

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Wednesday, April 26, 2017**

**1:00 PM**

**Assembly Room, 10th Floor**

**Financial and Administrative Committee**

**1. Call to Order**

*Chair Rummel called the meeting to order at 1:00 p.m.*

**Present** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent** 1 - Vice Chair Bartels

*Others present:*

*Barry Burton, County Administrator*

*Erin Cartwright-Weinstein, Circuit Court Clerk*

*Jim Chamernik, Sheriff's Office*

*Anthony Cooling, Finance and Administrative Services*

*Patricia Evans, Circuit Clerk's Office*

*Ben Gilbertson, County Administrator's Office*

*Gary Gordon, Finance and Administrative Services*

*Karla Hasty, Human Resources*

*Ryan Horne, Finance and Administrative Services*

*Chris Kopka, Human Resources*

*Rodney Marion, Human Resources*

*Judy Martini, County Board Member*

*Amy McEwan, Deputy County Administrator*

*Jennifer Serino, Workforce Development*

*Jennie Vana, Communications*

*Blanca Vela-Schneider, County Board Office*

*Farrah Watson, Finance and Administrative Services*

*Tom Weber, County Board Member*

*Michael Wheeler, Finance and Administrative Services*

*Dawn Wucki-Rosbach, Sheriff's Office*

**2. Pledge of Allegiance**

*Member Hewitt led the Pledge of Allegiance.*

**3. Approval of Minutes**

*There were no minutes to approve.*

**4. Addenda to the Agenda**

*There were no items added to the agenda.*

**5. Public Comment**

*There were no comments from the public.*

**6. Chairman's Remarks**

*Chair Rummel remarked on an email from a County employee regarding whether the County is willing to offer an alternate retirement plan that allows eligible Illinois Municipal Retirement Fund (IMRF) members to purchase up to five years of service credit at retirement. County Administrator Barry Burton reported the expense of this plan is cost prohibitive and infeasible.*

7. Old Business

*There was no old business to discuss.*

8. New Business

**CONSENT AGENDA (Items 8.1 - 8.2)**

**FINANCIAL & ADMINISTRATIVE**

8.1 [17-0441](#)

Report from Carla N. Wyckoff, County Clerk, for the month of March 2017.

**A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 and 8.2 be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

8.2 [17-0439](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of March 2017.

**A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 and 8.2 be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

**REGULAR AGENDA**

**FINANCIAL & ADMINISTRATIVE**

8.3 [17-0464](#)

Resolution authorizing the first Collective Bargaining Agreement, (CBA) between the Illinois Council of Police and Lake County Sheriff's Office/Lake County Board-Administrative Services.

*Human Resources Director Rodney Marion reviewed the proposed contract. He indicated the agreement provides for a three percent discretionary increase every five years and is dependent upon the employee's performance evaluations, completion of mutually agreed upon bench marks, and the County Board's decision to continue the proficiency incentive program for non-union employees. The agreement also provides a wage increase, consistent with non-union employees. He noted the contract will expire on November 30, 2018. Discussion ensued.*

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

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

8.4 [17-0472](#)

Discussion of 2018 budget policies.

*Finance and Administrative Services Director Gary Gordon and Ryan Horne of Finance and Administrative Services presented proposed budget policies. Mr. Gordon reported the proposed budget policy identifies a process in addressing programs that lose funding due to state budget cuts. The draft also includes language regarding special revenue funds.*

*Mr. Gordon stated departments will be asked to decrease expenses by two percent for the 2018 budget year. Departments with employees who have left as part of the Accelerated Retirement Option (ARO) program are being requested to eliminate the vacant positions or to leave the positions unfilled in fiscal year 2018.*

*Mr. Gordon reported departments will also be asked to provide a preliminary list of carry-over requests to be presented at budget hearings.*

*Staff is seeking direction on whether new program requests will be accepted from County Board members. Discussion ensued. Member Carlson inquired about the difference between revenue neutral program requests versus no new program requests. Discussion continued. County Board Member Judy Martini expressed concern with the proposed language and how it relates to grant funding.*

*Members Pedersen and Taylor opined that if departments are being requested to not submit new program requests, then the same should apply to County Board members. Discussion ensued on what the process would be if new program requests are funded through private organizations and/or via grants.*

*Member Hewitt inquired whether this conversation should be deferred until all board members can discuss. Member Pedersen noted all board members were invited to attend this meeting. Discussion continued.*

*County Administrator Barry Burton reported amended language will be provided at the next Financial and Administrative Committee meeting.*

8.5 [17-0471](#)

Discussion of the 2016 Year End Report.

*Finance and Administrative Services Director Gary Gordon presented the 2016 year end report. Mr. Gordon stated salary savings was tight and required some departments to create a line item transfer within their budget funds to cover personnel salaries. Sales tax was higher than expected but income and business taxes were down. Gasoline expenses were less than expected, approximately 35 percent lower. Court fee revenues continue to trend downward, but it was noted that foreclosure is also down. Mr. Gordon*

*noted the transition of management with Winchester House has resulted in lower revenues, but also lower expenses. Discussion ensued.*

8.6 [17-0408](#)

Update on legislative initiatives.

*County Administrator Barry Burton reported all bills are due out of the Senate on Friday. The County has chosen not to opine on the administrative adjudication bill, which applies only to home rule communities.*

9. **Executive Session**

*Executive Session was entered into at 2:04 p.m.*

**A motion was made by Member Taylor, seconded by Member Hewitt, that this item be to go into Executive Session. The motion carried unanimously.**

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

9.1 [17-0457](#)

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

**This item was discussed in Executive Session.**

*Executive Session was adjourned at 2:55 p.m.*

**A motion was made by Member Pedersen, seconded by Member Hewitt, to come out of Executive Session. The motion carried unanimously.**

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

9.1A [17-0458](#)

Committee action authorizing reclassification of a position in the Workforce Development Office.

**A motion was made by Member Carlson, seconded by Member Pedersen, that this reclassification be approved. The motion carried unanimously.**

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

9.1B [17-0460](#)

Committee action authorizing reclassification of a position in the Workforce Development Office.

**A motion was made by Member Carlson, seconded by Member Pedersen, that this reclassification be approved. The motion carried unanimously.**

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

**9.1C [17-0462](#)**

Committee action authorizing reclassification of a position in the Clerk of the Circuit Court Office.

**A motion was made by Member Carlson, seconded by Member Pedersen, that this reclassification be approved. The motion carried unanimously.**

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

**10. Correspondence**

*County Administrator Barry Burton reported the County is in receipt of a letter from Chief Judge Ortiz. Chair Rummel indicated staff has been directed to respond to it.*

**11. County Administrator's Report**

*Finance and Administrative Services Director Gary Gordon reported, as part of the County's portfolio, energy suppliers are required to provide five percent of its energy supply as green energy. Staff has reviewed costs to increase the green energy supply to 25 percent and has determined the cost would be reasonable. Mr. Gordon sought direction from the committee to increase its green energy from five percent to 25 percent and to go out to bid. Discussion ensued. The overall consensus was for staff to go out to bid for 25 percent green energy.*

**12. Members Remarks**

*There were no remarks from the Committee members.*

**13. Adjournment**

*The meeting was adjourned at 2:59 p.m.*

**A motion was made by Member Durkin, seconded by Member Hewitt, to adjourn the meeting. The motion carried unanimously.**

**Aye:** 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Absent:** 1 - Vice Chair Bartels

Next Meeting: May 3, 2017.

*Meeting minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Financial and Administrative Committee*