

# **Lake County Illinois**

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



## **Meeting Minutes - Final**

**Tuesday, January 10, 2017**

**9:00 AM**

**Assembly Room, 10th Floor**

**Law and Judicial Committee**

**1. Call to Order**

*Chairman Nixon called the meeting to order at 9:05 a.m.*

**Present** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

*Others Present:*

*Gary Gordon, Finance and Administrative Services*

*Patrice Evans, Circuit Clerk's Office*

*Cameron Davis, Assistant County Administrator*

*Ben Gilbertson, County Administrator's Office*

*Farrah Watson, Finance and Administrative Services*

*Susan Brines, Finance and Administrative Services*

*RuthAnne Hall, Finance and Administrative Services*

*Mike Schieve, Finance and Administrative Services*

*Kurt Schultz, Finance and Administrative Services*

*Mike Wheeler, Finance and Administrative Services*

*Ryan Horne, Finance and Administrative Services*

*Erin Cartwright Weinstein, Circuit Clerk*

*Teri White, State's Attorney's Office*

*Dawn Wucki-Rossback, Sheriff's Office*

*Raymond Rose, Sheriff's Office*

*Dave Hare, Sheriff's Office*

*Donna Jo Maki, Executive Justice Council*

*Chief Judge Ortiz, Nineteenth Judicial*

*Joy Gossman, Public Defender*

*Steve Carlson, County Board Member*

*Linda Pedersen, County Board Member*

*Barry Burton, County Administrator*

*Amy McEwan, Deputy County Administrator*

*Heidie Hernandez, County Board Office*

*Chairman Nixon reported that there is a physical quorum of the Law and Judicial Committee, and Member Bartels is participating electronically due to a medical illness.*

**2. Pledge of Allegiance**

*Chairman Nixon led the group in the Pledge of Allegiance.*

**3. Approval of Minutes****3.1 [17-0038](#)**

Minutes from October 4, 2016.

**A motion was made by Member Hart, seconded by Member Weber, that the minutes be approved. Motion carried by voice vote.**

**Aye:** 8 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias and Member Weber

**Not Present:** 1 - Member Paxton

**4. Added to Agenda**

*Deputy County Administrator Amy McEwan indicated there is a report on a canine grant from the Sheriff's Office and suggested that it be presented at the end of the Sheriff's first item.*

**5. Public Comment**

*There were no public comments.*

**6. Chairman's Remarks**

*There were no Chairman's Remarks.*

**7. Old Business**

*Member Hart requested updates on the Lake County Courthouse Expansion Project (LCCEP) including an update on the landscaping and native planting and what options are available to protect migrating birds from flying into the glass that is being added to the LCCEP. Assistant County Administrator Cameron Davis noted that an update to the draft Native Landscape Planting Guidelines will be forth coming. The Construction Department is collecting information on migrating birds. Information will be provided to Member Hart and Member Calabresa.*

*Discussion ensued regarding different options available to make glass visible for the birds.*

*In addition, Member Hart inquired on the status of Courtroom D100. Deputy County Administrator Amy McEwan noted that Chief Judge Jorge Ortiz provided an update not long ago and noted that the County Administrator's Office will request the Courts provide an update be placed on a future meeting's agenda.*

*Much discussion ensued regarding the transition from the current filing system to the new electronic filing system.*

*Member Hart also inquired on when a finalized report for the jail population definitions can be expected.*

*Member Calabresa commended the Sheriff's Office for their use of Naloxone to rescue many individuals from the overdose of opioids.*

**8. New Business****CIRCUIT COURT CLERK****8.1 [16-1165](#)**

Report from Keith S. Brin, Former Clerk of the Circuit Court, for the month of October 2016.

**A motion was made by Member Cunningham, seconded by Member Hart, that the communications or reports 8.1 through 8.4 be received and placed on the consent agenda. Motion carried by voice vote.**

**Aye:** 8 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias and Member Weber

**Not Present:** 1 - Member Paxton

**8.2** [16-1231](#)

Report from Keith S. Brin, Former Clerk of the Circuit Court, for the month of November 2016.

**A motion was made by Member Cunningham, seconded by Member Hart, that the communications or reports 8.1 through 8.4 be received and placed on the consent agenda. Motion carried by voice vote.**

**Aye:** 8 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias and Member Weber

**Absent:** 1 - Member Paxton

**PUBLIC DEFENDER**

**8.3** [17-0039](#)

Report from Joy Gossman, Public Defender, for the month of October 2016.

**A motion was made by Member Cunningham, seconded by Member Hart, that the communications or reports 8.1 through 8.4 be received and placed on the consent agenda. Motion carried by voice vote.**

**Aye:** 8 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias and Member Weber

**Absent:** 1 - Member Paxton

**8.4** [17-0040](#)

Report from Joy Gossman, Public Defender, for the month of November 2016.

**A motion was made by Member Cunningham, seconded by Member Hart, that the communications or reports 8.1 through 8.4 be received and placed on the consent agenda. Motion carried by voice vote.**

**Aye:** 8 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias and Member Weber

**Absent:** 1 - Member Paxton

**SHERIFF**

**8.5** [17-0009](#)

Joint resolution authorizing an Intergovernmental Agreement with the Villages of Lake Barrington and North Barrington for continuation of Police Services.

*Undersheriff Raymond Rose reported on the Intergovernmental Agreement with the Villages of Lake Barrington and North Barrington for continued police services. The cost of the police services are divided between both Villages. In addition to the police service fees an additional fee for 9-1-1 dispatch is now included.*

*Deputy County Administrator Amy McEwan provided some history on police service contracts and noted that these contracts are looked at annually by the Finance*

*Department to include accurate service fees. The purpose of the fee is not to generate revenue but to make sure that the County is properly reimbursed for their services.*

*(Member Paxton entered the meeting at 9:25 a.m.)*

*Member Frank asked how many full-time officers would provide police services under this contract. Undersheriff Rose noted that there are three full-time officers and one relief officer.*

*Finance Director Gary Gordon added that he believes these contracts are created to cover all of the County's expenses including over-time, health insurance, vacation, sick-time and so on. These contracts are not made to create revenue but that these contracts are covering expenses.*

*Member Calabresa asked if staff could, in the future, add the annual cost in the staff summary of the resolution.*

**A motion was made by Member Weber, seconded by Member Cunningham, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

#### **8.6 [17-0012](#)**

Joint resolution approving the Memorandum of Understanding (MOU) between the Lake County Sheriff's Office and the United States Marshals Service.

*Undersheriff Raymond Rose reported that this contract includes equipment, vehicles, over-time and training paid for by the U.S. Marshals. The Sheriff's Office Warrants Division's primary focus will be on warrants that fit the criteria for a Federal Identification (FID) Number, but Standard Operating Procedures (SOP) will remain the same.*

**A motion was made by Member Calabresa, seconded by Member Mathias, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

*Deputy County Administrator Amy McEwan, reported that this item has been added to the agenda for informational purposes. Normally an approval for a grants such as this one is placed on the Law and Judicial Committee (L&J) agenda. Unfortunately, this grant was received too late to be added to the L&J agenda and noted that this item was placed on the Financial and Administrative Committee.*

*Undersheriff Raymond Rose informed the committee that the Sheriff's Office applied for a grant through the D.A.S. Charitable Fund for the preservation of feline animal life. This foundation provides grants to police agencies to be used on canine units. The first grant*

*covers expenses related to the procurement and training of the Canine Unit's bomb dog and the second grant covers the annual operating costs associated with the Canine Unit's four canines.*

#### **STATE'S ATTORNEY**

##### **8.7 [17-0013](#)**

Joint resolution authorizing a continued participation fee of \$42,000 for the State's Attorney's Appellate Prosecutor Program for fiscal year (FY) 2017.

*Teri White, of the State's Attorney's Office, reported this as an annual renewal of the State's Attorney's Appellate Prosecutor Program.*

**A motion was made by Member Calabresa, seconded by Member Weber, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

##### **8.8 [17-0028](#)**

Joint resolution accepting the 2017 National Crime Victims' Rights Week (NCVRW) Community Awareness Project sub-grant and authorizing an emergency appropriation in the amount of \$5,000.

*Teri White, of the State's Attorney's Office, informed the committee that this grant was applied for and has been approved the last few years. Ms. White indicated that the funds will be used for an event to promote community awareness of crime victims' rights and services. In addition, the funds will support the purchase of National Crime Victim's Rights Week promotional giveaways, event supplies, a speakers fee and accommodation, announcement, and recognition awards for the event.*

**A motion was made by Member Weber, seconded by Member Hart, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

#### **COURT ADMINISTRATION**

##### **8.9 [17-0011](#)**

Joint resolution accepting the grant award #5H79SM061684-03 with the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) for the period September 30, 2016 through September 29, 2017 and authorizing an emergency appropriation, with offsetting revenue, in the amount of \$340,231.

*Chief Judge Jorge Ortiz reported on the Substance Abuse and Mental Health Services Administration (SAMHSA) grant which requires an annual approval. There are four main goals of the grant including the following: 1) Addressing the behavioral health needs of adults involved with the criminal justice system; 2) Enhance the trauma-informed care of*

*adults in Specialty Courts; 3) Improve the communication among the Behavioral Health Treatment Court Collaborative (BHTCC) members in regards to resources, case management and referrals; and 4) Document the outcomes.*

*Member Hart asked how are the four main goals measured. Chief Judge Ortiz noted that Judge Christopher Stride would be better able to explain how the goals are measured. Chief Judge Ortiz indicated that there is a report that is submitted to SAMHSA and would be happy to share that report with the committee.*

*Chairman Nixon requested that the report be shared with the committee and that an update on this item be brought back to this committee.*

**A motion was made by Member Cunningham, seconded by Member Weber, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

#### **CONSTRUCTION MANAGEMENT**

##### **8.10 [17-0047](#)**

Joint resolution authorizing a contract with Interior Concepts, Inc., of Lincolnwood, Illinois, and further authorizing assignment of that contract to Clark Construction Group LLC of Chicago, Illinois, as Construction Manager at Risk (CMAR) for the window blinds and shades work for the Lake County Courthouse Expansion Project in the amount of \$85,950.

*Kurt Schultz, of the Finance and Administrative Services, presented on the contract with Interior Concepts, Inc. for the window blinds and shade work. He indicated that this contract came in lower than what was expected. Member Hart inquired on why this contract came in significantly lower than expected. Mr. Schultz noted that staff believes that Clark Construction Group, LLC over estimated the complexity of the project.*

*Member Frank suggested that it may be a good idea to hold off on approving this contract for windows blinds and shades work until further information is provided to the committee on glass treatments or techniques to make the windows more bird friendly.*

*Finance Director Gary Gordon, noted that if the committee decided to change the scope of work that was originally looked for, the current bid would have to be canceled, and a new bid would have to be done again.*

*Member Hart inquired on if the savings from this contract can be used towards window treatments to make the windows more bird friendly. Mr. Gordon, responded that if there is funding, and there is direction from the committee, it can be evaluated.*

**A motion was made by Member Weber, seconded by Member Cunningham, that this item be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.**



**Aye:** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

**8.11 17-0049**

Joint resolution authorizing a Professional Services Contract with Robison Guarnerly Inc. of Gurnee, Illinois, for the development of two separate assessments including a Jail Medical and Laundry Long Term Master Plan and an Inmate Court Movement and Supervision Study in the amount of \$74,000.

*Finance Director Gary Gordon reported that there is significant construction currently taking place and there are also future projects that will be taking place. The Finance Department will be bringing back a master plan, but approving this contract is the first step. Kurt Schultz, of Finance and Administrative Services provided details on the professional services. There are two assessments needed, the first being jail medical and laundry facilities. The other needed assessment is to study the inmate court movement and supervision. This assessment will assist the County in determining the most efficient and secure model for inmate movement to and from the Lake County Courthouse Expansion Project.*

*Discussion occurred regarding details on how the master plan is being developed and funding sources.*

**A motion was made by Member Cunningham, seconded by Member Weber, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

**9. Executive Session**

*There was no Executive Session.*

**10. County Administrator's Report**

*Deputy County Administrator Amy McEwan, offered the new and returning members of the Law and Judicial Committee (L&J) a tour of the departments that bring items to the L&J Committee. Member Cunningham asked that a tour of the work release facility be offered and suggested that the tours occur on a Tuesday afternoon. County Administrator Barry Burton also noted that if any new member would like to be briefed on any item, a meeting with staff can be scheduled.*

*Member Calabresa inquired on the Depke project. Finance Director Gary Gordon informed the committee that construction is going well and the facility is expected to open in the spring.*

*Member Weber inquired on the turn over of department heads. Mr. Burton reported that a few department heads have chosen to take advantage of the early retirement option, and in addition, there are about 80 employees that have taken the early retirement option, however; he noted that those vacancies are expected to remain vacant. Member Weber*



*and Member Cunningham expressed their concerns about over-working staff by not filling vacancies. Mr. Burton added that the positions are being held vacant due to the uncertainty created by the State of Illinois, financial situation and every position will be looked at individually.*

**11. Members' Remarks**

*Member Hart made a requested for a report on early disposition court.*

**12. Adjournment**

*Meeting adjourned at 10:29 a.m.*

**A motion was made by Member Weber, seconded by Member Hart, to adjourn. The motion carried unanimously.**

**Aye:** 9 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Frank, Member Hart, Member Mathias, Member Paxton and Member Weber

*Meeting minutes prepared by Heidie Hernandez.*

*Respectfully submitted,*

---

*Chairman*

---

*Vice-Chairman*

---

*Law and Judicial Committee*