

# Lake County Illinois

*18 N. County Street (10th FL), Waukegan, IL 60085  
Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30,  
AT&T Uverse Ch 99, & at the County Building*



## Meeting Minutes - Final

Thursday, April 8, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at <https://bit.ly/39HmGQe>

Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30, AT&T Uverse Ch 99, & 18 N County St, Waukegan (10th FL)

### Financial & Administrative Committee

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

**PUBLIC ATTENDANCE:** The public wishing to attend remotely / virtually may: (1) register at the link on the front page of this agenda to attend by audio or video conference or (2) attend remotely on the 10th Floor of the Administrative Tower, 18 N. County Street, Waukegan, Illinois (limited to the number of persons in keeping with social distancing requirements, currently 10 people).

**PUBLIC VIEWING:** This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast Channel 18 or 30 and AT&T Channel 99.

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the County Board. Individuals attending remotely / virtually 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](mailto:PublicComment@Lakecountyil.gov) or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)). Public Comment on items not on the agenda will be presented at the beginning of the meeting under "Public Comment." Comments on agenda items may be presented during consideration of that item. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment.

Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance (on the 10th Floor and then those via the registration link) then (2) written comments in the order they are received. To view County Board Rules, click here: <https://bit.ly/3idRdrV>.

Individuals providing Public Comment will provide the following information:

- \* Meeting: Financial and Administrative Committee  
(Must be the 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")

0 [21-0069](#)

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

**Attachments:** [Determination - Chair Hart 12.30.20](#)

## 1. Call to Order

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

*Others present:*

*Marah Altenberg, County Board*

*Billy Batson, Resident*

*Chris Blanding, Enterprise Information Technology*

*Karen Brush, County Clerk's Office*

*Erin Cartwright-Weinstein, Circuit Court Clerk's Office*

*Carissa Casbon, County Board*

*Kristy Cechini, County Board Office*

*Jim Chamernik, Sheriff's Office*

*Kevin Considine, Lake County Partners*

*Daniel Eder, Emergency Management Agency*

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

*Todd Govain, County Clerk's Office*

*RuthAnne Hall, Purchasing*

*Jim Hawkins, County Administrator's Office*

*Sandy Hart, County Board*

*Rosemary Heilemann, League of Women Voters*

*Holly Kim, Treasurer*

*Carl Kirar, Facilities and Construction Services*

*Katie Laid, Sheriff's Office*

*John Light, Human Resources*

*Ann Maine, County Board*

*Austin McFarlane, Public Works*

*Matt Meyers, County Administrator's Office*

*Brenda O'Connell, Community Development*

*Robin O'Connor, County Clerk*

*Mark Pfister, Health Department*

*Janna Philipp, State's Attorney's Office*

*Cynthia Pruim, Recorder of Deeds Office*

*Abby Scalf, County Board Office*

*Shane Schneider, Division of Transportation*

*Todd Schroeder, Court Administration*

*Jennifer Serino, Workforce Development*

*Patrice Sutton, Finance and Administrative Services*  
*Arin Thrower, Communications*  
*Cassandra Torstenson, County Administrator's Office*  
*Blanca Vela-Schneider, County Administrator's Office*  
*Eric Waggoner, Planning, Building and Development*  
*John Wasik, County Board*  
*Mike Wheeler, Finance and Administrative Services*  
*Teri White, State's Attorney's Office*  
*Kurt Woolford, Stormwater Management Commission*

**2. Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**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 comments from the public.*

**6. Chair's Remarks**

*Chair Frank remarked on the Holocaust Days of Remembrance and the hatred the Asian community has experienced in recent weeks.*

**7. Unfinished Business**

*Chair Maine discussed the Board of Health's budget. She reported that the Health Department's Executive Committee is open to having a discussion with the County Board about readjusting the Health Department's budget hearing process. She noted that one challenge in moving the Health Department's budget schedule is that, by law, it must also be approved by the Health Department's Governing Counsel. It was noted that while the budget schedule can be readjusted, it will never fully align with the County's budget process. Discussion ensued.*

**8. New Business**

**CONSENT AGENDA (Item 8.1)**

**\*PUBLIC WORKS, PLANNING & TRANSPORTATION\***

**8.1 [21-0546](#)**

Joint resolution authorizing a contract with Data Transfer Solutions, LLC, Orlando, Florida, in the amount of \$271,200 for licensing, implementation, configuration and training plus \$36,100 for annual maintenance and hosting services for the Computer Maintenance Management System (CMMS), VUEworks software.

**Attachments:** [21-0546 Asset Management CMMS Award Information](#)  
[21-0546 Asset Management CMMS Final DTS Agreement](#)  
[21-0546 Asset Management CMMS RFP Document](#)  
[21-0546 Asset Management CMMS Scoring Matrix](#)  
[21-0546 Asset Management CMMS Vendor Disclosure Form](#)

**A motion was made by Member Clark, seconded by Member Pedersen, that item 8.1 of the consent agenda be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

## **REGULAR AGENDA**

### **\*LAW & JUDICIAL\***

#### **8.2 [21-0485](#)**

Joint resolution approving Change Order Number One with MTG Management Consultants, LLC Seattle, Washington for professional consulting and project management services for the implementation of the Integrated Case Management System (ICMS), in the amount not to exceed \$543,104 and emergency appropriation of \$300,000 in the Electronic Citation Fund.

**Attachments:** [MTG PM-OCM Proposed Extension 307567](#)  
[MTG Vendor Disclosure Final-signed.pdf](#)

*Erin Cartwright-Weinstein, Circuit Court Clerk, reported that MTG is the project management company for the implementation of the case management system that integrates several departments' data. The initial contract was for two years but there is a need to extend the contract for another year to fully implement the case management system. After the system's estimated go-live date of April 2022, the Circuit Court would like to retain the vendor's services for a few additional months to address any issues that arise. Discussion ensued regarding the additional costs and the funds that are being used to cover the expenses.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

#### **8.3 [21-0521](#)**

Joint resolution to enter into a contract with Global Tel\*Link (GTL), Falls Church, Virginia to provide phone, video visitation, tablets for the inmates and kiosks for the payment of bond for the Lake County Jail.

**Attachments:** [Award Information](#)  
[Intent to Negotiate Letter](#)  
[Vendor Disclosure Statement](#)  
[Score Matrix Summary](#)  
[21019 Draft Agreement](#)

*Jim Chamernik, Sheriff's Office, reported that this contract provides telecommunication options for inmates. He reported that the commission received for this service funds programs and positions that benefit the inmate population.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**\*HEALTH & COMMUNITY SERVICES\***

**8.4 [21-0452](#)**

Joint resolution approving the fifth amendment to the 2019 United States Housing and Urban Development (HUD) Annual Action Plan (AAP).

**Attachments:** [DRAFT\\_2019 AAP 5th Amendment.pdf](#)  
[Emergency Appropriation 2021-04 - Grants](#)  
[CDBG-CV3 Funding Memo.pdf](#)

*Eric Waggoner, Planning, Building and Development, reported that Community Development received funding from HUD's third round of Community Development Block Grant Coronavirus relief funds. The Housing and Community Development Commission recommended approval of several assistance programs and services to receive this funding.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.5 [21-0453](#)

Joint resolution approving Program Year 2021 (PY) 2021 Lake County Affordable Housing Program (LCAHP) grant awards.

**Attachments:** [Affordable Housing Program Funding Memo.pdf](#)

*Eric Waggoner, Planning, Building and Development Director, reported that these grant awards will be used to fund affordable housing programs and projects in Lake county.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.6 [21-0454](#)

Joint resolution approving the Program Year (PY) 2021 Video Gaming Revenue grant funding recommendations in the amount of \$713,260.

**Attachments:** [Video Gaming Revenue Memo.pdf](#)

*Eric Waggoner, Planning, Building and Development Director, reported that program funding is based upon the County's video gaming policy. Based on the County Board's approval in November 2020, this year, the County has agreed to dedicate a portion of its Video Gaming Revenue (VGR) for 211 services. Discussion ensued regarding performance metrics from agencies that receive VGR. The Committee requested than an update on 211 be provided at a future committee meeting.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.7 [21-0545](#)

Joint committee action approving Change Order Number One with The Community Works, Waukegan, Illinois and Workforce Development Workforce Innovation and Opportunity Act (WIOA) Grant Funded agreement to increase the budget and number of WIOA eligible youth served, in the amount not to exceed \$44,590.

**Attachments:** [Vendor Disclosure Statement](#)  
[The Community Works Memo](#)  
[Workforce Development Memo](#)  
[Board Resolution](#)  
[TCW Scope of Work](#)

*Jennifer Serino, Workforce Development Director, reported that this funding will serve*

*seven students with WIOA funds.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**\*PUBLIC WORKS, PLANNING & TRANSPORTATION\***

**8.8 [21-0524](#)**

Joint resolution authorizing an agreement with TranSystems Corporation, Schaumburg, Illinois, for Phase I professional engineering services for improvements along Old McHenry Road, from Abbey Glenn Drive to Bonnie Lane, and along Quentin Road, from Old McHenry Road to Illinois Route 22, including a possible grade separation at the Canadian National railroad tracks, at a maximum cost of \$6,177,075, and emergency appropriating \$7,415,000 of Motor Fuel Tax fund balance made available through the Rebuild Illinois Bond funds.

**Attachments:** [21-0524 Old McHenry-Quentin Phase I Agreement](#)  
[21-0524 Location Map, Old McHenry & Quentin](#)  
[21-0524 Vendor Disclosure, TranSystems](#)  
[21-0524 DOT Emergency App. - Additional Revenue & Expense](#)  
[21-0524 Old McHenry-Quentin Phase I Presentation.pdf](#)

*Shane Schneider, Division of Transportation Director, reported that this is a Phase One contract appropriation for the Quentin Road Corridor Study. This study will identify necessary improvements at three major intersections along the corridor and a grade separation.*

*Phase One is expected to take two to three years to complete and will be funded with Rebuild Illinois Bond funds. Director Schneider clarified that because the project is going through a federal process, all alternatives must be considered. The study will include no-build impacts, environmental impacts, and the Canadian National Railroad approval recommendation.*

**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:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.9 [21-0526](#)**

Joint resolution appropriating \$1,695,000 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 intersection improvement at Hunt Club Road at Washington Street.



**Attachments:** [21-0526 Location Map, Hunt Club Rd at Washington St](#)

*Shane Schneider, Division of Transportation Director, reported that the appropriation will be used to acquire temporary and/or permanent easements from approximately 23 parcels.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.10 [21-0527](#)**

Joint resolution authorizing separate agreements with the Village of Hawthorn Woods, Ela Township Road District, and Fremont Township Road District for the proposed intersection improvements at Gilmer Road and Midlothian Road.

**Attachments:** [21-0527 Gilmer at Midlothian - Ela Township IGA](#)  
[21-0527 Gilmer at Midlothian - Fremont Township IGA](#)  
[21-0527 Gilmer at Midlothian - Hawthorn Woods IGA](#)  
[21-0527 Location Map, Gilmer Rd at Midlothian Rd](#)

*Shane Schneider, Division of Transportation Director, reported that these agreements clarify funding arrangements for the proposed intersection improvements at Gilmer Road and Midlothian Road amongst the partnering municipalities.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.11 [21-0547](#)**

Joint resolution authorizing Modification Number One for Professional Services Agreement Number 20146 with RHMG Engineers, Inc., Mundelein, Illinois, to provide preliminary and final engineering services for the Des Plaines River Water Reclamation Facility Bar Screen Replacement Project and final engineering services New Century Town Water Reclamation Facility Bar Screen Replacement Project.

**Attachments:** [21-0547 DPR and NCT WRF Bar Screen Replacement Project Agreement](#)  
[21-0547 DPR and NCT WRF Bar Screen Replacement Project Award Infor](#)  
[21-0547 DPR and NCT WRF Bar Screen Replacement Project DPR Asses](#)  
[21-0547 DPR and NCT WRF Bar Screen Replacement Project DPR Site L](#)  
[21-0547 DPR and NCT WRF Bar Screen Replacement Project Modification](#)  
[21-0547 DPR and NCT WRF Bar Screen Replacement Project NCT Site L](#)  
[21-0547 DPR and NCT WRF Bar Screen Replacement Project RHMG Pro](#)  
[21-0547 DPR and NCT WRF Bar Screen Replacement Project Vendor Dis](#)

*Austin McFarlane, Public Works Interim Director, reported that this project replaces the facility's bar screens at New Century Town Water Reclamation Facility which have reached the end of their useful life. Bar screens remove debris, small, and large objects and aid in keeping the system clean.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.12 [21-0548](#)**

Joint resolution authorizing an Intergovernmental Agreement (IGA) with the Village of Mundelein ("Village") for the purpose of purchasing the property to construct a water reservoir.

**Attachments:** [21-0548 IGA with the Village of Mundelein to Construct Reservoir JG](#)

*Austin McFarlane, Public Works Interim Director, reported that this agreement is for the purchase of property from the Village of Mundelein. The site will be used to construct a water reservoir and will address the concerns expressed by the public. Members Clark and Simpson expressed their support for this agreement.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.13 [21-0549](#)**

Joint resolution authorizing an agreement with RHMG Engineers, Inc., Mundelein, Illinois, in the amount of \$224,090 for final engineering design services for a new two-million-gallon reservoir in the Vernon Hills Water System.

**Attachments:** [21-0549 VH Reservoir Final Egn Design Agreement](#)  
[21-0549 VH Reservoir Final Eng Design Location Map](#)  
[21-0549 VH Reservoir Final Eng Design Award Information](#)  
[21-0549 VH Reservoir Final Eng Design Vendor Disclosure Statement](#)

*Austin McFarlane, Public Works Interim Director, reported that this agreement provides for the design work of a water reservoir and will increase storage for residents within the service area.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**\*LEGISLATIVE\***

**8.14 [21-0584](#)**

Update and discussion on Lake County's infrastructure priorities related to Federal Community Project Funding requests.

*Matt Meyers, Assistant County Administrator, reported on Federal Community Project funding and how it relates to the County's current unfunded infrastructure priorities across multiple departments. Each congressman in the House of Representatives is allowed to submit up to 10 projects within their district to the Appropriations Committee based on project type. Staff created a list of a variety of infrastructure projects related to public safety, transportation, water, stormwater, and economic development and will be reaching out to its legislators. He noted that community support is a major component of approval and staff is working with community partners to gather community support. Discussion ensued.*

**The Commission discussed Lake County's infrastructure priorities related to the Federal community Project Funding requests.**

**\*FINANCIAL & ADMINISTRATIVE\***

**County Clerk**

**8.15 [21-0481](#)**

Resolution authorizing a contract with Sidi Spaces LLC (doing business as BizBox), Phoenix, Arizona, in the amount of \$96,784.20 for the purchase of a BizBox mobile satellite trailer.

**Attachments:** [Lake County Invoice 03.04.21](#)  
[BizBox vendor disclosure statement](#)

*Robin O'Connor, County Clerk, reported that this contract is for a purchase of a trailer. She reported the trailer would serve as a mobile satellite during elections but noted that there*

*are other uses for the trailer. Discussion ensued regarding versatility of the trailer related to its other potential uses, the ability to secure the trailer, the grant funding that is being used to purchase the trailer, and the ongoing operational costs.*

**A motion was made by Member Clark, 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:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.16 [21-0482](#)**

Resolution authorizing a contract with National Auto Fleet Group of Watsonville, California, in the amount of \$37,941.18 for the purchase a 2022 Ford F-250 XL truck.

**Attachments:** [Sourcewell Quote ID#27359 R1](#)  
[NAF vendor disclosure statement](#)

*Robin O'Connor, County Clerk, reported that this is for the purchase a truck that will haul the trailer. Chair Frank discussed the County's desire for fuel efficient vehicles and questioned whether the vehicle can be pooled amongst other departments and county offices.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**Lake County Partners**

**8.17 [21-0514](#)**

Lake County Partners' Report.

**Attachments:** [LCP Presentation 4.8.21.pdf](#)

*Kevin Considine, Lake county Partners, provided a presentation regarding Lake County Partner's efforts in strengthening economic development in the County and its efforts in partnering with local businesses to provide a pop-up vaccination site to serve the residents of Zion. He reported that there are 30 projects that Lake County Partners is working on and discussed grant funding received by Lake County Partners for the development of a comprehensive economic development strategy. Mr. Considine reviewed other initiatives involving Waukegan High School Work-readiness, the municipal advisory session, and the Metra/employer back to the office session.*

*Mr. Considine review Lake County Partners' goals and discussed the green initiative.*

**Lake County Partners provided a report.**

**Facilities and Construction Services**

**8.18 [21-0556](#)**

Director's Report - Facilities and Construction Services.

**Carl Kirar, Facilities and Construction, had nothing to report.**

**Finance and Administrative Services**

**8.19 [21-0552](#)**

Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in Fiscal Year (FY) 2020.

**Attachments:** [April 21 LIT - Final.pdf](#)

*Michael Wheeler, Finance and Administrative Services, presented items 8.19, line item transfers, and 8.20 emergency appropriations for Fiscal Year 2021 budget.*

**A motion was made by Member Vealitzek, seconded by Member Clark, that items 8.19 and 8.20 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.20 [21-0553](#)**

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2021 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

**Attachments:** [Apr-21 Carryovers - FINAL.pdf](#)

**A motion was made by Member Vealitzek, seconded by Member Clark, that items 8.19 and 8.20 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.21 [21-0609](#)**

Resolution authorizing an emergency appropriation transfer from the General Fund (Fund 101) long term capital funding to the Capital Improvement Fund (Fund 106) in the amount of \$5,000,000 along with the appropriation of \$5,000,000 for capital expenses in the Capital Improvement Fund.

*Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, reported that as part of last week's discussion related to Capital Improvement Project funding, there is a need to transfer \$5,000,000 from the General Fund to the Capital Improvement Fund and then emergency appropriate the expense.*

**A motion was made by Member Clark, seconded by Member Wilke, that this resolution be recommended for adoption to the County Board agenda. The motion**

carried by the following vote:

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.22 [21-0557](#)**

Director's Report - Finance and Administrative Services.

**Attachments:** [Finance Monthly Report 04.04.21](#)  
[Apr 8 2021 FAS Director Rpt to F&A Cmte.pdf](#)

*Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, reported that Finance and Administrative Services is in the process of its Fiscal Year 2020 audit. She added that the monthly finance report is attached to the agenda for review.*

**Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director provided a report.**

**Human Resources**

**8.23 [21-0544](#)**

Resolution authorizing an agreement with NEOGOV, El Segundo, California, for an applicant tracking and recruitment onboarding system for Lake County, Illinois, for a one-year period, with renewal options in an estimated first year amount of \$53,869.

**Attachments:** [21021 Award Recommendation.pdf](#)  
[NEOGOV Pricing - Lake County IL.pdf](#)  
[NEOGOV Sample Agreement.pdf](#)  
[Scoresheet.pdf](#)  
[NEOGOV Vendor Disclosure Statement.pdf](#)

*John Light, Human Resources Director, reported that this contract is for a new applicant tracking software. This platform is more user friendly and will allow the County to engage with a more diverse audience and can improve reporting. The Department can cover the costs for this year through its budget but will need additional funding to cover the costs in future years. The tracking software will be used county-wide and is compatible for use on multiple social media platforms. He noted that one benefit of this system is that it removes implicit bias when selecting candidates. He noted that the system does not address employee performance evaluations.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.24 [21-0612](#)

Resolution approving a Collective Bargaining Agreement contract between the County of Lake, Lake County Sheriff and the Metropolitan Association of Police (MAP) 777.

**Attachments:** [MAP 777 - Contract \(2016-2020\) Redline Version.pdf](#)  
[MAP 777 Contract \(2016 -2020\) Clean Copy.pdf](#)

*John Light, Human Resources Director, reported that this multi-year successor agreement has been in negotiation since 2016. This agreement extends from December 1, 2016 through November 30, 2020, includes wage increases similar to nonunion employees, and makes Martin Luther King a fixed holiday. The agreement also stipulates that sick time will not be calculated in overtime pay.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.25 [21-0610](#)

Committee action authorizing the reclassification of three positions in the Communications Division.

**Attachments:** [Communications Division reclassifications.pdf](#)

*John Light, Human Resources Director, reported that these reclassifications realign positions in the Communications Division and provides equity between similar positions. Jim Hawkins, Deputy County Administrator, reported that the reclassifications are budget neutral and will not increase headcount in the Division.*

**A motion was made by Member Vealitzek, seconded by Member Clark, that three positions in the Communications Division be approved. The motion carried by the following vote:**

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.26 [21-0606](#)

Committee action authorizing the reclassification of a position in the Recorder of Deeds Office.

**Attachments:** [Recorder additional FTE request.pdf](#)

*John Light, Human Resources Director, reported that this position will be funded through special revenue funds for the recordation of refinanced mortgages. The number of new recordings has increased substantially and an additional staff member is needed to help with the backlog. Discussion ensued regarding the impact this position would have with the consolidation of the County Clerk's Office.*



*Cynthia Pruim, Deputy Recorder of Deeds, reviewed the substantial increase in recordings based upon people who are refinancing their mortgages. The office is more than 17,000 documents behind in indexing which effects other departments and offices.*

**A motion was made by Member Vealitzek, seconded by Member Wilke, to add a new position in the Recorder of Deeds Office. The motion carried by the following vote:**

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.27 [21-0611](#)**

Committee action authorizing reclassification of three positions in the Information Technology Department.

**Attachments:** [Information Technology reclassifications.pdf](#)

*John Light, Human Resources Director, reported that this is a realignment of the Enterprise Information Technology Department's employees too provide security of the County's assets. Chris Blanding, Enterprise Information Technology Director, reported that this would be a budget neutral reclassification and will be funded through vacancies within the department.*

*Chair Frank suggested that staff look into grant funding to help support these types of positions. Director Blanding noted that more restructuring may be needed in the future.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.28 [21-0607](#)**

Human Resources Annual Update.

**Attachments:** [8.28 - Human Resources Annual Update.pdf](#)

*John Light, Human Resources Director, provided an overview of the Human Resources Department's responsibilities and functions. During the last year, Human Resources has finalized eight collective bargaining agreements or contract extensions, updated five policies in the Employee Policies and Manual, realized fewer risk claims, restructured its department, and implemented new programs, mandates, and policies.*

*Director Light reported that in the next 12 months, Human Resources Department will be working on recruitment and risk management initiatives.*

**Human Resources Director Light provided an annual update.**



8.29 [21-0558](#)

Director's Report - Human Resources.

**John Light, Human Resources Director, had nothing to report.**

**Information Technology**

8.30 [21-0559](#)

Director's Report - Information Technology.

**Chris Blanding, Enterprise Information Technology Director, had nothing to report.**

**County Administrator's Office**

8.31 [21-0597](#)

Discussion regarding a Lake County Lobbyist Registration Ordinance.

**Attachments:** [Lobbyist Registration Ord. - Draft 020620.pdf](#)

*Matt Meyers, Assistant County Administrator, presented a draft ordinance regarding Lake County Lobbyist Registration. He reported that this was a request by the Financial and Administrative Committee last year prior to the pandemic. Assistant Administrator Meyers reviewed the language in the draft ordinance. Discussion ensued.*

*Staff will return for formal consideration at a future meeting, noting that the State's Attorney's Office has reviewed the draft ordinance.*

**The Committee discussed a draft Lake County Lobbyist Registration Ordinance.**

8.32 [21-0608](#)

COVID-19 Relief and Response Update.

**Attachments:** [8.32 - COVID RELIEF RECOVERY UPDATE\(04.08.21\).pdf](#)

*Jim Hawkins, Deputy County Administrator, provided a brief update on COVID-19 and the County's response. He reported that the Rental and Utility Assistance program went live on Monday, March 29, 2021. Food insecurity and small business and hospitality programs are moving forward. The County has not received any further guidance on American Rescue Plan Act (ARPA) funds.*

**The Committee discussed COVID-19 Relief and Response.**

**9. County Administrator's Report**

**Gary Gibson, County Administrator, had nothing to report.**

**10. Executive Session**

*The Committee did not enter into Executive Session.*

**11. Members Remarks**

*There were no remarks from Members.*

**12. Adjournment**

**Chair Frank declared the meeting adjourned at 11:07 a.m.**

**Next Meeting: April 29, 2021**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee, Chair*