

Lake County Illinois

Meeting held by Video Conference

Physical Location:

18 N County Street (10th Floor), Waukegan, IL 60085



Meeting Minutes - Final

Thursday, January 27, 2022

8:30 AM

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

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the current Gubernatorial Disaster Proclamation, and the Board Chair's 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 (9th Floor, if needed), 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 or 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. [22-0027](#)

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

Attachments: [Determination - Chair Hart 7.30](#)

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

Absent 1 - Member Simpson

** Electronic Attendance: All Members*

Others present:

Alex Carr, Communications

Angelo Kyle, Board Member

Ann Maine, Board Member

Arnold Donato, Stormwater Management

Assembly Room (Abby Scalf)

Bob Glueckert, Supervisor of Assessments

Bob Palmer, Public

Brenda O'Connell, Planning, Building and Development

Carissa Casbon, Board Member

Carl Kirar, Facilities and Construction

Cassandra Hiller, County Administrator's Office

Catherine Sbarra, Board Member

Chris Blanding, Enterprise Information Technology

Claudia Gilhooley, 19th Judicial Circuit Court

Darcy Adcock, Human Resources

Dick Barr, Board Member

Dominic Strezo, Planning, Building and Development

Elizabeth Brandon, County Administrator's Office

Eric Waggoner, Planning, Building and Development

Erik Karlson, Enterprise Information Technology

Gary Gibson, County Administrator's Office

Irshad Khan, Finance

James Hawkins, County Administrator's Office

Janna Philipp, County Administrator's Office

Jennifer Clark, Board Member

Jessica Vealitzek, Board Member
John Light, Human Resources
John Wasik, Board Member
Jon Nelson, Division of Transportation
Joseph Roth, Public
Joshua Wilmoth, Public
Joy Gossman, Public Defender
Karen Fox, State's Attorney's Office
Kevin Dominguez, Public
Kevin Hunter, Board Member
Krista Kennedy, Finance
Kristy Cechini, County Board Office
Kurt Woolford, Stormwater Management
Lake County Board Office
Lawrence Oliver, Sheriff's Office
Linda Pedersen, Board Member
Marah Altenberg, Board Member
Mark Pfister, Health Department
Mary Crain, Division of Transportation
Mary Ross Cunningham, Board Member
Matt Meyers, County Administrator's Office
Melanie Nelson, State's Attorney's Office
Melissa Gallagher, Finance
Micah Thornton, Circuit Clerk's Office
Michael Danforth, Board Member
Michael Wheeler, Finance
Mick Zawislak, Daily Herald
Monica McClain, Payroll
Patrice Sutton, Finance
Paul Frank, Board Member
Rob Anthony, Public
Ruby Acosta, Finance
RuthAnne Hall, Purchasing
Ryan Legare, Department of Transportation
Ryan Pinter, Enterprise Information Technology
Sonia Hernandez, County Administrator's Office
Sandy Hart, Board Member
Shane Schneider, Division of Transportation
ShaTin Gibbs, Finance
Susan August, Purchasing
Teri White, State's Attorney's Office
Terri Kath, Enterprise Information Technology

Terry Wilke, Board Member

Theresa Glatzhofer, County Board Office

Yvette Albarran, Purchasing

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

There were no Chair remarks.

7. Unfinished Business

There was no unfinished business.

8. New Business

CONSENT AGENDA (8.1 - 8.3)

APPROVAL OF MINUTES

8.1 [22-0111](#)

Minutes from January 6, 2022.

Attachments: [F&A 1.6.22 Final Minutes](#)

A motion was made by Member Wilke, seconded by Member Clark, that these minutes be approved. Motion carried by the following roll call vote:

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

Absent: 1 - Member Simpson

REPORTS

8.2 [22-0103](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of December 2021.

Attachments: [December 2021](#)

A motion was made by Member Wilke, seconded by Member Clark, that this report be approved and recommended to the County Board agenda. The motion carried by the following vote:

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

Absent: 1 - Member Simpson

8.3 [22-0086](#)

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

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

A motion was made by Member Wilke, seconded by Member Clark, that this report be approved and recommended to the County Board agenda. The motion carried by the following vote:

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

Absent: 1 - Member Simpson

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.4 [22-0019](#)

Joint resolution approving the Fourth Amendment to Program Year (PY) 2021 U.S. Department of Housing and Urban Development (HUD) Annual Action Plan (AAP).

Attachments: [PY21 AAP Fourth Amendment.pdf](#)

Brenda O'Connell, Community Development Administrator, reported on the request from the City of North Chicago to move the CDBG funds from a project at City Hall to smaller infrastructure projects in the community.

A motion was made by Member Clark, seconded by Member Pedersen, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following vote:

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

Absent: 1 - Member Simpson

FINANCIAL & ADMINISTRATIVE

Chief County Assessor

8.5 [22-0118](#)

Presentation and discussion regarding possible implementation of the State's Affordable Housing Incentive Program as outlined in Public Act 102-0175.

Attachments: [1 22 22 HB2621](#)

Gary Gibson read the public comments that were emailed on 1.26.22.

Bob Glueckert, Chief County Assessor, presented on the implementation of the State's Affordable Housing Incentive Program. Assessor Glueckert provided an overview of the eligibility and qualifications for the program.

Brenda O'Connell, Community Development Administrator, reported on the possible tax funded projects from the last five years.

Bob Glueckert, Chief County Assessor, stated the two options for consideration. The County has the opportunity to opt out at anytime. Discussion ensued.

Facilities and Construction Services

8.6 [22-0142](#)

Facilities and Construction Services Annual Update.

Attachments: [2022 FCS Overview Presenation](#)

Carl Kirar, Director of Facilities and Construction, provided an overview of the department. There are numerous vacancies, especially with custodial positions. The three focuses for the Facilities and Construction Department are the 5-year capital improvement plan, project execution, and leadership for continued improvement. Director Kirar provided an overview of the past 12 months and the goals for the next 12 months. Discussion ensued.

8.7 [22-0029](#)

Director's Report - Facilities and Construction Services.

Attachments: [JOC Over \\$350K Memo_21FEB22](#)

Carl Kirar, Construction and Facilities Director, reported next month there will be a discussion at the F&A Committee meeting on funding options for the 911/ESTB/EOC building. The facility master plan continues and the report should be available in June. The County Clerk's Vote by Mail will be moved to the basement. The space renovations should be complete by the early elections.

Human Resources

8.8 [22-0031](#)

Director's Report - Human Resources.

There was no Human Resources Director's report.

Enterprise Information Technology

8.9 [22-0030](#)

Director's Report - Enterprise Information Technology.

There was no Enterprise Information Technology Director's report.

Finance

8.10 [22-0032](#)

Director's Report - Finance.

Patrice Sutton, Chief Finance Officer, reported on the audit and will provide the contact information of the outside auditors for Board members.

County Administration

8.11 [22-0163](#)

Discussion on 2019 Finance and Administrative Services Organizational and Operations Assessment.

Gary Gibson, County Administrator, presented on the background of the organizational and operations assessment for accounting, purchasing, facilities, budget, construction and support services. Administrator Gibson thanked Patrice Sutton and her staff for all the hard work they have done.

Patrice Sutton, Chief Financial Administrator, provided an overview and status of the recommendations in the assessment.

9. County Administrator's Report

There was not a County Administrator's report.

10. Executive Session

10.1 [22-0033](#)

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

10.2 [22-0035](#)

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

10.3 [21-1992](#)

Executive Session to discuss claims, loss/risk, records, data, advice, or communications with respect to an insurer, risk management association, or self insurance pool pursuant to 5 ILCS 120/2 (c)(12).

10.4 [22-0036](#)

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

10.4 [22-0112](#)

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Executive Session Minutes from January 6, 2022.

A motion was made by Member Clark, seconded by Member Wilke, that these minutes be approved. Motion carried by the following vote:

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

Absent: 1 - Member Simpson

11. Members Remarks

Chair Frank announced that the first Budget Policy discussion will be on March 3 with the goal of committee action on the March 30 meeting for Budget Policy approval at the April Board meeting.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:27 a.m.

Next Meeting: February 3, 2022

Minutes prepared by Kristy Cechini.

Respectfully submitted,

Financial and Administrative Committee, Chair