

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, April 28, 2022

8:30 AM

Assembly Room, 10th Floor or register to virtually attend at  
<https://bit.ly/3MfgeRy>

**Financial & Administrative Committee**

**PUBLIC ATTENDANCE:** The public can attend Lake County Committee and Board meetings (two options):

(1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 18 N. County Street, Waukegan, Illinois.

(2) Remote / virtual attendance through registration at:  
<https://bit.ly/3MfgeRy>

**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](mailto: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 in attendance on the 10th Floor, (2) Public Comment by individuals who registered via the link on the front page of the agenda and are attending remotely / virtually, and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- \* Meeting: Financial & Administrative 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")

\* \* \*To view County Board Rules, click here: <https://bit.ly/3idRdrV> \* \* \*

**1. Call to Order**

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

**2. Pledge of Allegiance**

*Vice Chair Vealitzek 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

*\* Electronic Attendance: Chair Frank, Member Clark, Member Simpson*

*Other present:*

*Kevin Considine, Lake County Partners*

*Bethany Williams, Lake County Partners*

*Todd Govain, County Clerk's Office*

*Jennifer Banek, Coroner*

*Penni Raphaelson, Planning, Building and Development*

*Bernard Malkov, Sheriff's Office*

*Gunnar Gunnarsson, State's Attorney's Office*

*Terri Kath, Enterprise Information Technology*

*Cassandra Hiller, County Administrator's Office*

*Jeremiah Varco, Facilities and Construction*

*Karen Brush, County Clerk's Office*

*Micah Thornton, Circuit Clerk's Office*

*James David, Public*

*Irshad Khan, Facilities and Construction*

*Jennifer White, Division of Transportation*

*Abby Krakow, Communications*

*Michael Balsamo, Facilities and Construction*

*Alex Kovach, Forest Preserve*

*Jim McKinney, Sheriff's Office*

*ShaTin Gibbs, Finance*

*Nick Principali, Finance*

*John Wasik, Board Member*

*Michael Sulkin, Public*

*Michelle Burns, 19th Judicial Circuit Court*

*Stephen Newton, Coroner's Office*

*Karen Fraticola, Bluecrest*

*Mary Lou Claussen, Human Resources*

*Errol Lagman, Finance*

*Antonio Garcia, Workforce Development*

*Joseph Arcus, Planning, Building, and Development*

*Mary Kann, Forest Preserve*

*Ryan Pinter, Enterprise Information Technology*  
*Teri White, State's Attorney's Office*  
*Stephen Rice, State's Attorney's Office*  
*Diane Hewitt, Board Member*  
*Ernesto Huaracha, Stormewater Management*  
*Sonia Hernandez, County Administrator's Office*  
*Meg Weekley, Regional Office of Education*  
*Mark Pfister, Health Department*  
*Kevin Quinn, Communications*

**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 (Items 8.1 - 8.4)**

**\*APPROVAL OF MINUTES\***

**8.1 22-0626**

Minutes from March 31, 2022.

**Attachments:** [F&A 3.31.22 Final Minutes](#)

**A motion was made by Member Wilke, seconded by Member Danforth, that these minutes be approved. The motion carried by the following voice vote:**

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

**8.2 22-0627**

Minutes from April 7, 2022.

**Attachments:** [F&A 4.7.22 Final Minutes](#)

**A motion was made by Member Wilke, seconded by Member Danforth, that these minutes be approved. The motion carried by the following voice vote:**

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

**\*REPORTS\***

8.3 [22-0601](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of March 2022.

**Attachments:** [March 2022](#)

**A motion was made by Member Wilke, seconded by Member Danforth, that this communication or report be received and placed on the consent agenda. The motion carried by the following voice vote.**

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

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

8.4 [22-0609](#)

Joint resolution authorizing execution of a contract with Campanella & Sons, Inc., Wadsworth, Illinois in the amount of \$801,248.33 for the Linden Avenue Sanitary Sewer Rehabilitation Project.

**Attachments:** [22-0609 Linden 22028 Bid Tab](#)  
[22-0609 Linden Final Bid Document as Issued](#)  
[22-0609 Linden Vendor disclosure Statement](#)  
[22-0609 Linden Location map](#)

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

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

**REGULAR AGENDA**

**\*FINANCIAL & ADMINISTRATIVE\***

**County Clerk**

8.5 [22-0636](#)

County Clerk Annual Update.

**Attachments:** [Presentation for County Board 2022](#)

*Robin O'Connor, County Clerk, introduced Todd Govain, Deputy County Clerk, and provided an overview of the Clerk's office. Deputy Clerk Govain reported on the new election training. Clerk O'Connor stated the office has been updated and painted. There is now a system in place for people waiting to receive marriage licenses. Clerk O'Connor provided an overview of the history of grants. Deputy Clerk Todd stated through the census, extended voting sites have been provided throughout the County. The Clerk's office is constantly updated on Cyber Security through the County and the State. Clerk*

*O'Connor reviewed the development and growth of the Clerk's office and the strategic goals. Discussion ensued.*

**Lake County Partners**

**8.6 [22-0656](#)**

Resolution endorsing the Lake County Partners' 2022 Comprehensive Economic Development Strategy (CEDS).

**Attachments:** [2022-04-04-Lake-County-CEDS-FINAL](#)

*Kevin Considine, Lake County Partners President and CEO and Bethany Williams, Lake County Partners Strategy & Intelligence Director, presented on the Comprehensive Economic Development Strategy (CEDS). Ms. Williams reported on the CEDS resolution and stated going through the process allows communities in the County to apply for Federal funding. Discussion ensued.*

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

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

**Chief County Assessor**

**8.7 [22-0635](#)**

Resolution declaring that the number of appeals annually filed with the Board of Review creates an emergency situation causing the need for an expanded Board of Review.

*Member Danforth had questions in regards to the resolution. The Chief County Assessor was unavailable for the meeting but will follow up with Member Danforth.*

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

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

**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.

*Chris Blanding, Chief Information Officer, provided an update on the Security Awareness trainings. Enterprise Information Technology is working on the policy and with the*

departments.

#### **Facilities and Construction Services**

**8.10 [22-0625](#)**

Director's Report - Facilities and Construction Services.

*Carl Kirar, Facilities and Construction Director, stated the Facilities Capital Improvement Plan is still being worked on and at next week's meeting there will be resolutions for the Sheriff's shooting pad and for the Courts heating and cooling system.*

#### **Finance**

**8.11 [22-0032](#)**

Director's Report - Finance.

*Patrice Sutton, Chief Financial Officer, reported that the Budget and Finance Policy will be brought to the Finance and Administrative committee next week.*

#### **County Administration**

**8.12 [22-0639](#)**

Update regarding the Consolidated EOC, 911, and ETSB Facility on the Libertyville Campus (Bonding Timeline and Proposed Functional Name of the Facility).

*Jim Hawkins, Deputy County Administrator, reported on the proposed functional name of the Consolidated EOC, 911, and ETSB facility. The proposed functional name is the Regional Operations and Communications (ROC) Facility. The Committee agreed to the new name.*

*Deputy Hawkins also reported on the timeline for the bond closing. An intergovernmental agreement for the building will be coming forward to the Finance and Administration Committee in the future.*

**8.13 [22-0638](#)**

Discussion regarding the Elected Office Salary Survey.

**Attachments:** [Elected Official Comparative Analysis 041322](#)

*Jim Hawkins, Deputy County Administrator, reported on the research on the Elected Office Salary Survey and asked for guidance from the Committee. The salaries need to be set six months prior to the elected official start date. Three options to be provided at next week's meeting are no raises, normalization of salaries, or a flat percentage increase. Discussion ensued.*

**8.14 [22-0667](#)**

Discussion regarding a Flag Display Policy.

*Jim Hawkins, Deputy County Administrator, reported the Flag Display Policy is being drafted. Until approved by the Board, Staff will continue to bring forward individual resolutions.*

**9. County Administrator's Report**

*Gary Gibson, County Administrator, introduced Jenny Brennan, the new Communications Specialist Supervisor.*

**10. Executive Session**

**A motion was made by Member Wilke, seconded by Member Pedersen, to go into executive session. 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

**10.1 [22-0033](#)**

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

**10.2 [22-0034](#)**

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

**10.3 [22-0035](#)**

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

**10.4 [22-0036](#)**

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

**10.4 [22-0668](#)**

**A**

Approval of Executive Session Minutes from March 31, 2022.

**A motion was made by Member Pedersen, seconded by Member Danforth, that these minutes be approved. The motion carried by the following voice vote:**

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

**11. Members' Remarks**

*There were no Members' remarks.*

**12. Adjournment**

*Vice Chair Vealitzek declared the meeting adjourned at 10:23 a.m.*

**Next Meeting: May 5, 2022**

*Meeting minutes prepared by Kristy Cechini*

*Respectfully submitted,*

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*Finance & Administrative Committee Chair*