

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, August 6, 2020

8:30 AM

Live-streamed at: <http://lakecounty.tv/>, Comcast Ch. 18 or 30,  
AT&T U-Verse Ch. 99, & 18 N County St, Waukegan (10th Floor)

### Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the July 24, 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 on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois.

**PUBLIC VIEWING:** This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 and AT&T Channel 99. Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

**PUBLIC COMMENT:** Public Comments are welcomed and encouraged. Emailed Public Comments received by 8:30 a.m., Thursday, August 6, 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. Comments 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. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment pursuant to the County Board Rules of Order and Operational Procedures. All emailed Comments received will be included in the Committee's meeting minutes.

Email Public Comments to [CountyBoard@lakecountyil.gov](mailto:CountyBoard@lakecountyil.gov) with the following:

- \* Subject Title: Financial and Administrative Committee Public Comment
- \* Name
- \* Street Address (Optional)
- \* City, State (Optional)
- \* Phone (Optional)
- \* Organization/agency/etc. represented. (If representing yourself, put "Self")
- \* Topic or Agenda Item Number followed by Public Comment.

Public in attendance on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois may provide Public Comment.

Public may also 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 8:30 a.m.*

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

*Others present:*

*Dick Barr, County Board*

*Chris Blanding, Information Technology*

*Lynn Buccieri, County Board Office*

*Kristy Cechini, County Board Office*

*Jim Chamernik, Sheriff's Office*

*Chris Covelli, Sheriff's Office*

*Mary Cunningham, County Board*

*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, Facilities and Construction Services*

*Holly Kim, Treasurer*

*Carl Kirar, Facilities and Construction Services*

*Angelo Kyle, County Board*

*John Light, Human Resources*

*Ann Maine, County Board*

*Vasyl Varkus, Treasurer's Office*

*Austin McFarlane, Public Works*

*Matt Meyers, County Administrator's Office*

*Jon Nelson, Division of Transportation*

*Brenda O'Connell, Community Development*

*Mike Rummel, County Board*

*Shane Schneider, Division of Transportation*

*Joel Sensenig, Public Works*

*Julie Simpson, County Board*

*Patrice Sutton, Finance and Administrative Services*

*Arin Thrower, Communications*

*Cassandra Torstenson, County Administrator's Office  
Eric Waggoner, Planning, Building and Development*

**2. Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

**3. Addenda to the Agenda**

*Gary Gibson, County Administrator, reported item 7.16 will be removed from the agenda.*

**4. Public Comment**

*There were no public comments for items not on the agenda.*

**5. Chair's Remarks**

*Chair Frank remarked on the lives lost in the Beirut explosion.*

**6. Old Business**

*There was no old business to discuss.*

**7. New Business**

**CONSENT AGENDA (7.1 - 7.7)**

**APPROVAL OF MINUTES**

**7.1 20-1007**

Minutes from July 9, 2020.

**Attachments:** [F&A 7.9.20 Minutes - Final.pdf](#)

**A motion was made by Member Clark, seconded by Member Wilke, that Consent Agenda item 7.1 be approved, items 7.2 through 7.6 be recommended for adoption on the County Board agenda, and that item 7.7 be received and filed. The motion carried by the following roll call vote:**

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

**LAW & JUDICIAL**

**7.2 20-1033**

Joint resolution authorizing the renewal of the State's Attorney's Violent Crime Victims Assistance (VCVA) grant program awarded by the Office of the Illinois Attorney General for state fiscal year (SFY) 2021, including grant funding of \$35,000.

**Attachments:** [Award Email](#)

**A motion was made by Member Clark, seconded by Member Wilke, that Consent Agenda item 7.1 be approved, items 7.2 through 7.6 be recommended for adoption on the County Board agenda, and that item 7.7 be received and filed. The motion carried by the following roll call vote:**

7.3 [20-1034](#)

Joint resolution authorizing the application, acceptance, and emergency appropriation of a 2020 Justice Assistance Grant (JAG) in the amount of \$7,427.50 for the purpose of enhancing the State's Attorney's Office's capacity to provide crime prevention education and outreach.

**Attachments:** [2020 JAG Award Email](#)

**A motion was made by Member Clark, seconded by Member Wilke, that Consent Agenda item 7.1 be approved, items 7.2 through 7.6 be recommended for adoption on the County Board agenda, and that item 7.7 be received and filed. The motion carried by the following roll call vote:**

**HEALTH & COMMUNITY SERVICES**

7.4 [20-1022](#)

Joint resolution accepting the Emergency Solutions Grant (ESG) from the Illinois Department of Human Services and authorizing an emergency appropriation in the amount of \$43,363 for grant administration and the implementation of the Homeless Management Information System (HMIS).

**Attachments:** [2020-07 Emergency Appropriation - Grants ILESG](#)

**A motion was made by Member Clark, seconded by Member Wilke, that Consent Agenda item 7.1 be approved, items 7.2 through 7.6 be recommended for adoption on the County Board agenda, and that item 7.7 be received and filed. The motion carried by the following roll call vote:**

7.5 [20-1023](#)

Joint resolution accepting the Emergency Food and Shelter Program (EFSP) grant from the Federal Emergency Management Agency (FEMA) and authorizing an emergency appropriation in the amount of \$14,308 for grant and program administration.

**Attachments:** [2020-07 Emergency Appropriation - Grants EFSP](#)

**A motion was made by Member Clark, seconded by Member Wilke, that Consent Agenda item 7.1 be approved, items 7.2 through 7.6 be recommended for adoption on the County Board agenda, and that item 7.7 be received and filed. The motion carried by the following roll call vote:**

**PUBLIC WORKS, PLANNING, AND TRANSPORTATION**

7.6 [20-1016](#)

Joint resolution authorizing an agreement with Hampton, Lenzini and Renwick, Inc., Elgin, Illinois, for Phase II design engineering for the replacement of 12 culverts located on North Avenue, Gages Lake Road, and the Skokie Valley Bike Path, at a maximum cost of \$222,810, appropriating \$270,000 of County Bridge Tax funds.

**Attachments:** [20-1016 Vendor Disclosure, HLR](#)  
[20-1016 Location Map, Culvert Replacements](#)  
[20-1016 Culvert Replacement 2020 Phase II Consultant Agreement \(Draf](#)

A motion was made by Member Clark, seconded by Member Wilke, that Consent Agenda item 7.1 be approved, items 7.2 through 7.6 be recommended for adoption on the County Board agenda, and that item 7.7 be received and filed. The motion carried by the following roll call vote:

**FINANCIAL & ADMINISTRATIVE**

**7.7 [20-1030](#)**

Finance Monthly Report.

**Attachments:** [Finance Monthly Report 080220](#)  
[COVID-19 Expense Tracker 08032020.pdf](#)

A motion was made by Member Clark, seconded by Member Wilke, that Consent Agenda item 7.1 be approved, items 7.2 through 7.6 be recommended for adoption on the County Board agenda, and that item 7.7 be received and filed. The motion carried by the following roll call vote:

**REGULAR AGENDA**

**LAW & JUDICIAL**

**7.8 [20-1008](#)**

Joint resolution approving an intergovernmental agreement (IGA) for part-time contractual police services by and among the Beach Park School District Number Three (#3), Lake County and the Lake County Sheriff's Office (LCSO) in the amount of \$46,253.25.

**Attachments:** [SRO Agreement 2020-2021.pdf](#)

*Jim Chamernik, Sheriff's Office, presented the terms of the agreement. A deputy will work part-time and serve in the capacity of a School Resources Officer (SRO) to Beach Park School District #3 twice a week. Discussion ensued regarding precautions that will be taken to protect the health of the SRO and the school district's need for an SRO.*

A motion was made by Member Wasik, seconded by Member Pedersen, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:

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

## HEALTH & COMMUNITY SERVICES

### 7.9 [20-1024](#)

Joint resolution authorizing an emergency appropriation in the amount of \$405,391.92 of community development program income.

**Attachments:** [2020-07 Emergency Appropriation Pl](#)

*Eric Waggoner, Planning, Building and Development Director, reported that Lake County received \$405,391.92 of community development funding. These funds will be distributed to the Lake County Affordable Housing Program, Community Development Block Grant, HOME, and Neighborhood Stabilization Programs.*

**A motion was made by Member Carlson, seconded by Member Pedersen, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

### 7.10 [20-0952](#)

Joint resolution approving the Proposed Third Amendment to the Program Year (PY) 2019 Annual Action Plan (AAP).

**Attachments:** [2019 AAP 3rd Amendment\\_redline](#)

*Eric Waggoner, Planning, Building and Development Director, reported that the City of North Chicago is entitled to \$117,296 of \$1,709,120 of CARES Act funds Lake County has received for CDBG use. There is a need to amend the PY 2019 Annual Action Plan to support North Chicago's COVID-19 relief efforts.*

**A motion was made by Member Carlson, seconded by Member Vealitzek, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

### 7.11 [20-0957](#)

Joint resolution approving the First Amendment to the Program Year (FY) 2020 Annual Action Plan (AAP).

**Attachments:** [2020 AAP 1st Amendment](#)

*Eric Waggoner, Planning, Building and Development Director reported that this amendment repurposes CDBG and HOME programs income for three on-going housing programs.*

**A motion was made by Member Carlson, seconded by Member Pedersen, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

**PUBLIC WORKS, PLANNING & TRANSPORTATION**

**7.12 [20-1017](#)**

Joint committee action item approving Change Order Number One consisting of an increase of \$5,640 to the Phase II engineering consultant agreement for the reconstruction of the Lake County Division of Transportation (LCDOT) visitor parking lot, 600 West Winchester Road, Libertyville, Illinois.

**Attachments:** [20-1017 LCDOT Visitor Parking Lot - Hey and Associates Proposal](#)  
[20-1017 Vendor Disclosure, Hey and Associates](#)  
[20-1017 Location Map, LCDOT Visitor Parking Lot Improvements](#)

*Shane Schneider, Division of Transportation Director, reported that the landscape plan was tentatively scheduled to be completed by the Forest Preserve but due to a shift in priorities associated with the pandemic, there is a need to outsource the work. Discussion ensued regarding the benefits of using pervious pavement.*

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

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

**7.13 [20-1015](#)**

Joint resolution authorizing an agreement with the State of Illinois, by and through the Illinois Department of Transportation (IDOT), for the modernization of the traffic signals along Butterfield Road, between Illinois Route 137/Buckley Road and Allanson Road/Gregg's Parkway, appropriating \$1,671,600 of ¼% Sales Tax for Transportation funds.

**Attachments:** [20-1015 Butterfield Rd ITS IDOT Agreement \(Draft\)](#)  
[20-1015 Location Map, Butterfield Road ITS Passage Interconnect](#)

*Shane Schneider, Division of Transportation Director, reported that Lake County received Federal Congestion Mitigation Air Quality monies that will cover 80 percent of the project cost for traffic signal modernization. New adaptive control technology will be installed along a 3.7 mile stretch of Butterfield Road.*

**A motion was made by Member Clark, seconded by Member Wasik, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

7.14 [20-1031](#)

Ordinance amending Chapter 51: Water and Sewer Rates and Charges of the Code of Ordinances for certain Lake County systems to account for Village of Fox Lake pass through increase, publish Lakes Region Sanitary District connection and user fees for Fiscal Year (FY) 2020 and adjust the previously approved rate ordinance for FY2021.

**Attachments:** [08.05.20 Rate Ordinance Fox Lake Pass-thru and FY2021 Highlight.pdf](#)

*Austin McFarlane, Public Works Interim Director, reported that this amendment is a result of a pass-through rate increase by the Village of Fox Lake and two modifications to the Lakes Region sanitary sewer rates.*

**A motion was made by Member Clark, seconded by Member Pedersen, that this ordinance be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

**FINANCIAL & ADMINISTRATIVE**

7.15 [20-1035](#)

Resolution authorizing a contract with Superior Vision, Rancho Cordova, California, for vision care benefits for Lake County employees.

**Attachments:** [Draft Agreement Vision Services.pdf](#)  
[Draft Agreement.pdf](#)  
[Superior Vision - Rates.pdf](#)  
[20025 Scoring Matrix- Board.pdf](#)  
[Superior Vision Vendor Disclosure.pdf](#)

*John Light, Human Resources Director, reported that the County's vision insurance plan is funded solely by its employees. This year's rates are lower than the current rate and will result in cost-savings to the employees. Discussion ensued.*

**A motion was made by Member Wilke, seconded by Member Vealitzek, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

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

7.16 [20-0870](#)

Resolution approving a contract with CDW Government (CDW), Vernon Hills, Illinois, to replace the County's backup system which includes hardware, software, and support for 15 months, in an estimated amount of \$206,507.64.

**Attachments:** [CDW Proposal.pdf](#)  
[CDW Additional Support SOW.pdf](#)  
[CDW Vendor Disclosure Form](#)

*Chris Blanding, Information Technology, requested that this item be tabled until a future date.*

**A motion was made by Member Wilke, seconded by Member Wasik, that this resolution be removed from the agenda to be heard at a future date. Motion carried by the following roll call vote:**

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

**7.17 [20-1037](#)**

Resolution approving a one-year contract with DLT Solutions, Herndon, Virginia, to purchase a next generation managed security service in the amount of \$177,914.

**Attachments:** [DLT Quote \(4873462\) \[Ref 1548889\]](#)  
[Vendor Disclosure Statement 1](#)  
[Vendor Disclosure Statement 2](#)

*Chris Blanding, Information Technology Director, reported that this is for antivirus protection that will be managed by a security partner. Discussion regarding cyber security at the County.*

**A motion was made by Member Wilke, seconded by Member Clark, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

**7.18 [20-1065](#)**

Resolution authorizing an emergency appropriation in the amount of \$35,000 for services in Special Service Area Number 12 (SSA #12), Woods of Ivanhoe.

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, reported that SSA #12 is funded solely by the participants in the SSA. There is a need to disburse \$35,000 of SSA 12's Fund 276 to cover road repair expenses.*

**A motion was made by Member Vealitzek, seconded by Member Wilke, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

7.19 [20-1039](#)

Resolution authorizing line-item transfers between various funds for the purpose of reducing the Fiscal Year (FY) 2020 Budget spending authority in response to the novel coronavirus (COVID-19) pandemic.

**Attachments:** [COVID Reductions LIT Aug-20](#)

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, reported that this is the fourth round of budget reductions to the FY 2020 budget.*

**A motion was made by Member Clark, seconded by Member Wasik, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

7.20 [20-1069](#)

Ordinance changing the last three fixed holidays of Fiscal Year (FY) 2020, as set forth in the list of holidays approved by the County Board and found in Section 4.1 of the Lake County Employee Policies and Procedures, to unpaid holidays for Lake County employees.

**Attachments:** [F&A 8.6.20 Public Comment item 7.20.pdf](#)  
[Budget\\_Reduction\(08-06-20\).pdf](#)

*Jim Hawkins, Deputy County Administrator, reported on the COVID-19 Financial Strategy and priorities list. Staff has continued to review options and strategies for the current Fiscal Year (FY) 2020 budget reductions. With FY 2020 operational reductions slowing and two-thirds of County expenses being personnel and benefits, County Administration recommends consideration of the temporary change in policy to make the last three holidays of FY 2020 unpaid in order to offset some revenue loss resulting from the COVID-19 pandemic.*

*Discussion ensued regarding the challenges the County is facing, what the true financial loss is, which departments will be impacted by the resolution, and the inability for elected officials to personally participate in the unpaid holidays. Communication with bargaining units has been initiated requesting that unions participate in the unpaid holiday schedule.*

*Blanca Vela-Schneider, County Administrator's Office, presented public comment by Kimberly Neas regarding unpaid holidays.*

**A motion was made by Member Clark, seconded by Member Vealitzek, that this ordinance be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

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

7.21 [20-1075](#)

Committee action authorizing the restructuring of the Human Resources Department.

**Attachments:** [HR Restructuring.pdf](#)

[F&A 8.6.20 Public Comment item 7.21.pdf](#)

*John Light, Human Resources Director, is requesting the authority to restructure the Human Resources Department to realign the department to better serve County employees. This will simplify numerous position classifications to clarify roles and responsibilities. This restructuring will result in a savings of \$151,000 per year and the elimination of two-full time unfilled employee positions. Discussion ensued.*

*Blanca Vela-Schneider, County Administrator's Office, presented public comment related to the restructuring by Kimberly Neas.*

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

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

7.22 [20-1049](#)

Discussion topics.

*Jim Hawkins, Deputy County Administrator, updated the committee regarding CARES Act funding. As of August 4, 2020, \$294,550 has been dispensed to municipal and community partners to administer CARES Act relief programs. Deputy County Administrator Hawkins identified the key partners in rent and utility assistance and food assistance programs. There are 33 municipalities and nine fire protection districts who have expressed interest in receiving reimbursement for COVID-19 related expenses. Discussion ensued regarding the small business grant program. There are 491 applicants that have been approved for the grant, another 1,020 that are pending and require supplemental documents, and 373 applications that were deemed ineligible.*

**An update to the CARES Act funding programs was provided.**

7.23 [20-1070](#)

Discussion regarding permanently restructuring the property tax payment schedule to four payments.

*Holly Kim, Treasurer, provided a presentation regarding the implications of putting together a four payment process for property tax payments. To amend the process would necessitate additional staff and would require significant programming changes to the tax payment software system. Treasurer Kim reviewed the timeline for such implementation, noting that a realistic launch date is in 2022. Discussion ensued regarding the costs and benefits of implementing these changes.*

**The restructuring of the property tax payment system was discussed.**

**8. Executive Session**

*The Committee did not enter into Executive Session.*

**9. Department Head Reports**

**9.1 [20-1050](#)**

Department head reports.

**Attachments:** [FA Committee Update JOC over 350K Revised 080520.pdf](#)

*Facilities and Construction Services*

*Carl Kirar reported on Job Order Contracting projects that exceed \$350,000 as a result of unplanned expenses related to the COVID-19 pandemic.*

*Finance and Administrative Services*

*There was no report.*

*Human Resources*

*There was no report.*

*Information Technology*

*There was no report.*

**Department head reports were presented.**

**11. County Administrator's Report**

*Gary Gibson, County Administrator, reported that there will be an update on CARES Act funds brought to the Committee of the Whole meeting.*

**12. Members Remarks**

*There were no remarks by members.*

**13. Adjournment**

*Chair Frank adjourned the meeting at 11:50 a.m.*

**Next Meeting: August 27, 2020**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee*