

Lake County Illinois

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



Meeting Minutes - Final

Thursday, April 16, 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, April 16, 2020 will be read at the beginning of the meeting under Public Comment. Any comments received during the meeting will be held until the end of the meeting. Public comment is limited to three minutes per person.

PUBLIC COMMENTS should be emailed to CountyBoard@lakecountyil.gov and contain the following information:

- * 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

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

Present 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

Others present:

Marah Altenberg, County Board

Jon Altenberg, Vernon Township

Erin Cartwright-Weinstein, Circuit Clerk

Howard Cooper, Coroner

Mary Cunningham, County Board

Michael Danforth, County Board

Bill Durkin, County Board

Karen Fox, State's Attorney's Office

Gary Gibson, County Administrator's Office

Robert Glueckert, Chief County Assessor

Sandy Hart, County Board

Jim Hawkins, County Administrator's Office

Diane Hewitt, County Board

Holly Kim, Treasurer

Carl Kirar, Facilities and Construction Services

Angelo Kyle, County Board

John Light, Human Resources

Ann Maine, County Board

Vasyl Markus, Treasurer's Office

Judy Martini, County Board

Paul Mazzeno, Lake County Emergency Management Agency

Matt Meyers, County Administrator's Office

Robin O'Connor, County Clerk

Brent Paxton, County Board

Mike Rummel, County Board

Julie Simpson, County Board

Lisle Stalter, State's Attorney's Office

Patrice Sutton, Finance and Administrative Services

Craig Taylor, County Board

Cassandra Torstenson, County Administrator's Office

Mary Ellen Vanderverter, Recorder of Deeds

Blanca Vela-Schneider, County Administrator's Office

Teri White, State's Attorney's Office

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Addenda to the Agenda

There were no additions or amendments to the agenda.

4. Public Comment

4.1 [20-0585](#)

Public Comment.

Attachments: [Public Comments FA 4.16.20.pdf](#)

Blanca Vela-Schneider, County Administrator's Office, and Kristy Cechini, County Board Office, read 14 comments opposing and two comments supporting a potential delay in the due date or waiver of late fees related to property tax payments.

Due to the number of comments, not all public comments received could be read within the half hour time limit set by Lake County Rules of Order and Operational Procedures. All comments, including those not read, are attached.

Public Comments were presented by staff.

5. Chair's Remarks

Chair Frank thanked staff for their efforts in managing novel coronavirus (COVID-19).

6. Old Business

There was no old business to discuss.

7. New Business

CONSENT AGENDA (Item 7.1)

APPROVAL OF MINUTES

7.1 [20-0542](#)

Minutes from March 5, 2020.

Attachments: [F&A 3.5.20 Minutes - Final.pdf](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that the minutes be approved. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

7.2 20-0541

Discussion and direction regarding compensation for County Board Members, County Board Chair, and Elected Officials.

Attachments: [LC Elected Officials Salaries 041320.pdf](#)
[Elected Collar County Comparisons 041320.pdf](#)

Mary Ellen Vanderverter, Recorder of Deeds, Erin Cartwright-Weinstein, Clerk of the Circuit Court, and Howard Cooper, Coroner, acknowledged the difficulty that the board faces when considering salary increases for the offices whose terms begin in Fiscal Year 2021. Because state statute requires that the salaries for these offices be set for the entire four year term, they are requesting that salary increases be considered during the third and fourth year of these offices' terms. It was noted that stipends that elected officials get from the state cannot be considered when board members consider compensation per state statute.

Committee members generally supported a salary freeze for all elected officials terms, including county board members. County Board Chair Hart, recommended the elimination of the \$3,000 Liquor Commissioner stipend that the County Board Chair receives. County Board Members Danforth and Barr requested that the Committee consider the elected officials' requests. Substantial discussion ensued.

There was a general consensus of the Committee to freeze the salary for the entire term of elected officials, freeze the salary for the entire term of County Board Members, and reduce the County Board Chair's salary with the elimination of the Liquor Commissioner stipend. Staff will bring forward resolutions for consideration at the next Financial and Administrative Committee meeting.

Compensation for County Board Members and Elected Officials was discussed.

7.3 20-0540

Discussion and direction regarding proposed Fiscal Year 2021 Budget Policies.

Attachments: [Draft FY21 Budget Policies - Redline.pdf](#)
[Draft FY21 Budget Policies - Clean.pdf](#)

Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, reviewed the modifications to the proposed budget policies that were discussed at the last meeting, including how board members will bring forward new program requests (NPRs) and setting the minimum reserve to 29 percent.

Substantial discussion ensued regarding the minimum reserve and how it might impact

the County's AAA bond rating. The general consensus of the committee is to set the minimum reserve at 29 percent.

Staff will bring forward a resolution for consideration at the next committee meeting.

The proposed Fiscal Year 2021 Budget and Policies was discussed.

7.5 [20-0539](#)

Discussion of Fiscal Year (FY) 2020 budget execution.

(This item was moved ahead of item 7.4)

Jim Hawkins, Deputy County Administrator, reported on the County's efforts to reduce expenses in light of the novel coronavirus (COVID-19) pandemic. Non-mandatory purchases have been suspended and departments have been asked to find ways to reduce their FY 2020 budget by 20 percent based on expected lost revenue. Lake County could receive some funding from the federal and state government levels, but the funding will be earmarked specifically for COVID-19 related response activities and cannot replace lost revenue.

The Departments are planning FY 2020 budget modifications using several assumptions regarding COVID-19 and the financial impact to the County. The County will employ data driven strategies to address operations, budget reductions, County reserves, and personnel. The County may need to make difficult decisions on operations and personnel as the financial impact of the pandemic unfolds. Staff will keep the committee abreast of data as it becomes available. Discussion ensued.

Fiscal Year (FY) 2020 budget execution was discussed.

7.4 [20-0546](#)

Discussion regarding property tax relief.

Chair Frank noted that the County Board is cognizant of the economic impact that novel coronavirus (COVID-19) has had to Lake County residents. The Committee received multiple comments from the public and local governmental agencies regarding the potential waiver of late fees. Discussion ensued regarding the legality of delaying property tax payments and/or waiving late payment fees and who would benefit from the delay or waiver. Holly Kim, Treasurer, reviewed the technical and logistic concerns that her office would have manage if the County Board authorized a waiver of late fees. Several members expressed concern regarding waiving late fees.

Gary Gibson, County Administrator, reviewed how other counties are handling property taxes. The Committee requested that the State's Attorney's Office provide a legal opinion on this issue.

The general consensus of the Committee was not to authorize late fee waivers or extend the deadline for property tax payments at this time.

Property tax relief was discussed.

8. Executive Session

The Committee did not enter into Executive Session.

9. Department Head Reports

9.1 [20-0547](#)

Department head reports.

There were no department head reports.

10. Public Comment

There were no additional comments related to matters not on the agenda.

11. County Administrator's Report

There was not report from Gary Gibson, County Administrator.

12. Members Remarks

County Board Member Durkin inquired whether all standing committees will be held later in the month. Gary Gibson, County Administrator, indicated that there is a likelihood of meetings but noted that only essential items will be brought forward for consideration, pursuant to the governor's executive order regarding remote attendance meetings.

County Board Member Barr noted that the Small Business Administration (SBA) has spent all of its \$350,000,000,000 in stimulus funding.

13. Adjournment

Chair Frank adjourned the meeting at 12:18 p.m.

Next Meeting: April 30, 2020

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Financial and Administrative Committee