

# 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 29, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the  
meeting at <https://bit.ly/3ejOKuD>

### **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 recorded and 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 be recorded and will provide the following information:

- \* Meeting: F&A Committee (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.*

**2. Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

*Others present:*

*Mara Altenberg, County Board*

*Dick Barr, County Board*

*Billy Blanks, Resident*

*Kevin Carrier, Division of Transportation*

*Carissa Casbon, County Board*

*Kristy Cechini, County Board Office*

*Mary Ross Cunningham, County Board*

*Stacy Davis-Wynn, Purchasing*

*Joy Fitzgerald, State's Attorney's Office*

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

*Gary Gibson, County Administrator's Office*

*Al Giertych, Division of Transportation*

*Bob Glueckert, Chief County Assessment Office*

*RuthAnne Hall, Purchasing*

*Jeanette Han, Resident*

*Jim Hawkins, County Administrator's Office*

*Sandy Hart, County Board*

*Krista Kennedy, Finance and Administrative Services*

*Holly Kim, Treasurer*

*Carl Kirar, Facilities and Construction Services*

*Angelo Kyle, County Board*

*Kristen LaManna, Resident*

*John Light, Human Resources*

*Austin McFarlane, Public Works*

*Paras Parekh, County Board*

*Mark Pfister, Health Department*

*Ryan Pinter, Information Technology*

*Gina Roberts, County Board  
Abby Scalf, County Board Office  
Patrice Sutton, Finance and Administrative Services  
Cassandra Torstenson, County Administrator's Office  
Blanca Vela-Schneider, County Administrator's Office  
Terry White, State's Attorney's Office*

**4. Addenda to the Agenda**

*Gary Gibson, County Administrator, requested that item 8.1 be removed from the agenda at staff's request, noting that the attendance did not reflect others present.*

**A motion was made by Member Vealitzek, seconded by Member Clark, to amend the agenda to remove item 8.1 from the agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**5. Public Comment (Items Not on the Agenda)**

*There were no comments from the public.*

**6. Chair's Remarks**

**7. Unfinished Business**

*There was no unfinished business.*

**8. New Business**

**CONSENT AGENDA (Items 8.1 - 8.9)**

**APPROVAL OF MINUTES**

**8.1 [21-0691](#)**

Minutes from April 1, 2021.

**Attachments:** [F&A 4.1.21 Minutes - Final.pdf](#)

**This agenda item was removed from the agenda.**

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

**8.2 [21-0640](#)**

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$155,249.19 for the resurfacing of various roads in the Cuba Township Road District, which will be improved under the Illinois Highway Code for a total of 0.69 miles.

**Attachments:** [21-0640 Bid Tab, 2021 Cuba Road District](#)  
[21-0640 Vendor Disclosure, Peter Baker](#)  
[21-0640 Location Map, Cuba Road District 2021](#)

**A motion was made by Member Clark, seconded by Member Danforth, that Consent Agenda items 8.2 through 8.9 be recommended for adoption / received and placed on agenda for approval. The motion carried by the following vote:**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.3 [21-0641](#)**

Joint resolution authorizing a contract with Payne and Dolan, Inc., Antioch, Illinois, in the amount of \$94,645.60 for the resurfacing of various roads in the Waukegan Township Road District, which will be improved under the Illinois Highway Code for a total of 0.69 miles.

**Attachments:** [21-0641 Bid Tab, 2021 Waukegan Road District](#)  
[21-0641 Vendor Disclosure, Payne & Dolan](#)  
[21-0641 Location Map, Waukegan Road District 2021](#)

**A motion was made by Member Clark, seconded by Member Danforth, that Consent Agenda items 8.2 through 8.9 be recommended for adoption / received and placed on agenda for approval. The motion carried by the following vote:**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.4 [21-0642](#)**

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$268,429.16 for the replacement of eight culverts on Gages Lake Road and North Avenue and appropriating \$323,000 of County Bridge Tax funds.

**Attachments:** [21-0642 Bid Tab, 2020 Culvert Replacement](#)  
[21-0642 Vendor Disclosure, Campanella](#)  
[21-0642 Location Map, Culvert Replacement 2020](#)

**A motion was made by Member Clark, seconded by Member Danforth, that Consent Agenda items 8.2 through 8.9 be recommended for adoption / received and placed on agenda for approval. The motion carried by the following vote:**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.5 [21-0644](#)**

Joint resolution authorizing an agreement with V3 Companies, Woodridge, Illinois, for Phase III construction engineering services for improvements at the intersection of Fremont Center Road and Illinois Route 60, at a maximum cost of \$304,822.38, appropriating \$366,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [21-0644 Agreement, Fremont Center Phase III, V3](#)  
[21-0644 Vendor Disclosure, V3](#)  
[21-0644 Location Map, Fremont Center Rd at IL 60](#)

**A motion was made by Member Clark, seconded by Member Danforth, that Consent Agenda items 8.2 through 8.9 be recommended for adoption / received and placed on agenda for approval. The motion carried by the following vote:**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**\*FINANCIAL & ADMINISTRATIVE\***

**County Clerk**

**8.6 [21-0649](#)**

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

**Attachments:** [LCC Report for March 2021](#)

**A motion was made by Member Clark, seconded by Member Danforth, that Consent Agenda items 8.2 through 8.9 be recommended for adoption / received and placed on agenda for approval. The motion carried by the following vote:**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**Recorder of Deeds**

**8.7 [21-0650](#)**

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of March 2021.

**Attachments:** [March 2021](#)

**A motion was made by Member Clark, seconded by Member Danforth, that Consent Agenda items 8.2 through 8.9 be recommended for adoption / received and placed on agenda for approval. The motion carried by the following vote:**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**Treasurer**

**8.8 [21-0653](#)**

Report of Holly Kim, Treasurer, for October 2020.

**Attachments:** [October 2020 Cash & Investment.pdf](#)  
[October 2019 Cash & Investment.pdf](#)

**A motion was made by Member Clark, seconded by Member Danforth, that Consent Agenda items 8.2 through 8.9 be recommended for adoption / received and placed**

on agenda for approval. The motion carried by the following vote:

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.9 [21-0654](#)

Report of Holly Kim, Treasurer, for November 2020.

**Attachments:** [November 2020 Cash & Investments.pdf](#)  
[November 2019 Cash & Investments.pdf](#)

**A motion was made by Member Clark, seconded by Member Danforth, that Consent Agenda items 8.2 through 8.9 be recommended for adoption / received and placed on agenda for approval. The motion carried by the following vote:**

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**REGULAR AGENDA**

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

8.10 [21-0643](#)

Joint resolution authorizing a contract with Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$2,133,208.86 for the intersection improvement of Fremont Center Road and Illinois Route 60 and appropriating \$2,560,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [21-0643 Bid Tab, Fremont Center Road at IL Route 60](#)  
[21-0643 Vendor Disclosure, Berger](#)  
[21-0643 Location Map, Fremont Center Rd at IL 60](#)

*Al Giertych, Division of Transportation, reported that the Illinois Department of Transportation has agreed to fund up to 50 percent of the project's construction cost, up to \$1,550,000, as Illinois Route 60 is a state road. Reimbursement will occur after the project is completed. The project will improve safety at the intersection Fremont and Illinois Route 60. Vice Chair Vealitzek expressed her support for the project.*

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

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.11 [21-0645](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$749,099.54 for the resurfacing of Engle Drive, from Illinois Route 83 to Illinois Route 132, which will be improved under the Illinois Highway Code for a total of 2.20 miles, and appropriating \$890,000 of Motor Fuel Tax funds.

**Attachments:** [21-0645 Bid Tab, Engle Drive Resurfacing](#)  
[21-0645 Vendor Disclosure, Peter Baker](#)  
[21-0645 Location Map, Engle Drive Resurfacing](#)

*Al Giertych, Division of Transportation, reported that the resurfacing project was identified as a preservation project by the department and includes drainage and culvert improvements.*

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

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**8.12 [21-0646](#)**

Joint resolution authorizing a contract with A Lamp Concrete Contractors, Inc., Schaumburg, Illinois, in the amount of \$4,544,617.36 for the resurfacing, restoration, and rehabilitation (3R) improvement of St. Marys Road, from Illinois Route 176 to Illinois Route 60, and appropriating \$5,450,000 of Matching Tax funds.

**Attachments:** [21-0646 Bid Tab, St. Marys Road 3R](#)  
[21-0646 Vendor Disclosure, A Lamp](#)  
[21-0646 Location Map, St. Marys Road and Everett Road](#)

*Al Giertych, Division of Transportation, reported that this is a contract for the resurfacing, restoration and rehabilitation of St. Mary's Road. Work is expected to begin this summer and may be completed by the end of the year.*

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

**8.13 [21-0660](#)**

Joint resolution authorizing a contract with Hoerr Construction, Inc., Goodfield, Illinois, for sanitary sewer rehabilitation in the Sylvan Lake (West and East Shores) and Vernon Hills (Cherry Valley) areas in the amount of \$322,283 using a shared services contract with the Village of Mount Prospect.



**Attachments:** [21-0660 Sanitary Sewer Lining 2021 Hoerr Responsible Bidder Affidavit](#)  
[21-0660 Sanitary Sewer Lining 2021 Hoerr Vendor Disclosure Statement](#)  
[21-0660 Sanitary Sewer Lining 2021 Lining Locations and Pricing](#)  
[21-0660 Sanitary Sewer Lining 2021 MAP -VH Cherry Valley](#)  
[21-0660 Sanitary Sewer Lining 2021 MAP-Sylvan Lake East and West Sh](#)  
[21-0660 Sanitary Sewer Lining 2021 Mt Prospect Bid Tab](#)  
[21-0660 Sanitary Sewer Lining 2021 Mt Prospect Contract](#)

*Austin McFarlane, Interim Public Works Director, reported that this contract was garnered through a cooperative purchasing agreement. The project start date is still being determined.*

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

**8.14 [21-0661](#)**

Joint resolution authorizing a contract with Copenhaver Construction Inc., Gilberts, Illinois in the amount of \$555,997.50 for the Hawthorn Hills Square Watermain Replacement Project.

**Attachments:** [21-0661 Hawthorn Hills Square WM Replacement Award Information](#)  
[21-0661 Hawthorn Hills Square WM Replacement Bid Doc](#)  
[21-0661 Hawthorn Hills Square WM Replacement Location Map](#)  
[21-0661 Hawthorn Hills Square WM Replacement Project Bid Tab](#)  
[21-0661 Hawthorn Hills Square WM Replacement Vendor Disclosure](#)

*Austin McFarlane, Interim Public Works Director, reported that the numerous watermain breaks along this line have necessitated the replacement of the watermain. The watermain is in the business sector and outreach has been made to the businesses.*

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

**8.15 [21-0662](#)**

Joint resolution authorizing a contract with Fer-Pal Construction USA, LLC, Elgin, Illinois in the amount of \$2,339,680 for the Pekara Watermain Lining Phase 1 and Walmart Fire Loop Lining Project.

**Attachments:** [21-0662 Pekara WM Lining Phase 1 & Walmart Fire Loop Bid Doc](#)  
[21-0662 Pekara WM Lining Phase 1 & Walmart Fire Loop Location Map](#)  
[21-0662 Pekara WM Lining Phase 1 & Walmart Fire Loop Vendor Disclosu](#)  
[21-0662 Pekara WM Phase 1 Lining & Walmart Fire Loop Lining Award Inf](#)  
[21-0662 Pekara WM Phase 1 Lining & Walmart Fire Loop Lining](#)

*Austin McFarlane, Interim Public Works Director, reported that this is watermain project. The watermain is sited behind a Walmart and needs to be realigned. Staff has begun outreach to the neighboring residents of the subdivision.*

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

**Aye:** 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

**\*FINANCIAL & ADMINISTRATIVE\***

**Chief County Assessor**

**8.16 [21-0695](#)**

Chief County Assessment Office Annual Update.

**Attachments:** [CCAO April 29 2021 Department Update.pdf](#)

*Bob Glueckert, Chief County Assessor, provided an annual update regarding the County Assessor's Office. The primary functions of the Office include coordinating property assessment activities of all Lake County parcels, supporting 18 local township assessors, processing and administration of property exemptions, working with the Board of Review on tax appeals, and providing mapping services for changing taxing district boundaries.*

*In 2020, the County Assessor's Office completed the installation of the iasWorld/Tyler System for property tax assessments, reestablished communication with the elected township assessors, processed nearly 20,000 tax appeals and 261,603 tax exemption transactions, restructured the Tax Appeal Board approach, and received more than 11,500 PTAB cases.*

*In the next 12 months, the Office will continue cross-training of staff, evaluate the workforce needs, continue to increase communication and outreach with the township assessors, develop a new training program for newly elected township assessors and continue to promote the Tyler Assessment system to townships who have not participated in using the system.*

*Discussion ensued regarding the reasons some townships have chosen not to participate in use of the Tyler System and how their non participation effects the residents within their*

*districts.*

**Bob Glueckert, Chief County Assessor, provided an annual update regarding Chief County Assessment Office.**

**Facilities and Construction Services**

**8.17 [21-0742](#)**

Director's Report - Facilities and Construction Services.

*Carl Kirar, Facilities and Construction Services Director, reported that his department has met with Sheriff's Office to discuss their operational needs. A presentation is expected to be provided to the committee within the next month or two. Director Kirar suggested that the members reach out to the Sheriff's Office to tour their facilities and meet with their staff to discuss the challenges they face due to space limitations.*

*Gary Gibson, County Administrator, suggested that members reach out to Cassandra Torstenson, Assistant County Administrator, to coordinate these meetings. County Board Member Altenberg noted that she had toured their facilities and recognizes that the Sheriff's Office does require more space.*

**Carl Kirar, Facilities and Construction Services Director, provided a report.**

**Finance and Administrative Services**

**8.18 [21-0605](#)**

Resolution setting forth the budget and financial policies for the Fiscal Year (FY) 2022 Lake County Budget.

**Attachments:** [FY22 Proposed Budget Calendar 4.5.21.pdf](#)  
[FY22 Budget Policies-Redline 04.04.pdf](#)  
[FY22 Budget Policies-Clean w Highlights04.04.pdf](#)  
[FY22 Budget Policies-Final.pdf](#)

*Patrice Sutton, Chief Financial Officer (CFO) / Finance and Administrative Services, staff has modified its budget policies based on Committee's feedback. She noted that salary increases will not be less than the Consumer Price Index used for PTELL purposes for this budget year, with a goal percentage increase within the range of increases within the range that was used within the last five years. For FY 2022, the CPI for PTELL purposes is 1.4 percent and the 2017 - 2021 wage increase average is 2.12 percent. Staff will be putting together a budget that is within this range.*

*The budget preparation of all departments/agencies/offices will be synchronized as much as possible to align with the County budget process. The Health Department has agreed to push their budget back one month. CFO / Director Sutton also reviewed language regarding board member requests. Discussion ensued.*

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

**8.19 [21-0696](#)**

Initial Discussion of Purchasing Ordinance, Responsible Bidder's Ordinance, and Vendor Disclosure Policy.

**Attachments:** [RBO Policy 22420](#)

[RESPONSIBLE BIDDER AFFIDAVIT - v2](#)

[vendor disclosure and conflict of interest policy v4 Clean](#)

[vendor disclosure statement v6 FINAL \(002\)](#)

[Purchasing Ordinance - Code of Ordinances.pdf](#)

[Purchasing discussion 4.29.21.pdf](#)

*Patrice Sutton, Chief Financial Officer (CFO) / Finance and Administrative Services Director, provided a brief overview of the Purchasing Ordinance and related policies. The Vendor Disclosure Policy requires vendors' managers and executive staff disclose familial relationships with County staff that have decision-making capabilities including board members. The policy also requires vendors disclose campaign donations greater than \$150 to elected leaders.*

*CFO / Director Sutton requested feedback from the Committee regarding the Vendor Disclosure policy. She noted the challenges the Department faces in verifying vendor information but noted that the Department has recently modified its Responsible Bidding Ordinance to require vendors provide proof of certification of an apprenticeship program. Upon inquiry from Member Clark, Sutton provided additional information regarding the Job Order Contracting.*

*Chair Frank requested that staff look to see if the County can institute a requirement that requires businesses with larger contracts, hire a certain percentage of minority owned businesses. If it is not possible to have this requirement, he suggested that the policy be modified to identify the County's goal of having a certain percentage of contracts go to minority owned businesses, and, at the very least, require vendors disclose whether they and/or their subcontractors are minority owned businesses. Chair Frank identified two databases that staff can use to conduct a quick search to verify whether businesses are minority owned. Chair Frank also suggested that staff look at whether the County can request that vendors provide information regarding their efforts in reducing their organization's carbon footprint.*

*Discussion ensued regarding the desire of the Committee to have greater participation by smaller locally owned businesses and what mandates the County can set regarding*

*minority owned business set asides. CFO / Director Sutton reported that staff is collecting voluntarily-shared information regarding minority, women, and veteran owned businesses. She also noted that staff has worked with the State's Attorney's Office and has confirmed the County would need statute authority to initiate a "preferred program" for minority, female, or veteran owned businesses.*

*Staff will review the feedback from Committee and will return to committee at a later date for further discussion.*

**The Committee discussed the Purchasing Ordinance, Responsible Bidder's Ordinance, and Vendor Disclosure Policy.**

**8.20 [21-0740](#)**

Director's Report - Finance and Administrative Services.

**Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, had nothing to report.**

**Human Resources**

**8.21 [21-0637](#)**

Resolution authorizing Lake County to enter into agreements for executive recruitment and employee leasing services with two firms: GovHR USA, Northbrook, Illinois and David Gomez Partners, Oak Brook, Illinois using a per recruitment pricing model.

**Attachments:** [21022 Award Recommendation.pdf](#)  
[21022 Agreement- David Gomez Partners.pdf](#)  
[21022 Agreement- GovHR USA.pdf](#)  
[Board Scoresheet.pdf](#)  
[GovHR Vendor Disclosure Statement.pdf](#)  
[David Gomez Partners Vendor Disclosure Statement.pdf](#)

*John Light, Human Resources Director, reported that the current contract with GovHR for executive service recruitment expires on May 9, 2021. A Request for Proposal was sent to 20 vendors of which six bids were received. Staff recommended the hiring of two firms to provide recruitment services. Director Light discussed the benefits of having two vendors and indicated that the type of position being solicited will dictate which firm will be used to handle the recruitment process.*

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

8.22 [21-0657](#)

Resolution repealing Section 4.3, Military Training Leave and Military Leave of Absence, in the Employee Policies and Procedures manual and replacing with a new Section 4.3, Military Leave.

**Attachments:** [Current - 4.3 Military Training Leave and Military Leave of Absence.pdf](#)  
[Proposed - 4.3 Military Leave](#)

*John Light, Human Resources Director, reported that the County's existing policy is outdated. Staff recommends that the policy be replaced to bring the County into compliance with new laws and be consistent with other organizations. He reported that the most significant change is the manner in which the County calculates differential pay.*

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

8.23 [21-0666](#)

Resolution repealing Section 2.10, Hiring of Relatives, in the Employee Policies and Procedures manual and replacing with a new Section 2.10, Employment and Supervision of Relatives; Personal Relationships with Employees.

**Attachments:** [Current - 2.10 Hiring of Relatives.pdf](#)  
[Proposed - 2.10 Employment of Relatives and Personal Relationship.pdf](#)

*John Light, Human Resources Director, reported that the existing policy is nearly 30 years old and needs to be updated. He reported that the County conducted a brief survey to understand how other counties handle the hiring of relatives. Portions of their policies, along with the feedback provided by the Committee at a previous meeting, were incorporated into the draft policy for the Committee's consideration. Chair Frank clarified this policy addresses supervisory capacity of familial relationships and how a situation will be handled when a family member has direct influence over the another family member's department.*

*(Member Wilke left the meeting at 10:03 a.m.)*

*Discussion ensued regarding the impact this policy may have on existing employees.*

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

**Not Present:** 1 - Member Wilke

**8.24 [21-0591](#)**

Joint resolution amending Section 1.6, Diversity and Inclusion, in the Employee Policies and Procedures Manual.

**Attachments:** [1.6 Diversity and Inclusion - Final 4.29.21.pdf](#)

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

*(Member Wilke returned at 10:05 a.m.)*

*Jim Hawkins, Deputy County Administrator, reported that after the Diversity and Inclusion Committee met, there was confusion regarding harassment and bullying language. Staff is requesting that the Committee amend the resolution to remove language regarding discriminatory harassment and bullying and how to report harassment and replacing it with language that refers individuals to Lake County's Employee Policies and Procedures Section 2.14, Harassment, for reporting harassment.*

*A motion was made by Member Wilke, seconded by Vice Chair Vealitzek, to amend the resolution to remove language related to discriminatory harassment and bullying and how to report harassment and replacing it with language that refers individuals to Lake County's Employee Policies and Procedures Manual, Section 2.14, Harassment.*

*Motion carried by the following roll call vote:*

*Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek, Member Wilke*

*(Member Wilke left the meeting at 10:10 a.m.)*

*Discussion ensued regarding the difference between the Diversity and Inclusion Employee Panel and the Diversity and Inclusion Employee Resource Group.*

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

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

**Not Present:** 1 - Member Wilke

**8.25 [21-0741](#)**

Director's Report - Human Resources.



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

**9. County Administrator's Report**

Gary Gibson, County Administrator, had nothing to report.

**10. Executive Session**

*Chair Frank noted that the County will not be discussing collective bargaining or personnel matters during Executive Session.*

*Executive Session was entered into at 10:15 a.m.*

**A motion was made by Member Pedersen, seconded by Member Danforth, to go into Executive Session for purpose of reviewing Closed Session Minutes and discussing pending litigation. The motion carried by the following vote:**

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

**Not Present:** 1 - Member Wilke

**10.1 [21-0694](#)**

Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

**The Committee reviewed Closed Session Minutes in Executive Session.**

**10.2 [21-0693](#)**

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

**The Committee discussed pending litigation in Executive Session.**

**10.3 21-0668**

Executive Session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).

**Collective Bargaining was removed from the agenda.**

**10.4 [21-0669](#)**

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1).

**Personnel matters were removed from the agenda.**

*Executive Session was adjourned at 10:45 a.m.*

**A motion was made by Member Vealitzek, seconded by Member Clark, to come out of Executive Session. The motion carried by the following vote:**

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

**Not Present:** 1 - Member Wilke

**10.1 [21-0692](#)**

**A**

Executive Session Minutes from April 1, 2021.



**A motion was made by Member Clark, seconded by Member Simpson, that the Executive Session Minutes be approved. The motion carried by the following vote:**

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

**Not Present:** 1 - Member Wilke

**11. Members Remarks**

**There were no remarks from members.**

**12. Adjournment**

**Chair Frank declared the meeting adjourned at 10:49 a.m.**

**Next Meeting: May 6, 2021**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee, Chair*