

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, May 4, 2016

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Chair Paxton called the meeting to order at 1:01 p.m.

Present 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

Others present:

Yvette Albarran, Purchasing

Barry Burton, County Administrator

Jim Chamernik, Sheriff's Office

Cameron Davis, Assistant County Administrator

Karen Fox, State's Attorney's Office

Ben Gilbertson, County Administrator's Office

Jodi Gingiss, Community Development

Gary Gordon, Finance and Administrative Services

RuthAnne Hall, Purchasing

Lorraine Harris, Health Department

Sandy Hart, County Board Member

Karla Hasty, Human Resources

Adlil Issakoo, County Administrator's Office

Doretha Johnson, Division of Transportation

Chris Kopka, Risk

Aaron Lawlor, County Board Chairman

Donna Jo Maki, Executive Justice Council

Kimberly Mannette, Information Technology

Amy McEwan, Deputy County Administrator

Audrey Nixon, County Board Member

Lora Nordstrom, Information Technology

Steve Rice, State's Attorney's Office

Howie Sell, Information Technology

Jennifer Serino, Workforce Development

Mary Stevens, Court Administration

Robert Szarzynski, Human Resources

Jill Treu, Information Technology

Blanca Vela-Schneider, County Board Office

Farrah Watson, Finance and Administrative Services

Mike Wheeler, Finance and Administrative Services

Dawn Wucki-Rosbach, Sheriff's Office

2. Pledge of Allegiance

Chair Paxton led the Pledge of Allegiance.

3. Approval of Minutes

There were no minutes to approve.

4. Added to Agenda

There were no items added to the agenda.

5. Public Comment

There were no comments from the public.

6. Old Business

County Board Member Sandy Hart requested clarification on whether a request to tape committee meetings would be considered a new program request or an expanded program for the fiscal year 2017 (FY2017) budget. It was suggested that this item be discussed in item 7.12. Chair Paxton indicated that this issue was discussed at a previous committee meeting and the Committee was not in favor of taping committee meetings until the floor was renovated. Discussion briefly ensued and the consensus of the Committee was to discuss this item under item 7.12, the budget policy.

7. New Business

LAW & JUDICIAL

7.1 [16-0431](#)

Joint resolution authorizing amendment one to the Intergovernmental Agreement (IGA) 864-13, between the Federal Bureau of Prisons (BOP) and the Lake County Work Release Center.

Dawn Wucki-Rosbach of the Sheriff's Office indicated the amendments to the agreement are on behalf of the Federal Bureau of Prisons. The amendments require Lake County Work Release Center to implement compliance procedures on the use of cell phones and other technology, distribution of information and access to the Patient Protection and Affordable Care Acts, and the enrollment for health insurance to inmates prior to being discharged from the facility. Inmates must acknowledge receipt of information regarding Patient Protection and the Affordable Care Acts. The policy limits the number of participants to 10, but she noted they have exceeded this number in the past.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.2 [16-0426](#)

Joint resolution authorizing an Air Support Mutual Aid Intergovernmental Agreement with Air-One.

Dawn Wucki-Rosbach of the Sheriff's Office indicated the agreement memorializes the partnership with Air-One and formalizes responsibility for insurance coverage. The County has agreed to a contribution of \$15,000, although a request has been made for the County to increase its contribution. Discussion ensued. It was noted Air-One is a volunteer group run out of Winthrop Harbor. The County assists the group by providing a spotter and/or landing area for the helicopter.

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

unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

HEALTH & COMMUNITY SERVICES

Request to amend the agenda to move Item 7.3 after 7.18.

A motion was made by Member Carlson, seconded by Member Mandel, to amend the agenda and to move item 7.3 after 7.18. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.4 [16-0244](#)

Joint resolution approving a Memorandum of Understanding (MOU) between Lake County and the Lake County Coalition for the Homeless (LCCH) to provide services under Lake County's Continuum of Care and for the purposes of serving as Collaborative Applicant.

Jodi Gingiss of Community Development indicated the Memorandum of Understanding (MOU) formalizes the relationship between Lake County Community Development and Lake County Coalition for the Homeless (LCCH). The U.S. Department of Housing and Urban Development (HUD) provides nearly \$3,000,000 of Continuum of Care Funding to address homelessness. This agreement will allow the County to receive a portion of the funding for ServicePoint and for administrative purposes.

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

7.5 [16-0340](#)

Resolution authorizing the Lake County Department of Planning, Building and Development (PBD), to apply for ServicePoint grant funding.

Jodi Gingiss of Community Development reported the resolution authorizes Planning, Building and Development to apply for ServicePoint grant funding for purposes of enlisting additional service providers in the healthcare sector to use the health care tool.

Upon Chair Paxton's inquiry, County Administrator Barry Burton indicated he will when committee approval is not required related to grant funding.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.6 [16-0425](#)

Joint resolution approving the Summer Youth Employment Worksite Agreement.

Jennifer Serino of Workforce Development indicated the agreement outlines the responsibilities of Lake County and participating summer work sites. The resolution

authorizes the County Board Chairman, or his designee, to sign the agreements.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

PUBLIC WORKS & TRANSPORTATION

7.7 [16-0432](#)

Joint resolution authorizing a contract with Chicagoland Paving Contractors, Inc. of Lake Zurich, Illinois, for the asphalt patching and seal coating shared services project, in the amount of \$176,000.

A motion was made by Member Taylor, seconded by Member Hewitt, that items 7.7 through 7.11 be recommended to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.8 [16-0433](#)

Joint resolution authorizing a professional services agreement with Greengard, Inc., Lincolnshire, Illinois, in the amount of \$153,500 for engineering services for the Fox Lake Hills Water System Improvement Project.

A motion was made by Member Taylor, seconded by Member Hewitt, that items 7.7 through 7.11 be recommended to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.9 [16-0429](#)

Joint resolution appropriating \$120,000 of ¼% Sales Tax for Transportation funds for the installation of emergency vehicle preemption (EVP) equipment at various traffic signal locations on the County highway system, and designated as Section 16-00999-23-TL.

A motion was made by Member Taylor, seconded by Member Hewitt, that items 7.7 through 7.11 be recommended to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.10 [16-0430](#)

Joint resolution authorizing an agreement with the Village of Beach Park to provide routine maintenance for the roadway improvement of Wadsworth Road, west of Sheridan Road, and designated as Section 15-00999-18-RS.

A motion was made by Member Taylor, seconded by Member Hewitt, that items 7.7 through 7.11 be recommended to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.11 [16-0387](#)

Joint resolution authorizing a contract with Peter Baker & Son Company, Lake Bluff, Illinois, in the amount of \$1,701,701, for the resurfacing of Kenosha Road from 21st Street to Illinois Route 131, the resurfacing of 21st Street from Illinois Route 131 to Kenosha Road, and for enhancing the median on Wadsworth Road at Sheridan Road, and designated as Section 15-00999-18-RS.

A motion was made by Member Taylor, seconded by Member Hewitt, that items 7.7 through 7.11 be recommended to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

FINANCIAL & ADMINISTRATIVE

7.12 [16-0439](#)

Resolution setting forth the budget policies for compilation of the fiscal year (FY) 2017 Lake County Budget.

Finance and Administrative Services Director Gary Gordon presented the proposed budget policies for fiscal year (FY) 2017. The budget policies state the County's video gaming revenue will be expended in accordance with the County's Video Gaming Revenue Policy. The proposed budget policy identifies what is a new program request, what is an expansion request, and what is considered a cyclical replacement. Due to the uncertainty of the State Budget and the release of state and federal funds, staff recommends that no new or expanded programs be accepted, except under specific circumstances.

Language has been modified to clarify that an exception may be granted to fund programs that would otherwise be terminated due to lack of non-County source funding if it is deemed critical, recommended by the County Administrator, and approved by the County Board. Discussion ensued regarding how these types of programs would be funded. It was the consensus of the Committee that the funding would require a reduction in another portion of the budget or a revenue increase. Additionally, the majority of the Committee asked that these funding requests require a super-majority vote by the Finance and Administrative Committee before being considered at the County Board level.

Member Rummel suggested that Board Members be notified in advance if the policy stipulates that no new County Board Member program requests will be accepted for FY2017. The general consensus is that new County Board program requests should not be permitted. County Board Member Hart inquired whether the taping of committee meetings would be considered a new request, an expanded request, or something else. Discussion ensued. The general consensus is that County Board Member Hart's inquiry would be a new program request, as defined in the budget policy. Member Hart inquired whether committee meetings could be taped if other taped programs are eliminated or

reduced, noting that having the meetings taped would increase transparency. Discussion continued.

County Board Chairman Lawlor suggested that the policy include a protocol on dispensing funds for programs, such as the Coalition to Reduce Recidivism, to ensure that there is not a substantial lag time for the group to receive the funding.

Member Hart questioned the long-standing process of sweeping remaining funds into the general fund for capital projects and suggested that the County budget more accordingly for capital projects. County Administrator Barry Burton indicated most of the funds being swept are from unexpected staff vacancies. It is difficult to identify the number of vacancies that will occur in departments, but he noted that staff has budgeted staff levels in most departments at 97 percent and that swept funds are only approximately two to three percent of the County's overall budget.

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

Aye: 6 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Rummel and Member Sauer

Nay: 1 - Member Mandel

7.13 [16-0417](#)

Committee action authorizing a pilot project that allows Human Resources to process pay requests for donated sick time, in compliance with guidelines, for employees of the 19th Judicial Circuit.

Human Resources Director Rodney Marion indicated the Courts would like to have a sick leave donation pilot program put into place. They have collaborated with Finance and Human Resources to create a policy that would allow employees to donate vacation time and allow those same employees to use the donated time subject to committee review and approval, and depletion of their own benefit time. Discussion ensued. Upon inquiry from Member Carlson, Mr. Marion indicated there would not be a budgetary impact because vacation time must be paid upon termination or retirement. Member Rummel requested that staff contact the Illinois Municipal Retirement Fund (IMRF) to ensure that this would not impact disability or pensions. Mr. Marion stated a contact with IMRF would be made. The suggested pilot will run for two years.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.14 [16-0413](#)

Resolution amending the Lake County Employee Policies and Procedures section 4.2, Vacation Time.

Human Resources Director Rodney Marion reported the amendment increases the number of hours a part time employee must work to be eligible for vacation time from 12

hours to 20 hours.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.15 [16-0414](#)

Resolution amending the Lake County Employee Policies and Procedures section 4.5, Sick Leave.

Human Resources Director Rodney Marion reported the amendment increases the number of hours a part-time employee must work to be eligible for sick time from 12 hours to 20 hours.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.16 [16-0415](#)

Resolution amending the Lake County Employee Policies and Procedures section 9.1, Vehicle Operation Policy.

Human Resources Director Rodney Marion reported the amendment to the policy will allow the County to periodically review driving records for employees who travel during work hours. Discussion ensued. Member Rummel suggested that the County require proof of vehicular insurance at the beginning of employment and that language be included in hiring forms stipulating that the insurance must be maintained if the employee is driving as part of their employment with Lake County. Chris Kopka of Human Resources indicated that there is not a mechanism in place that would track and maintain insurance cards.

A motion was made by Member Rummel, seconded by Member Mandel, that this resolution be recommended for adoption to the consent agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.17 [16-0418](#)

Resolution amending the Lake County Employee Policies and Procedures section 9.5, Electronic Communications.

Human Resources Director Rodney Marion reported the proposed policy updates electronic communications and requires people to password protect their devices.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.18 [16-0412](#)

Resolution amending the Lake County Employee Policies and Procedures section 10.8, Drug and Alcohol Free Workplace.

Human Resources Director Rodney Marion reported the policy stipulates that Lake County is a drug and alcohol free workplace. The policy is being amended to prohibit legal marijuana use by the employee while on Lake County premises. If there is an observable incident of an employee exhibiting intoxicated behavior, the employee will be sent for testing. Discussion ensued.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.3 [16-0427](#)

Joint resolution authorizing an emergency appropriation in the amount of \$5,037,061 and a line item transfer for Winchester House, in the amount of \$6,584,184.84.

County Administrator Barry Burton reported there is a negative fund balance in the Winchester House Fund. Finance and Administrative Services Director Gary Gordon indicated that to close out the 2015 audit, a resolution moving \$6,500,000 from the General Fund to the Winchester House Fund is needed. There were three pieces that contributed to the negative fund balance: 1) uncollectible revenue from 2014; 2) Health Dimensions Group (HDG) did not perform as well as anticipated; and 3) up-front costs for the replacement of HDG in May 2015 with Transitional Care Management (TCM).

8. **Executive Session**

Executive Session was entered into at 3:03 p.m.

A motion was made by Member Mandel, seconded by Member Carlson, to go into executive session. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

8.1 [16-0481](#)

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

This item was discussed.

Executive Session was adjourned at 3:15 p.m.

A motion was made by Member Carlson, seconded by Member Hewitt, to come out of executive session. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.3 [16-0427](#)

Joint resolution authorizing an emergency appropriation in the amount of \$5,037,061 and a line item transfer for Winchester House, in the amount of \$6,584,184.84.

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

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

9. County Administrator's Report

Member Hewitt left the meeting at 3:16 p.m.

There was no County Administrator's report.

10. Adjournment

Meeting was adjourned at 3:17 p.m.

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

Aye: 6 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel, Member Rummel and Member Sauer

Not Present: 1 - Member Hewitt

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee