the Reserve. Discussion ensued.

The Committee unanimously agreed on option 1 "plus".

8.24 [22-0378](#)

Resolution suspending Section 8.8 COVID-19 Vaccination and Testing Policy to the Employee Policies and Procedures Manual (Approved October 12, 2021).

Jim Hawkins, Deputy County Administrator, introduce Melanie Nelson, State's Attorney's Office and John Light,

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

9. County Administrator's Report

Gary Gibson, stated the Governor's executive order expires this weekend. The proposal for the Board next Tuesday with continuation of the executive order for grant and funding opportunities but removing remote meetings. Discussion ensued.

Administrator Gibson introduced Tammy Chatman, Chief Communications Officer, stated the Communications Department is working on revamping the Lake County website. Ms. Chatman provided an overview of the timeline.

10. Executive Session

There was no Executive Session.

11. Members Remarks

There were no member remarks.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:51 a.m.

Next Meeting: March 31, 2022.