

Lake County Illinois

Meeting held by Video Conference
Physical Location:
18 N County Street (10th Floor), Waukegan, IL 60085



Meeting Minutes - Draft

Thursday, August 5, 2021

8:30 AM

Meeting held by video conference. The public can register to attend remotely at <https://bit.ly/3f1dbOx>

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the current Gubernatorial Disaster Proclamation, and this Written Determination, this meeting will be held by audio and video conference.

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options): (1) remote / virtual attendance through registration at the link on the front page of this agenda, or (2) in-person attendance (to view the virtual meeting on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois.)

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item.

Individuals attending in-person or remotely may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to publicComment@Lakecountyil.gov delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)).

Public Comment will proceed in the following order: (1) Public Comment by individuals who are attending remotely / virtually, (2) Public Comment by individuals in attendance on the 10th Floor, and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- * Meeting: F&A (Subject line for written Public Comment)
 - * Name (REQUIRED)
 - * Topic or Agenda Item # (REQUIRED)
 - * Street Address, City, State (Optional)
 - * Phone Number (Optional)
 - * Organization/Agency/etc. Represented (If representing yourself, put "Self")
- ***To view County Board Rules, click here: <https://bit.ly/3idRdrV> ***

0. [21-1171](#)

Chair's determination of need to meet by audio or video conference.

Attachments: [Determination - Chair Hart 7.30.21\[379\]](#)

1. **Call to Order**

Chair Frank called the meeting to order at 8:31 a.m.

Other present:

RuthAnne Hall, Purchasing

Abby Scalf, Communications

Alex Carr, Communications

Angelo Kyle, Board Member

Austin McFarlane, Public Works

Carissa Casbon, Board Member

Carl Kirar, Facilities

Cassandra Torstenson, County Administrator's Office

Chris Blanding, Information Technology

Darcy Adcock, Human Resource

Gary Gibson, County Administrator's Office

Holly Kim, Treasurer's Office

Jim Chamernik, Sheriff's Office

Jim Hawkins, County Administrator's Office

John Light, Human Resources

Mark Pfister, Health Department

Mary Cunningham, Board Member

Matt Meyers, County Administrator's Office

Patrice Sutton, Finance and Administrative Services

Robin O'Connor, County Clerk

Shane Schneider, Transportation

Teri White, State's Attorney's Office

Todd Schroeder, Nineteenth Judicial Circuit

Walter Willis, SWALCO

Jonathan Joy, Finance and Administrative Services

Joy Fitzgerald, State's Attorney's Office

Karen Brush, County Clerk Office

Krista Kennedy, Purchasing

Kurt Woolford, Planning, Building and Development

Linda Rubeck, Transportation

Marina Shteynberg, Finance and Administrative Services

Micah Thornton, Circuit Clerk

Michael Wheeler, Finance and Administrative Services

Mick Zawislak, Public

Monica McClain, Finance and Administrative Services

Nick Kalfas, Sheriff's Office
Nicole Farrow, Human Resources
Paula Devore, Finance and Administrative Services
Penni Raphaelson, Planning, Building and Development
Sonia Hernandez, County Administrator's Office
Samantha Vrtis-Bentz, Human Resource
Stephen Rice, State's Attorney's Office
Susan August, Finance and Administrative Services
Yvette Albarran, Purchasing

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Roll Call of Members

Present 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent 2 - Member Danforth and Member Pedersen

** Electronic Attendance: All Members*

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment (Items Not on the Agenda)

There were no public comments.

6. Chair's Remarks

Chair Frank thanked everyone for all the work at the Public Works, Planning and Transportation Committee and Energy and Environment Committee Meetings.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business

CONSENT AGENDA (items 8.1 - 87)

LAW & JUDICIAL

8.1 [21-1123](#)

Joint resolution authorizing an amendment for a three month extension of the Lake County Children's Advocacy Center's Victim of Crime Act (VOCA) victim advocate grant program, awarded by the Children's Advocacy Centers of Illinois (CACI) for Fiscal Year (FY) 2021, including an increase in grant funding of \$110,644.

Attachments: [CACI VOCA Lake FY21 Award Increase Notification Letter - 6-29-21 \(002\)](#)
[CACI VOCA Extension Grant Accounting](#)

This matter was recommended for adoption to the consent agenda

HEALTH & COMMUNITY SERVICES

8.2 [21-1089](#)

Joint resolution accepting the Illinois Department of Human Services stipend and authorizing an emergency appropriation in the amount of \$5,000 for the Lifeline Call Center Stipend.

Attachments: [LCCS \\$5k](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.3 [21-1090](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$55,050 for the Local Health Protection Grant.

Attachments: [LHPG \\$55K](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.4 [21-1118](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$25,000 for the HIV/AIDS Quality of Life Program grant.

Attachments: [HIV-AIDS QLP \\$25K](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

FINANCIAL & ADMINISTRATIVE

8.5 [21-1160](#)

Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in Fiscal Year (FY) 2021.

Attachments: [DOT Aug-21 FY21 Budget LIT](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.6 [21-1173](#)

Monthly Financial Report.

Attachments: [Finance Monthly Report 080121](#)

8.7 [21-1098](#)

Report from Robin M. O'Connor, County Clerk, for the month of June, 2021.

Attachments: [LCC Report for June 2021](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that this communication or report be received and placed on the consent agenda. Motion carried by the following roll call vote:

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.8 [21-1117](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$3,000,000 for the COVID-19 Contact Tracing grant.

Attachments: [COVID-19 Contact Tracing \\$3M](#)

Mark Pfister, Health Department Executive Director, reported on the continuation of the COVID-19 Contact Tracing grant until December 31, 2021. The complexity of the contact tracing has increased this year due to people going to multiple venues with multiple exposure. Discussion ensued.

A motion was made by Member Clark, seconded by Member Vealitzek, that this

resolution be recommended for adoption to the consent agenda. Motion carried by the following roll call vote:

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.9 [21-1113](#)

Joint resolution authorizing an agreement with the Chicago Metropolitan Agency for Planning (CMAP) to provide transportation planning staff assistance for the Lake County Council of Mayors.

Attachments: [21-1113 CMAP PL Agreement Draft](#)
[21-1113 CMAP PL Agreement Draft LCCOM Resolution](#)

Shane Schneider, Director of Transportation, reported on the annual agreement with CMAP to provide professional transportation planning assistance to Lake County Council of Mayors. The County staff the council and the funds reimburse portion of staff's salary.

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.10 [21-1114](#)

Joint resolution appropriating a supplemental amount of \$215,000 of ¼% Sales Tax for Transportation funds and approving Change Order Number One in the amount of \$213,946.54 for additional Phase II design engineering services for the Wadsworth Road at Kilbourne Road intersection improvement.

Attachments: [21-1114 Wadsworth Road at Dilleys and Kilbourne - CO1 Scope of Work](#)
[21-1114 Vendor Disclosure, Christopher Burke](#)
[21-1114 Location Map, Wadsworth Road Phase II Eng.](#)

Shane Schneider, Director of Transportation, reported on the change order for the resurfacing of Wadsworth Road and Kilbourne Road intersection. There is approximately two miles of resurfacing. This will result into one bid packet that goes out to bid in 2023. Discussion ensued.

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.11 [21-1115](#)

Joint resolution appropriating a supplemental amount of \$232,000 of ¼% Sales Tax for Transportation funds and approving Change Order Number Three in the amount of \$231,723.85 for engineering services for intersection improvements of Wadsworth Road at Dilley's Road, US Route 41, and Kilbourne Road.

Attachments: [21-1115 Wadsworth Road at US 41 - CO3 Scope of Work](#)
[21-1115 Wadsworth Road at US 41 Committee Action Memo](#)
[21-1115 Vendor Disclosure, Christopher Burke](#)
[21-1115 Location Map, Wadsworth Road Phase I Study](#)

Shane Schneider, Director of Transportation, stated this is an active phase one engineering contract for the intersection improvement at Wadsworth Road at Dilley's Road, US Route 41, and Kilbourne Road. The project was nearing completion when the Forest Preserve stated that they had purchased property or done improvement at the Wadsworth Savannah which triggers having to do a set of environmental reports. Discussion ensued.

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.12 [21-1116](#)

Joint committee action item approving Change Order Number Two consisting of an increase of \$296,595 for additions to the Quentin Road reconstruction Phase III construction engineering contract.

Attachments: [21-1116 Quentin Road - CO2 Scope of Work](#)
[21-1116 Vendor Disclosure, V3](#)
[21-1116 Location Map, Quentin Road](#)

Shane Schneider, Director of Transportation, stated the project is now complete but the project timeline extended 12 1/2 months due to four utility delays. The Phase three contract with the consultant needs to be closed out so the funds are needed to cover the costs for additional year.

A motion was made by Member Wilke, seconded by Member Vealitzek, that this resolution be recommended for adoption to the regular agenda. Motion carried by

the following roll call vote:

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.13 [21-1131](#)

Joint Resolution authorizing execution of an Easement Agreement for the Ingress and Egress to the Lake County Public Works White Deer Run Water Reservoir.

Attachments: [21-1131 Vernon Hills Easement Agreement for Reservoir Access - with Ex](#)
[21-1131 Vernon Hills Easement Agreement White Deer Run Water Reserv](#)

Austin McFarlane, Intern Director for Public Works, report on the easement agreement for the construction for a 2,00,000 gallon storage reservoir. This will allow the Village of Vernon Hills and the Village of Mundelein Public Works to access the property with the sewage structure.

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

FINANCIAL & ADMINISTRATIVE

Finance and Administrative Services

8.14 [21-1066](#)

Discussion on Lake County's Minority Contracting initiative.

Attachments: [Vendor Certification Form v3 6.4.21](#)
[Minority Contracting Presentation for F&A 7.29.21](#)

RuthAnne Hall, Purchasing, gave a presentation on the on the Lake County's Minority Contracting initiative. Ms. Hall gave an overview of the contracting process and showed the new tracking report. The professional services make up most of the County's contracting. Purchasing is working on enhancing the outreach and partnerships, and letting the vendors know how important it is to get certified. Ms. Hall explained what the next steps will be. Discussion ensued.

8.15 [21-1065](#)

Discussion on Lake County's Sustainability Statement in Procurement.

Attachments: [SUSTAINABILITY STATEMENT INSTRUCTIONS - Redlined version 5-7-2](#)
[SUSTAINABILITY STATEMENT Revised 5-7-21 FINAL](#)
[FA Presentation 7.29.21 FINAL](#)

RuthAnne Hall, Purchasing, gave a presentation on Sustainability in Procurement. Ms. Hall gave an overview of the Sustainability statement with vendors. The County has partnered with SWALCO for a recycling system and educating staff on reducing single use plastics.

Walter Willis, SWALCO, gave an overview of the partnership with the County. Discussion ensued.

Human Resources

8.16 [21-1144](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Metropolitan Alliance of Police Chapter 482 (MAP) Law Enforcement Division Lieutenants Unit.

Attachments: [Clean Copy -- CBA 2019-2024 SO Law Enforcement Lts MAP 482](#)
[Redline -- CBA 2019-2024 SO Law Enforcement Lts MAP 482 -- 7-19-21](#)

John Light, Human Resources Director, reported this is a five year agreement which will be retroactive back December 2019 for six Lieutenants at the Sheriff's Department. The Lieutenants will be paid five percent more and will move up to eight percent in three years. Discussion ensued.

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.17 [21-1174](#)

Committee action approving an off-cycle increase to base salary for a Stormwater Management Commission position in accordance with Personnel Policy 5.11, Section 8.

Attachments: [Memo - One time increase to base for Stormwater Management Commissi](#)
[Stormwater Increase](#)

John Light, Human Resources Director, reported on the salary review of the executive team for Stormwater Management with the Executive Director. During the reviews it was found that one of the salaries with the executive team was below the marketed value and is requesting a 15 percent increase. Discussion ensued.

This matter was recommended for adoption to the regular agenda

8.18 [21-1158](#)

Director's Report - Human Resources.

John Light, reported on coordinating the Courts and County holidays. Human Resources will be bringing forth to the committee a change in purchasing Military time. Director Light stated Human Resources is also working on getting a better Benefit model.

Enterprise Information Technology

8.19 [21-1159](#)

Director's Report - Enterprise Information Technology.

Chris Blanding, had no Director's report.

Facilities and Construction

8.20 [21-1094](#)

Resolution authorizing an agreement with CDW Government, Chicago, IL, for network hardware and electronics as required to bypass Winchester House in the amount of \$36,603.09.

Attachments: [Award Information-CDW](#)
[MFPP635](#)
[Vendor Disclosure Statement Cisco 07.16](#)

Carl Kirar, Facilities Director, reported the contract for hardware to bypass the demolition for Winchester House.

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.21 [21-1095](#)

Resolution authorizing a contract with McDonagh Demolition Incorporated of Chicago, Illinois for the demolition and site restoration of Winchester House in the amount of \$2,750,000.

Attachments: [Bid 21090 Bid Final](#)
[21090 Bid Tab](#)
[21090 Award Information](#)
[Vendor Disclosure Form](#)

Carl Kirar, Facilities Director, gave an overview of the contract with McDonagh Demolition project for Winchester House. The demolition will start in the next month. Any items left in the building will be recycled, if possible. Discussion ensued.

A motion was made by Member Clark, seconded by Member Vealitzek, that this resolution be recommended for adoption to the regular agenda. Motion carried by

the following roll call vote:

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.22 [21-1093](#)

Director's Report - Facilities and Construction Services.

Attachments: [JOC Over \\$350K Memo 20JUL21](#)

Carl Kirar, Facilities Director, stated there are two projects for the server room. The first project is the electrical power system. The second project is replacing the ventilation and air conditioning in the server room.

County Administration

8.23 [21-1172](#)

Resolution approving a three percent pay increase for the last 13 pay periods of Fiscal Year 2021 (FY21) for County employees not in a bargaining unit and for bargaining unit employees whose contract agrees to mirror County employee annual increases.

Jim Hawkins, Deputy County Administrator, gave an overview of the resolution to approve a three percent increase for the last 13 pay periods. The increase will all be in this fiscal year. Discussion ensued.

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

Aye: 5 - Member Clark, Chair Frank, Member Simpson, Vice Chair Vealitzek and Member Wilke

Absent: 2 - Member Danforth and Member Pedersen

8.24 [21-1162](#)

Committee action approving a Finance and Administration (F&A) Committee-initiated New Program Request (NPR) for the Fiscal Year (FY) 2022 budget to add English and Spanish subtitles to recorded Lake County Board and F&A Committee meetings.

Attachments: [New Program Request - English and Spanish Subtitles](#)

Jim Hawkins, Deputy County Administrator, gave an overview of the new program request to include English and Spanish subtitles for County Board meetings and F&A meetings. Discussion ensued.

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Vealitzek and Member Wilke

Present: 1 - Member Simpson

Absent: 2 - Member Danforth and Member Pedersen

9. County Administrator's Report

Gary Gibson, County Administrator, thanked the committee for approving the salary increase for staff and all of the hard work that was put in. Administrator Gibson stated Lori Powell from Finance and Administrative Services is retiring.

10. Executive Session

There was no executive session.

11. Members Remarks

There were no member remarks.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:04 a.m.

Next Meeting: September 2, 2021

Minutes prepared by Kristy Cechini.

Respectfully submitted,

Legislative Committee, Chair