

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Friday, June 26, 2020**

**10:00 AM**

**or 5 minutes following the Special Call County Board Meeting  
(whichever is later)**

**Live-streamed at <http://lakecounty.tv/>, on Comcast's Channel 18  
or 30 (depending on where you live) & AT&T U-Verse Channel 99**

**F&A Special Committee on COVID-19 Recovery**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the May 29, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference and not in the Assembly Room located on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois.

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 10:00 a.m., Friday, June 26, 2020 for items not on the agenda will be read at the beginning of the meeting under Public Comment in the order they are received. Public comment on agenda items will be read during consideration of that item. Comments received during the meeting will be held until the end of the meeting. Please note: A total of 30 minutes will be permitted for Public Comment and no more than three minutes per public comment pursuant to the County Board Rules of Order and Operational Procedures. All comments received will be included in the Committee's meeting minutes regardless of whether they are read aloud at the meeting.

**PUBLIC COMMENTS** shall be emailed to [CountyBoard@lakecountyil.gov](mailto:CountyBoard@lakecountyil.gov) with the following information:

- \* Subject Title: F&A Special Committee on COVID-19 Recovery Public Comment
- \* 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.

0.0 [20-0824](#)

Determination of need for meetings of the Lake County Board and Committees to be held by audio or video conference.

**Attachments:** [Letter Determination Chair Hart\(07-02-20\).pdf](#)

**1. Call to Order**

*Chair Frank called the meeting to order at 10:00 a.m.*

**Present** 5 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark and Member Pedersen

*Others present:*

*Marah Altenberg, County Board*

*Dick Barr, County Board*

*Lynn Buccieri, County Board Office*

*Kristy Cechini, County Board Office*

*Kevin Considine, Lake County Partners*

*Mary Cunningham, County Board*

*Karen Fox, State's Attorney's Office*

*Emily Gelber-Maturo, Planning, Building and Development*

*Gary Gibson, County Administrator's Office*

*RuthAnne Hall, Purchasing*

*Sandy Hart, County Board*

*Jim Hawkins, County Administrator's Office*

*Diane Hewitt, County Board*

*Irshad Khan, Finance and Administrative Services*

*Carl Kirar, Facilities and Construction Services*

*Judy Martini, County Board*

*Matt Meyers, County Administrator's Office*

*Brenda O'Connell, Community Development*

*Jennifer Serino, Workforce Development*

*Julie Simpson, County Board*

*Patrice Sutton, Finance and Administrative Services*

*Craig Taylor, County Board*

*Cassandra Torstenson, County Administrator's Office*

*Blanca Vela-Schneider, County Administrator's Office*

*Eric Waggoner, Planning, Building and Development*

*John Wasik, County Board*

*Anna Yankelev, Planning, Building and Development*

**2. Pledge of Allegiance**

*Chair Frank, noting its recital at Lake County Board Special Call meeting earlier today, dispensed with the Pledge of Allegiance.*

**3. Addenda to the Agenda**

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

**4. Public Comment**

**4.1 [20-0943](#)**

Public Comment.

**Attachments:** [F&A COVID-19 Recovery 6.26.20 Public Comment.pdf](#)

*Blanca Vela-Schneider, County Administrator's Office, presented public comment from Senator Melinda Bush regarding the Pride Flag.*

**5. Chair's Remarks**

*Chair Frank had no remarks.*

**6. Old Business**

*There was no old business to discuss.*

**7. New Business**

**Regular Agenda**

**7.1 [20-0836](#)**

Update on Rental, Utility, and Food Assistance Programs.

*Jim Hawkins, Deputy County Administrator, provided an overview of the County's CARES Act categorical expenditures approved by the Committee and program funding requirements for disbursement of the funds.*

*Cassandra Torstenson, County Administrator's Office, provided a status report on the Rental, Utility, and Food Assistance Programs. There are 16 entities that have applied for rental and utility assistance and three entities that have applied for food assistance. Each entity has provided a budget for their anticipated needs and funding is based upon established criteria. Funding will be released to each approved entity upon execution of the contract by the County Administrator (or designee) and the entity. Once funding is awarded, monthly reports will be required to show how funding is being spent.*

*It was noted that there is not a set deadline for application submission. Agencies that have not yet applied are encouraged to apply if funding is needed. Discussion ensued. County Board Member Judy Martini requested additional information be provided to Midwest Veterans Closet, an entity that has expressed interest.*

*Eric Waggoner, Planning, Building and Development Director, presented a \$1,000,000 proposal for educational and prevention materials. The Asociación Comunitaria Latina (ACL) and African American Community Partnership Group (AACPG) were convened by Health Department in May to address significant COVID-19 morbidity and mortality issues facing the Latino and African American communities. Both organizations independently reported the need to support prevention and culturally relevant education and outreach efforts.*

*Waukegan Public Library would serve as the point agency and will coordinate the assembly and distribution of kits with other entities. Material costs were determined based on the population being served and estimated costs associated with education and outreach. Discussion ensued. It was noted that there may be a need for additional materials and outreach later. The consensus of the Committee was to bring this item to the Financial and Administrative Committee's July 9, 2020 meeting for consideration.*

**An update was provided on the Rental, Utility, and Food Assistance Programs.**

7.2 [20-0837](#)

Update on Municipality and Fire Protection District Reimbursement Program.

*Matt Meyers, County Administrator's Office, reported that the Financial Task Force has been working on drafting the agreement and guidelines for the Municipality and Fire Protection District Reimbursement Program. Reimbursement guidelines are in draft form and staff is working with Bronner Group on guidelines related to payroll expenses to ensure compliance with the US Treasury regulations.*

*The US Treasury confirmed that CARES Act funds can be used for reimbursement of 25 percent local match funds for FEMA's Public Assistance Program. Language will be included in the Municipal and Fire Protection District Reimbursement Program guidelines.*

*Mr. Meyers reported that based on the Committee's feedback, this item will be brought to the Financial and Administrative Committee's July 9, 2020 meeting for consideration and to the County Board at its July 14, 2020 meeting.*

*Member Clark asked if the park district could be included. Mr. Meyers reported that the program is only directed to municipalities and fire protection districts, but can be expanded to park districts if that is the decision of the committee.*

**An update on the Municipality and Fire Protection District Reimbursement Program was provided.**

7.3 [20-0838](#)

Update on Small Business Assistance Program.

*Jim Hawkins, Deputy County Administrator, reviewed eligibility criteria and proposed goals for the Small Business Assistance Program.*

*Jennifer Serino, Workforce Development, reported that the Business and Economic Recovery Task Force has been targeting the launch of the Small Business Assistance Grant Program for July 1, 2020. Working with Lake County Partners, the Task Force is creating a comprehensive marketing plan, which includes press releases and a website. Small businesses will have two weeks from the program launch to complete their applications online. Lake County Partners will work with businesses to ensure that applications are properly completed. Discussion ensued regarding minority and*

women-owned businesses in Lake County that may benefit from the program. Entities are required to certify that they will not be receiving federal funding from any other source as a requisite to receiving this funding. Discussion ensued.

**An update to the Small Business Assistance Program was provided.**

7.4 [20-0839](#)

Discussion on County's Overarching Plan for CARES Act Funds.

*Jim Hawkins, Deputy County Administrator, presented proposed CARES Act funding allocations. Staff has looked at additional services within the six categorical areas identified by the Committee for funding assistance: 1. residential; 2. business and economic; 3. public health; 4. municipal and local essential services; 5. county essential services; and 6. contingency reserve.*

*At this time, the Committee has earmarked \$29,000,000 of CARES Act funding. Deputy County Administrator Hawkins reviewed potential programs, areas of assistance, reimbursements, and funding phases. Member Pedersen noted that the Governor has released additional funding for day care through the state. Cassandra Torstenson, County Administrator's Office, reported that staff is surveying the needs of day care providers and gauging their interest in apply for the State's Grant Program. The Community Resources Task Force is waiting to see what federal and state monies are being provided and ensuring that the funds are being used in the most appropriate way.*

*Discussion occurred regarding employee efforts in tracking COVID-19 related activity time, potential County Capital Improvement Projects, and the addition of staff. It was noted that the County has already reduced its existing budget by \$17,000,000 and continues to look for cost-savings. Chair Frank indicated that the contingency reserve may need to be increased.*

**The County's overarching plan for CARES Act Funds was discussed.**

7.5 [20-0840](#)

Guidance to Staff.

*Chair Frank thanked staff and the committee for their efforts in creating the preliminary overarching plan for CARES Act funds.*

**Guidance to staff was provided.**

8. **Executive Session**

*The Committee did not enter into Executive Session.*

9. **Public Comment**

*There were no additional public comments.*

**10. County Administrator's Report**

*Gary Gibson, County Administrator, thanked staff and the County Board members for their time and efforts in handling this pandemic.*

**11. Members' Remarks**

*County Board Member Martini inquired whether the County can apply for funding for lost hours of personnel and damage to county vehicles as a result of civil unrest. Jim Hawkins, Deputy County Administrator, indicated that he would research this.*

**12. Adjournment**

*The meeting was adjourned at 11:46 a.m.*

**Next Meeting: July 10, 2020**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*F&A Special Committee on COVID-19 Recovery*