

Lake County Illinois

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



Meeting Minutes - Final

Thursday, May 2, 2019

8:30 AM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Vice-Chair Vealitzek called the meeting to order at 8:33 a.m.

Present 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent 1 - Member Pedersen

Others present:

Dick Barr, County Board

Chris Blanding, Information Technology

Keith Caldwell, Information Technology, Geographic Information Systems

Rich Carani, Libertyville Fire Department

Mary Cunningham, County Board

Danny Davis, Court Administration

RuthAnne Halle, Purchasing

Karla Hasty, Human Resources

James Hawkins, Regional 9-1-1 Consolidation

Brooke Hooker, Communications

Holly Kim, Treasurer

Chris Kopka, Human Resources

Vasyl Marcus, Treasurer's Office

Rodney Marion, Human Resources

Amy McEwan, County Administrator's Office

Kent McKenzie, Sheriff's Office

Matt Meyers, County Administrator's Office

Martin Paulson, Chief County Assessor's Office

Patrice Sutton, Finance

Micah Thornton, Circuit Clerk's Office

Steven Winnecke, Emergency Telephone System Board

Jermiah Varco, Facilities and Construction Services

Blanca Vela-Schneider, County Board Office

Dakisha Wesley, County Administrator's Office

Dawn Wucki-Rossbach, Sheriff's Office

2. Pledge of Allegiance

Member Didech led the Pledge of Allegiance.

Chair Frank asked for a moment of silence to remember victims who have perished due to tragic recent events.

3. Addenda to the Agenda

There were no additions or amendments to the agenda.

4. **Public Comment**

There were no comments from the public.

5. **Chair's Remarks**

There were no remarks from Chair Frank.

6. **Old Business**

There was no old business to conduct.

7. **New Business**

CONSENT AGENDA (Items 7.1 through 7.8)

Approval of Minutes

7.1 **[19-0732](#)**

Minutes from March 7, 2019.

Attachments: [F&A 3.7.19 Minutes](#)

A motion was made by Member Carlson, seconded by Member Didech, that Consent Agenda items 7.1 through 7.5 be approved and that items 7.6 through 7.8 be received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.2 **[19-0733](#)**

Minutes from April 4, 2019.

Attachments: [F&A 4.4.19 Minutes Final](#)

A motion was made by Member Carlson, seconded by Member Didech, that Consent Agenda items 7.1 through 7.5 be approved and that items 7.6 through 7.8 be received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.3 **[19-0734](#)**

Executive Session minutes from February 28, 2019.

A motion was made by Member Carlson, seconded by Member Didech, that Consent Agenda items 7.1 through 7.5 be approved and that items 7.6 through 7.8 be received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.4 [19-0735](#)

Executive Session minutes from March 7, 2019.

A motion was made by Member Carlson, seconded by Member Didech, that Consent Agenda items 7.1 through 7.5 be approved and that items 7.6 through 7.8 be received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.5 [19-0736](#)

Executive Session minutes from March 7, 2019.

A motion was made by Member Carlson, seconded by Member Didech, that Consent Agenda items 7.1 through 7.5 be approved and that items 7.6 through 7.8 be received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

FINANCIAL & ADMINISTRATIVE

7.6 [19-0661](#)

Report from Robin M. O'Connor, County Clerk, for the month of March 2019.

Attachments: [LCC Report March 2019.pdf](#)

A motion was made by Member Carlson, seconded by Member Didech, that Consent Agenda items 7.1 through 7.5 be approved and that items 7.6 through 7.8 be received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.7 [19-0683](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of March 2019.

Attachments: [March 2019.pdf](#)

A motion was made by Member Carlson, seconded by Member Didech, that

Consent Agenda items 7.1 through 7.5 be approved and that items 7.6 through 7.8 be received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.8 [19-0585](#)

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

Attachments: [Cash & Investment Jan 2018.pdf](#)
[Cash & Investment Jan 2019.pdf](#)

A motion was made by Member Carlson, seconded by Member Didech, that Consent Agenda items 7.1 through 7.5 be approved and that items 7.6 through 7.8 be received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.9 [19-0718](#)

Joint resolution authorizing an Intergovernmental Agreement (IGA) between Lake County (County) and Lakes Region Sanitary District (District) to merge operations leading to the District's dissolution.

Attachments: [19-0718 LRSD Signed IGA Final.pdf](#)

Public Works Director Rodney Worden presented an Intergovernmental Agreement between Lake County and Lakes Region Sanitary District which identifies the framework for operations and functions leading to the dissolution of the sanitary district.

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

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Not Present: 1 - Member Pedersen

FINANCIAL & ADMINISTRATIVE

7.10 [19-0711](#)

Lake County Treasurer Year in Review 2018, Highlights for 2019.

Attachments: [Treasurer overview for FA May 2019 final](#)

Treasurer Holly Kim and Vassyl Markus, Treasurer's Office, provided a presentation regarding the role of the Treasurer's Office, its investments, and its outreach efforts to the community. The Treasurer reviewed the tax bill and showed how it has been revised for convenience and better understanding. Discussion ensued.

A presentation was provided.

7.11 [19-0728](#)

Presentation from the Regional 9-1-1 Consolidation Project Governance Committees requesting that Lake County remedy dual or inconsistent addressing in unincorporated areas of Lake County.

Attachments: [911 Dual Addressing LCB Letter](#)

Jim Hawkins, Regional 9-1-1 Coordinator, Keith Caldwell, Geographic Information Systems (GIS) Maps, and Kent McKenzie, Sheriff's Office, provided a presentation regarding the challenges with dual addresses in unincorporated Lake County. In addition to the loss of valuable time for emergency personnel when trying to find a property with a dual address, other issues including inaccuracies with navigation systems, postal delivery delays, and discrepancies in addresses when seeking financial services. Interim County Administrator Amy McEwan noted that the state is requiring compliance of addresses. Options to resolve this issue include requiring all addresses comply with the County's geographical system with a firm date turnover or putting aside the geographical system in areas where there is conformity, and adopting a mobile system, which will impact far fewer residents. Discussion ensued.

Interim County Administrator McEwan reported that staff intends to return in July 2019 with amendments to the ordinance and a strategy to effectively communicate to its residents.

A presentation was provided.

7.12 [19-0701](#)

Resolution authorizing a contract with Homestead Electrical Contracting, LLC, Ingleside, Illinois, for electrical construction of the Depke fire alarm and door control replacements.

Attachments: [18143 Bid Document](#)
[18143 Bid Tab](#)
[18143 Award Information](#)
[Vendor Disclosure Statement](#)

Facilities and Construction Services Director Rodney Worden, Jeremiah Varco, Facilities

and Construction, and RuthAnne Hall, Purchasing, presented a contract with Homestead Electrical Consulting for electrical construction of the Depke fire alarm and door control replacements. Staff worked with the local fire marshal on the design of the system, site access in an emergency, and the electrical work for access into the building. The project has a budget of \$1,300,000 but bids came in at \$1,600,000, requiring that the fire alarm system be divided. A contingency in facility assessment was built in to cover the additional cost of the project. Discussion ensued.

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

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.13 [19-0669](#)

Committee action approving Change Order Number Four for the project management services for the property tax administration services with Beth Malloy and Associates, Chicago, Illinois, in the amount not to exceed \$119,660.

Attachments: [14043 AGREEMENT Modification 4 - April 2019.pdf](#)
[Exhibit B Modification 4- Consultant Proposal.pdf](#)
[14043 Purchasing Award Information change order number 4.pdf](#)
[Vendor Disclosure Form.pdf](#)

Vassyl Markus, Treasurer's Office, presented a request for a change order for project management services for the property tax administration services with Beth Malloy and Associates. He indicated the contract with Beth Malloy expired on April 30 but there is a need to extend the services as the County goes through its first tax collection process with the new tax system. Discussion ensued regarding the services Beth Malloy provides and the value the vendor brings to the project.

A motion was made by Member Wilke, seconded by Member Didech, that this change order be approved. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.14 [19-0723](#)

Committee action authorizing reclassification of a position in the Department of Human Resources.

Human Resources Director Rodney Marion requested the reclassification of an organizational development specialist to an organizational and employee development manager in the Human Resources Department. The Lake Forest Graduate School of Management, at the request of the County, solicited feedback from county employees and

have identified key areas where the County needs to focus its attention. There is a need to reclassify the position to secure candidates who are equipped with the right skills to address the needs of the County. The current position's pay range is \$51,121 to \$80,090. The proposed salary pay range is \$98,525 to \$154,359 and the increase will be absorbed in Human Resource's budget. Discussion ensued.

A motion was made by Member Vealitzek, seconded by Member Didech, to reclassify the organizational development specialist position to an organizational and employee development manager position. Motion carried by voice vote.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

7.15 [19-0724](#)

Committee action authorizing reclassification of a position in the Lake County Sheriff's Office.

Human Resources Director Rodney Marion and Anthony Vega and Dawn Wucki-Rossbach, Sheriff's Office, presented a request to reclassify an associate specialist's reclassification position to a legislative affairs representative. The associate specialist position currently has a pay range of \$51,000 to \$80,000; the proposed pay range for a legislative affairs position is \$65,800 to \$103,200 and will be funded with personnel vacancy monies. Mr. Vega reviewed the duties of the proposed position. Discussion ensued regarding the need for the position to align with the County's goals and legislative initiatives.

A motion was made by Member Wilke, seconded by Member Didech, to reclassify an associate specialist's reclassification position to a legislative affairs representative position. Motion carried by voice vote.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

8. Executive Session

Executive Session was entered into at 10:55 a.m.

A motion was made by Member Carlson, seconded by Member Wasik, to go into Executive Session. The motion carried by the following vote:

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

8.1 [19-0725](#)

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1).

This item was discussed in Executive Session.

Executive Session was adjourned at 11:09 a.m.

A motion was made by Member Wilke, seconded by Member Didech, to come out of Executive Session. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

8.1A [19-0726](#)

Committee action authorizing reclassification of a position in the 19th Judicial Circuit Courts.

A motion was made by Member Wilke, seconded by Member Didech, moved to reclassify a judicial assistant position to an executive assistant position (8.1A) and a business process analyst position to a principal research analyst position (8.1B) in the 19th Judicial Circuit Courts. Motion carried by voice vote.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

8.1B [19-0727](#)

Committee action authorizing reclassification of a position in the 19th Judicial Circuit Courts.

A motion was made by Member Wilke, seconded by Member Didech, moved to reclassify a judicial assistant position to an executive assistant position (8.1A) and a business process analyst position to a principal research analyst position (8.1B) in the 19th Judicial Circuit Courts. Motion carried by voice vote.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

8.2 [19-0730](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

This matter was postponed until the May 9, 2019 meeting.

9. County Administrator's Report

Interim County Administrator Amy McEwan reported the cost to change Martin Luther King and Veteran's Days from floating holidays to permanent holidays is \$105,000 per day. The costs relate to overtime costs for emergency personnel who are required to be on staff despite the holiday.

10. Members Remarks

There were no members remarks.

11. Adjournment

The meeting was adjourned at 11:12 a.m.

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

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Wasik and Member Wilke

Absent: 1 - Member Pedersen

Next Meeting: May 9, 2019

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chair

Vice Chair

Financial and Administrative Committee