

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, September 26, 2018

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Chair Rummel called the meeting to order at 1:00 p.m.

Present 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Others present:

Gila Bronner, Bronner Group

Carol Calabresa, Interim County Board Chairman

Anthony Cooling, Finance and Administrative Services

Danny Davis, Court Administration

Don Davis, Bronner Group

Sandy Hart, County Board Member

Ryan Horne, Finance and Administrative Services

Paul Fetherston, Assistant County Administrator

Paul Frank, County Board Member

David Hare, Sheriff's Office

Judy Martini, County Board Member

Lore Powell, Information Technology

Jeff Werfel, County Board Member

Frank Abderholden, NewSun

Dick Barr, Lake County Resident

Chris Blanding, Information Technology

Barry Burton, County Administrator

Jim Chamernik, Sheriff's Office

RuthAnne Hall, Purchasing

Donna Jo Maki, County Administrator's Office

Rodney Marion, Human Resources

Paul Mazzeno, Emergency Management Agency

Amy McEwan, Deputy County Administrator

Mark Pfister, Health Department

Mike Schieve, Finance and Administrative Services

Shane Schneider, Division of Transportation

Conor Schultz, County Administrator's Office

Kurt Schultz, Facilities and Construction

Michele Slav, Finance and Administrative Services

Lisle Stalter, State's Attorney's Office

Patrice Sutton, Finance and Administration

Blanca Vela-Schneider, County Board Office

Dakisha Wesley, Assistant County Administrator's Office

Michael Wheeler, Finance and Administrative Services

Rodney Worden, Public Works

Dawn Wucki-Rossbach, Sheriff's Office

2. Pledge of Allegiance

Member Hewitt led the Pledge of Allegiance

3. Approval of Minutes

3.1 [18-1056](#)

Minutes from August 1, 2018.

Attachments: [F&A 8.1.18 Minutes - Final](#)

A motion was made by Member Hewitt, seconded by Member Taylor, to approve the minutes for items 3.1 through 3.3 be approved. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

3.2 [18-1055](#)

Executive Session minutes of August 1, 2018.

A motion was made by Member Hewitt, seconded by Member Taylor, to approve the minutes for items 3.1 through 3.3 be approved. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

3.3 [18-1057](#)

Minutes from August 8, 2018.

Attachments: [F&A 8.8.18 Minutes - Final](#)

A motion was made by Member Hewitt, seconded by Member Taylor, to approve the minutes for items 3.1 through 3.3 be approved. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

4. Addenda to the Agenda

There was no additions or amendments to the agenda.

5. Public Comment

There were no comments from the public.

6. Chairman's Remarks

Chair Rummel remarked on expenditures reported by ABC news. He indicated that these expenditures are legal purchases under the County's current rules and policies, noting that one of the purchases was through grant funding for mental health services. Chair Rummel indicated that Bronner Group will be providing a presentation on the assessment of the overall Lake County Purchasing Card Program. The County Board may choose to debate whether certain expenditures should be permitted in the future.

7. Old Business

There was no old business to conduct.

8. New Business

CONSENT AGENDA (8.1 - 8.4)

FINANCIAL & ADMINISTRATIVE

8.1 [18-1072](#)

Report from Carla N. Wyckoff, County Clerk, for the month of August 2018.

Attachments: [LCC Report August 2018.pdf](#)

A motion was made by Member Durkin, seconded by Member Carlson, that items 8.1 through 8.4 under the Consent Agenda be recommended for approval on the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.2 [18-1089](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of August 2018.

Attachments: [August 2018.pdf](#)

A motion was made by Member Durkin, seconded by Member Carlson, that items 8.1 through 8.4 under the Consent Agenda be recommended for approval on the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.3 [18-1015](#)

Report from David B. Stolman, Treasurer, for the month of June 2018.

Attachments: [Cash & Investments Jun 2017](#)

[Cash & Investments Jun 2018](#)

A motion was made by Member Durkin, seconded by Member Carlson, that items 8.1 through 8.4 under the Consent Agenda be recommended for approval on the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.4 [18-1081](#)

Report from David B. Stolman, Treasurer, for the month of July 2018.

Attachments: [Cash & Investment Jul 2017.pdf](#)

[Cash & Investment Jul 2018.pdf](#)

A motion was made by Member Durkin, seconded by Member Carlson, that items 8.1 through 8.4 under the Consent Agenda be recommended for approval on the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

REGULAR AGENDA

8.5 [18-1123](#)

Procurement Card Assessment Report by Bronner Group, LLC.

Attachments: [Bronner Presentation to Lake County FA 09.26.18](#)

Gila Bronner and Don Davis, Bronner Group, reported the County retained their services to perform an assessment of the Lake County Purchasing Card (P-Card) Program. She indicated her firm has worked extensively with state and federal agencies delivering management consulting and assurance services.

Bronner Group was tasked with assessing Lake County's P-Card to determine whether policies, procedures, and internal controls are effective and in-line with industry best practices and if usage by P-Card holders is compliant with established County policies and procedures. Ms. Bronner reviewed the purpose of the P-Card, the assessment approach that Bronner Group utilized, and the program's current state.

Ms. Bronner indicated that 26 cards, representing 10 percent of the County's active credit cards but 52.4 percent of the total spending within the test period, were judgementally selected. Six observations were identified. Ms. Bronner indicated that the P-Card program is a valuable procurement and payment tool, but current policies and procedures need to be updated and more comprehensive.

Substantial discussion ensued regarding the types of charges on the P-Cards, whether County Board members and elected officials should each have their own P-Card and whether an audit of the County Board P-Cards should be conducted.

Chair Rummel requested that Bronner Group provide a quote for an audit of the P-Card program, an audit of the County Board, and working with the County Board on potential policy and rule changes. The general consensus of the Committee was to have Bronner Group work with staff to identify where internal controls can be improved.

Bronner Group reviewed the Procurement Card Assessment Report.

PUBLIC WORKS & TRANSPORTATION

Member Hewitt reviewed item 8.6 through 8.8. Public Works Director Rodney Worden indicated that the Public Works and Transportation Committee reviewed when third-party, passthrough, rate increases will be passed along. A modification of the ordinance's rate increases, as approved by the Public Works and Transportation Committee, will be presented at the Committee of the Whole Meeting.

8.6 [18-1100](#)

Joint resolution authorizing the execution of the Fifth Amendment to the Agreement for Sewage Disposal between Lake County and the Village of Gurnee to include the St. Sava Property in the Sewer Service Area.

Attachments: [18-1100 Gurnee St Sava-Lake County Amendment.pdf](#)
[18-1100 Gurnee St Sava Property Map.pdf](#)
[18-1100 Gurnee St Sava Expanded Service Area Map.pdf](#)

A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.6 through 8.8 be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.7 [18-1101](#)

Joint resolution authorizing the First Amendment of an Intergovernmental Agreement (IGA) By and Between County of Lake and Lakes Region Sanitary District to Foster Collaboration on Sewer Related Operations and Services.

Attachments: [18-1101 LRSD IGA Signed Agreement.pdf](#)

A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.6 through 8.8 be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.8 [18-1102](#)

Ordinance amending water and sewer related rates for certain Lake County systems to passthrough rate increases from third party providers and to make technical corrections to previously approved rates.

Attachments: [18-1102 Rate Ordinance Option Spreadsheet.pdf](#)
[18-1102 Exhibit A Rate Ordinance Opt 1 HIGHLIGHTED.pdf](#)
[18-1102 Exhibit A Rate Ordinance Opt 2 HIGHLIGHTED.pdf](#)
[Exhibit A Rate Ordinance HIGHLIGHTED - as approved by PWT 9.27.18](#)

A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.6

through 8.8 be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

FINANCIAL & ADMINISTRATIVE

8.9 [18-1118](#)

Resolution accepting additional Emergency Management Assistance Grant funding from the Illinois Emergency Management Agency (IEMA) for federal fiscal year (FFY) 2017 Emergency Management Performance Grant (EMPG) in an amount not to exceed \$65,738.25.

Paul Mazzeno, Emergency Management Agency (EMA), indicated that Lake County was notified by Federal Emergency Management Agency (FEMA) of an additional \$65,000 in EMA grant funding available from 2017. This funding was not anticipated but will be used to enhance audio and visual technology at EMA.

A motion was made by Member Carlson, seconded by Member Taylor, that this item be recommended for adoption to the regular agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.10 [18-1124](#)

Resolution approving enhancements to the internal policies related to the purchasing ordinance and the vendor evaluation process for procurements over \$30,000.

Attachments: [Vendor Evaluation Process Options A 9-21-2018](#)

County Administrator Barry Burton reported items 8.10 and 8.11 are related. The Financial and Administrative Committee requested it review its policies and procedures to determine if there are additional disclosures needed when the County secures vendors. There are two resolutions that can be considered, but he indicated that the County's ethics and purchasing ordinances are some of the most restrictive in the metro counties, adding that the ordinances prohibit staff members and/or elected officials from influencing the hiring of vendors.

Finance and Administrative Services Director Patrice Sutton reviewed the proposed enhancements to the internal policies related to the purchasing ordinance and a vendor disclosure statement. She indicated that the Finance and Administrative Services Department will certify that compliance is occurring. The disclosure forms would not be provided. Substantial discussion ensued.

A motion was made by Member Taylor, seconded by Member Bartels, that items 8.10 and 8.11 be recommended for adoption to the County Board agenda. The motion carried by the following vote:

8.11 [18-1135](#)

Resolution approving a policy requiring vendors to submit a 'Vendor Disclosure Statement' for procurements over \$30,000.

Attachments: [Vendor Disclosure Option B 2018](#)

A motion was made by Member Taylor, seconded by Member Bartels, that items 8.10 and 8.11 be recommended for adoption to the County Board agenda. The motion carried by the following vote:

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

9. Executive Session

The Committee did not enter into Executive Session.

10. County Administrator's Report

County Administrator Barry Burton reported on three, one-time rate increases: Mike Clemens, a Principal Planner in the Division of Transportation who received a 10 percent increase, totaling \$6,600; James Edward, the Director of Juvenile Probation who received a four percent increase, totaling \$4,700; and Jim Chamernik, the Contract Manager in the Sheriff's Office who received a 10 percent increasing, totaling \$6,700. These approved increases were reviewed with Human Resources and are within the County Administrator's authority.

Mr. Burton indicated that because the Veterans Assistance Commission (VAC) is now its own separate entity, the County's insurance broker indicated that it would need its own liability policy. Risk Management is working with the VAC on securing a new policy.

Mr. Burton indicated a budget overview will be provided at the October 5, 2018 Committee of the Whole meeting.

10.1 [18-1093](#)

Presentation and discussion regarding the fiscal year (FY) 2019 Legislative Agenda Proposals.

Attachments: [FY 2019 Draft Legislative Agenda Master](#)
[LA FY 2019 Master](#)

Paul Fetherston presented the draft 2019 Legislative Agenda proposals. He indicated that there were 19 department and four board member submissions of which seven proposals are being considered by the Ad Hoc Legislative Committee for inclusion in the 2019 Legislative Agenda. He indicated that the format of the Legislative Agenda has changed to add a multi-session category for long-term effort initiatives.

One initiative to note, submitted by Member Danforth, is to support an amendment that

would permit a voter initiated referendum by petition to reduce a local taxing bodies' property tax levy . This bill, would apply to voters residing in counties bound by the Property Tax Extension Limitation Law (PTELL), a statute under which growth in property tax extensions, or taxes billed. An amendment would offer many taxpayers a mechanism for achieving property tax relief beyond what PTELL provides.

Interim Chair Calabresa noted that there may be additional board member requests related to opioid and substance abuse initiatives.

11. Members Remarks

Chair Rummel reported there will be a farewell party on Tuesday, October 16, 2018, to honor County Administrator Barry Burton's service.

12. Adjournment

The meeting was adjourned at 3:11 p.m.

A motion was made by Member Durkin, seconded by Member Hewitt, to adjourn the meeting. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Next Meeting: October 3, 2018

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice Chairman

Financial and Administrative Committee