

Lake County Illinois

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



Meeting Minutes - Final

Thursday, August 8, 2019

8:30 AM

Assembly Room, 10th Floor

Financial and Administrative Committee

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 Didech, Member Pedersen, Member Wasik and Member Wilke

Others present:

Alex Carr, Communications

Jim Chamernik, Sheriff's Office

Jennifer Everett, Workforce Development

John George, RSM

Jodi Gingiss, Community Development

RuthAnne Hall, Purchasing

Karla Hasty, Human Resources

Ryan Horne, Finance and Administrative Services

John Idleburg, Sheriff

Doretha Johnson, Division of Transportation

Carl Kirar, Facilities and Construction Services

Kelly Kirkman, RSM

Chris Kopka, Human Resources

Rodney Marion, Human Resources

Vasyl Markus, Treasurer's Office

Amy McEwan, County Administrator's Office

Matt Meyers, County Administrator's Office

Robin O'Connor, County Clerk

Bill Panos, County Administrator's Office

Mark Pfister, Health Department

Jennifer Serino, Workforce Development

Patrice Sutton, Finance and Administrative Services

Micah Thornton, Circuit Court Clerk's Office

William Thornton, Sheriff's Office

Jeremiah Varco, Facilities and Construction Services

Anthony Vega, Sheriff's Office

Blanca Vela-Schneider, County Administrator's Office

Mike Warner, Stormwater Management Commission

Rodney Worden, Public Works

2. Pledge of Allegiance

Chair Frank requested a moment of silence to honor the victims of the Texas and Ohio shooting tragedies.

Member Wasik led the Pledge of Allegiance.

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

Chair Frank had no remarks.

6. Old Business

7. New Business

CONSENT AGENDA (Items 7.1 - 7.14)

Approval of Minutes

LAW & JUDICIAL

7.1 19-1217

Joint resolution authorizing the purchase of Solacom 9-1-1 Guardian equipment and professional services from Comtech Solacom Technologies, Gatineau, Quebec, Canada, in an estimated total amount of \$146,766.

Attachments: [Lake County IL Vendor Disclosure Statement](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.2 19-1218

Joint resolution authorizing the purchase of Tellus Aware, Tellus Unify Computer Aided Dispatch (CAD) to CAD interface software, and professional services from Tellus Safety Solutions LLC, Bountiful, Utah, in an estimated total amount of \$338,638.

Attachments: [Tellus CST Vendor Disclosure.pdf](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

HEALTH & COMMUNITY SERVICES

7.3 [19-1264](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$35,000 for the Harm Reduction Community Linkages program.

Attachments: [Harm Reduction \\$35K](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.4 [19-1265](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$30,000 for the Illinois Breast and Cervical Cancer Program.

Attachments: [IBCCP Additional \\$30K](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.5 [19-1268](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$36,875 for the Prescription Drug Overdose program.

Attachments: [PDO Naloxone II](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.6 [19-1263](#)

Joint resolution accepting the Gorter Family Foundation grant and authorizing an emergency appropriation in the amount of \$40,000 for the Coordinated Intake program.

Attachments: [Gorter Grant Approval Letter 5.28.19](#)
[BOH-Gorter - 1b.rev](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.7 [19-1266](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$60,000 for the Immunization Elimination of Disparities program.

Attachments: [Immunization Disparities \\$60K](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.8 [19-1319](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Local Incentive Bonus Grant and approving an emergency appropriation in the amount of \$29,241.

Attachments: [August 2019 CFY'19 Incentive Enter GL 8.31.19](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.9 [19-1321](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Rapid Response grant and Trade Adjustment Assistance (TAA) grant modifications; and approving an emergency appropriation in the amount of \$89,636.

Attachments: [August 2019 CFY'19 Trade CM & 1EC CM Enter GL 8.31.19](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

FINANCIAL & ADMINISTRATIVE

7.10 [19-1275](#)

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

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

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.11 [19-1177](#)

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

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

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.12 [19-1288](#)

Resolution authorizing a contract with Safeware Inc., Lanham, Maryland, for the purchase of security video servers, employee identification card printers, employee identification cards and security personal vcomputer (PC) workstations in the amount of \$169,925.

Attachments: [Safeware Vendor Disclosure](#)
[Safeware Security Camera Servers and Equipment Proposal 8.13.19](#)
[Safeware Award Information](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.13 [19-1294](#)

Resolution authorizing a Years of Service Award Program contract with Awards Network for, La Porte, Indiana, for a two year initial term, with three one year renewal options, for Lake County in an estimated annual amount for of \$26,120 based on the number of employees that will reach service milestones in any given year.

Attachments: [19078 Award Recommendation.pdf](#)
[Scoresheet for Award.pdf](#)
[Awards Network Program Proposal - Lake County.pdf](#)
[19078 Vendor Disclosure Statement.pdf](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

7.14 [19-1317](#)

Resolution approving policies and procedures for preparing and updating bond disclosures.

Attachments: [Disclosure Policies and Procedures 072919](#)

A motion was made by Member Didech, seconded by Member Wasik, that Consent Agenda items 7.1 through 7.14 be recommended for adoption/received and placed on the County Board agenda. Motion carried by voice vote.

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

REGULAR AGENDA

LAW & JUDICIAL

7.15 [19-1307](#)

Joint resolution authorizing into a contract with Stellar Services, LLC, Stoughton, Wisconsin, in the estimated annual amount of \$250,000 payable to the Inmate Welfare Fund for commissary commissions.

Attachments: [19112 RFP Jail Commissary Final.pdf](#)
[Award Information.pdf](#)
[Stellar Services, LLC Vendor Disclosue.pdf](#)
[Summary Score Matrix.pdf](#)

Jim Chamernik and William Thornton, Sheriff's Office, presented a contract with Stellar Services for the handling of commissary commissions for the Inmate Welfare Fund. Discussion ensued regarding advantages with new vendor's software system.

A motion was made by Member Didech, seconded by Member Carlson, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

HEALTH & COMMUNITY SERVICES

7.16 [19-1267](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$60,000 for the Local Health Department Overdoses Surveillance and Response program.

Attachments: [Overdoses Surveillance \\$60K](#)

Health Department Director Mark Pfister reported the grant funding will offset existing staff salary and benefit costs.

A motion was made by Member Carlson, seconded by Member Wasik, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.17 [19-1056](#)

Resolution permitting the transfer of ongoing affordable housing-related commitments from Northpointe Resources, Inc. to Aspire of Illinois.

Attachments: [County Duties Assumption Request](#)

Jodi Gingiss, Community Development, reported that the merger of Northpointe Resources and Aspire requires that Northpointe Resources' assets be transferred to Aspire.

A motion was made by Member Carlson, seconded by Member Didech, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.18 [19-1312](#)

Joint resolution to renew contracts for Youth Program Services with various firms in an amount not to exceed \$532,000 for Lake County Workforce Development.

Attachments: [Recommendation for 2019-2020 WIOA Youth Services Contracts.pdf](#)
[Employee Connections Vendor Disclosure.pdf](#)
[Youth Conservation Corp Vendor Disclosure.pdf](#)
[YouthBuild Lake County Vendor Disclosure.pdf](#)
[Waukegan High School Vendor Disclosure.pdf](#)

Workforce Development Director Jennifer Serino and Jennifer Everett, Workforce Development, reported on the proposed sites for the Youth Summer Work Program. Youths meeting eligibility requirements are selected at random draw. Discussion ensued.

A motion was made by Member Pedersen, seconded by Member Didech, that this

resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.19 [19-1320](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2019 formula grant and modification to WIOA PY 2018 grant authorizing a decrease in the budgeted appropriation in the amount of \$638,098 for the Lake County Workforce Development Department.

Attachments: [August 2019 CFY'18 WIOA'19 decrease & WIOA'18 Increase GL 8.31.19](#)

Workforce Development Director Jennifer Serino and Jennifer Everett, Workforce Development, reported that the \$4,000,000 grant is less than the previous year's grant due to a lower unemployment rate. Discussion ensued.

A motion was made by Member Carlson, seconded by Member Wasik, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.20 [19-1305](#)

Joint resolution appropriating \$225,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvement of Fairfield Road at Monaville Road.

Doretha Johnson, Division of Transportation, reported that this appropriation is for the acquisition of necessary right-of-way for the Fairfield Road at Monaville Road Project.

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

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

7.21 [19-1311](#)

Ordinance amending water and sewer related rates for certain Lake County systems.

Attachments: [19-1311 Rate Ordinance based on Rate Study - Final.pdf](#)

Public Works Director Rodney Worden presented the proposed water and sewer rate structure for Fiscal Year 2020. Discussion ensued.

A motion was made by Member Pedersen, seconded by Member Wasik, that this

item be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

7.22 [19-1290](#)

Joint resolution authorizing an emergency appropriation for the Lake County Flood Hazard Mitigation Project by the Stormwater Management Commission (SMC) in the amount of \$3,845,091 and funded by the Illinois Department of Natural Resources, Office of Water Resources, (IDNR-OWR) Flood Mitigation program.

Attachments: [IDNR-OWR Grant Agreement Approval-County Board Bullets 080719](#)
[Lake County IGA \(002\) Redacted Attachment A](#)

Stormwater Management Director Mike Warner reported that the purchase of 12 flood-prone properties would be fully funded by IDNR-OWR. The properties will be transferred to their local municipality or township following demolition of the structures. Substantial discussion ensued.

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

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

FINANCIAL & ADMINISTRATIVE

7.23 [19-1236](#)

Resolution approving a contract with Byers Printing Company, Springfield, Illinois, in the amount of \$85,547 to provide restoration of historical County Board and vital records.

Attachments: [FY2019 Capital Request.pdf](#)
[Byers Record Restoration Project.pdf](#)
[Byers Printing - Vendor Disclosure.pdf](#)
[Agreement - Byers Printing.pdf](#)

County Clerk Robin O'Connor, brought forth a contract for restoration of historical documents in the Clerk's Office related to the County Board and vital records. The records date back to 1800s and are deteriorating. The vendor will not only preserve the documents but scan them in electronically for easy access. Discussion ensued regarding the restoration process.

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

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

7.24 19-1286

Committee action approving Contract Modification Number One for Agreement Number 17108 with Syska Hennessy, Chicago, Illinois, to provide architectural and engineering services for mechanical, electrical, fire protection and architectural (MEFPA) and telecom consulting for the mechanical infrastructure projects at the Babcox Justice Center in the amount of \$44,480.

Attachments: [VENDOR DISCLOSURE STATEMENT](#)

[Vendor Proposal](#)

[Award Information](#)

Facilities and Construction Services Director Carl Kirar and Jeremiah Varco, Facilities and Construction Services, reviewed the modifications for additional MEFPA design services. Mr. Varco reported that it was determined that it would be more economical to have Clarke install the third chiller and remove it from this contract. The other modifications are being completed at the request of the Sheriff's Office and Waukegan Fire Protection District. Discussion ensued.

A motion was made by Member Carlson, seconded by Member Pedersen, that this item be approved. The motion carried unanimously.

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

7.25 19-1295

Resolution authorizing a contract with Accruent LLC, Austin, Texas, for the purchase of facilities condition assessment services and capital planning and management software for Lake County in the amount of \$135,337.

Attachments: [VENDOR DISCLOSURE STATEMENT](#)

[Award Information](#)

[Accruent Proposal](#)

Facilities and Construction Services Director Carl Kirar and Jeremiah Varco, Facilities and Construction Services, reported that this contract will not only provide condition assessment services but capital planning and management software. The software system will allow the County to use the data and better manage its maintenance schedule. Discussion ensued.

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

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

7.26 [19-1315](#)

Discussion and presentation of the 2018 Comprehensive Annual Financial Report (CAFR).

Attachments: [FINAL Lake County CAFR Non-GAS Financial Report No88922 ID935449](#)

Finance and Administrative Services Director Patrice Sutton, Ryan Horne, Finance and Administrative Services, John George and Kelly Kirkman, RSM, presented the 2018 CAFR for Lake County. The County has earned a clean audit, consistent with previous years. Two material weaknesses and one significant deficiency were identified but corrective actions have already been implemented to address them. Discussion ensued.

The 2018 CAFR was presented.

7.27 [19-1316](#)

Discussion regarding Health Insurance Update.

Human Resources Director Rodney Marion and Chris Kopka, Human Resources, presented proposed changes for the 2020 health insurance plan. Modifications to the plan include multiple options for those who enroll in the Consumer Driven Health Plan, and an additional premium increase for those enrolled in the Preferred Provider Option plan. Substantial discussion ensued. Staff will incorporate the committee's recommendations for consideration at the next meeting.

A discussion regarding health insurance was had.

8. **Executive Session**

The Committee did not enter into Executive Session.

9. **County Administrator's Report**

9.1 [19-1314](#)

Monthly Financial Report.

Attachments: [Monthly Report 072919](#)

Finance and Administrative Services Director Patrice Sutton presented the monthly financial report.

The monthly Financial Report was presented.

10. **Members Remarks**

There were no remarks from members.

11. **Adjournment**

Chair Frank adjourned the meeting was adjourned at 10:37 a.m.

Next Meeting: August 29, 2019

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chair

Vice-Chair

Financial and Administrative Committee