

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Wednesday, August 1, 2018**

**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** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

*Others present:*

*Carol Calabresa, Acting County Board Chairman*

*Paul Frank, County Board Member*

*Ann Maine, County Board Member*

*Judy Martini, County Board Member*

*Mary Ross-Cunningham, County Board Member*

*Brett Barganz, Information Technology*

*Erica Berman, Human Resources*

*Chris Blanding, Information Technology*

*Valerie Boettke-Ceckowski, Circuit Court Judge*

*Susan Brines, Purchasing*

*Barry Burton, County Administrator*

*Alex Carr, Communications*

*Erin Cartwright-Weinstein, Circuit Court Clerk*

*James Chamernik, Sheriff's Office*

*Anthony Cooling, Finance and Administrative Services*

*Zachary Creer, Finance and Administrative Services*

*Danny Davis, Court Administration*

*Adam Dideck, Lake County Resident*

*James J Edwards, Juvenile Probation*

*Paul Fetherston, Assistant County Administrator*

*Shantel Franklin, Finance and Administrative Services*

*Rose Gray, Adult Probation*

*Matt Guarneri, RGI/Facilities and Construction*

*RuthAnne Hall, Purchasing*

*David Hare, Sheriff's Office*

*Karla Hasty, Human Resources*

*Mitchell Hoffman, Circuit Court Judge*

*Ryan Horne, Finance and Administrative Services*

*Chris Kopka, Human Resources*

*Jon Lewn, Segal*

*Donna Jo Maki, County Administrator's Office*

*Rodney Marion, Human Resources*

*Amy McEwan, Deputy County Administrator*

*Lore Powell, Information Technology*

*John Prester, Segal*

*Andrea Rosen, Communications*

*Mike Schieve, Finance and Administrative Services*

*Conor Schultz, County Administrator's Office*  
*Mary Stevens, Court Administration*  
*Patrice Sutton, Finance and Administrative Services*  
*Blanca Vela-Schneider, County Board Office*  
*Winnie Weber, Court Services*  
*Michael Wheeler, Finance and Administrative Services*  
*Teri White, State's Attorney's Office*  
*Dawn Wucki-Rossbach, Sheriff's Office*

**2. Pledge of Allegiance**

*Member Carlson led the Pledge of Allegiance.*

**3. Approval of Minutes**

**3.1 [18-0851](#)**

Minutes from June 6, 2018.

**Attachments:** [F&A 6.6.18 Minutes - Final](#)

**A motion was made by Member Hewitt, seconded by Member Pedersen, that the minutes for items 3.1 through 3.5 be approved. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**3.2 [18-0852](#)**

Minutes from June 27, 2018.

**Attachments:** [F&A 6.27.18 Minutes - Final](#)

**A motion was made by Member Hewitt, seconded by Member Pedersen, that the minutes for items 3.1 through 3.5 be approved. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**3.3 [18-0854](#)**

Executive Session minutes from May 2, 2018.

**A motion was made by Member Hewitt, seconded by Member Pedersen, that the minutes for items 3.1 through 3.5 be approved. The motion carried unanimously.**

**3.4 [18-0855](#)**

Executive Session minutes from June 6, 2018.

**A motion was made by Member Hewitt, seconded by Member Pedersen, that the minutes for items 3.1 through 3.5 be approved. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

3.5 [18-0856](#)

Executive Session minutes from June 6, 2018.

**A motion was made by Member Hewitt, seconded by Member Pedersen, that the minutes for items 3.1 through 3.5 be approved. The motion carried unanimously.**

4. Addenda to the Agenda

**A motion was made by Member Bartels, seconded by Member Taylor, to move item 8.10 directly after Consent Agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

5. Public Comment

*There were no comments from the public.*

6. Chairman's Remarks

*Acting Chairman Carol Calabresa reported Lake County recently responded to a series of Freedom of Information Act requests for Chairman Aaron Lawlor's procurement card (p-card) charges. These statements identify several personal charges and reimbursements. The p-card in question has been canceled and a review of the County's p-card policy and procedures has been requested from staff to be provided by the end of September. It will take time to understand the details of the use and for the County to take appropriate action. Lake County prides itself in being a leader in treating substance abuse. She requested that people offer compassion by respecting Aaron Lawlor's privacy as he undergoes treatment for substance abuse.*

7. Old Business

*There was no old business to conduct.*

8. New Business

**CONSENT AGENDA (Items 8.1 through 8.7)**

**LAW & JUDICIAL**

8.1 [18-0817](#)

Joint resolution authorizing the renewal of the Lake County Children's Advocacy Center's Victim of Crime Act (VOCA) victim advocate grant program, awarded by the Children's Advocacy Centers of Illinois (CACI), including \$233,006 in federal funds, which includes an increase of \$8,299.40 from state fiscal year (SFY) 2018.

**Attachments:** [CAC VOCA Grant Renewal Letter](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.1 through 8.7 under the Consent Agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.2 [18-0820](#)

Joint resolution authorizing the renewal of the Lake County Children's Advocacy Center's victim advocate grant program, awarded by the Department of Children & Family Services (DCFS), including \$48,388 in federal funds.

**Attachments:** [DCFS CAC Continuation](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.1 through 8.7 under the Consent Agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.3 [18-0819](#)

Joint resolution authorizing the renewal of the State's Attorney's Violent Crime Victims Assistance (VCVA) grant program awarded by the Office of the Illinois Attorney General for state fiscal year (SFY) 2019, including grant funding of \$35,000, which includes an increase of \$4,000 from SFY 2018.

**Attachments:** [19-0925 VCVA Grant Award Letter](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.1 through 8.7 under the Consent Agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.**

8.4 [18-0821](#)

Joint resolution authorizing the renewal of the State's Attorney's Law Enforcement Response to Drugs - Drug Prosecution grant program, awarded by the Illinois Criminal Justice Information Authority (ICJIA), including \$75,000 in federal funds.

**Attachments:** [Drug Year 2 announcement 7.5.18- Lake County \(002\)](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.1 through 8.7 under the Consent Agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**FINANCIAL & ADMINISTRATIVE**

8.5 [18-0792](#)

Report from Carla N. Wyckoff, County Clerk, for the month of June 2018.

**Attachments:** [LCC Report June, 2018.pdf](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.1 through 8.7 under the Consent Agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.vote.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.6 [18-0813](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of June 2018.

**Attachments:** [June 2018.pdf](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.1 through 8.7 under the Consent Agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.**

8.7 [18-0833](#)

Report from David B. Stolman, Treasurer, for the month of May 2018.

**Attachments:** [Cash & Investment May 2017](#)  
[Cash & Investments May 2018](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that items 8.1 through 8.7 under the Consent Agenda be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**REGULAR AGENDA**

8.10 [18-0848](#)

Nineteenth Judicial Circuit Facilities Committee Update.

**Attachments:** [19th Judicial Circuit - Facilities](#)

*Circuit Court Judges Hoffman and Boettle-Ceckowski provided an update on the Nineteenth Judicial Circuit Facilities Committee. There was a need to review all its court facilities to ensure they meeting the standards set forth by the Supreme Court. Judge Hoffman reviewed the process in which the Circuit Court Judges approached this analysis.*

*A Powerpoint presentation was provided identifying issues of concern including cramped quarters for staff and juveniles at the intake center at the Juvenile Complex, potential water infiltration, and security. Judges Hoffman and Boettle-Ceckowski recommended that one or both of the vacant floors at the new Courthouse be built-out to address some of these issues. Discussion ensued.*

*County Administrator Barry Burton reported there are maintenance components and capacity issues at the Courts, but noted there are several other competing projects. Staff has been working on a collaborative process to determine the best method for prioritizing projects and creating a long-term master plan. Discussion ensued.*

**A presentation was provided.**

**LAW & JUDICIAL**

**8.8 [18-0730](#)**

Joint resolution authorizing an agreement with Software Development and Services Corporation (SDSC), Fairfax, Virginia, to continue to provide maintenance and support of the current case management systems for the Nineteenth Judicial Circuit Court, Circuit Court Clerk, Public Defender and State's Attorney's Office in an annual amount not to exceed \$120,000.

**Attachments:** [18105 Award Information-SDSC](#)  
[Lake County Maintenance and Support Renewal Rates.pdf](#)  
[18105 SDSC Agreement](#)

*RuthAnne Hall, Purchasing, reported this contract will provide maintenance and support of the current case management systems for the Nineteenth Judicial Circuit Court, the Circuit Court Clerk's Office, and the Public Defender and State's Attorney Offices. She noted that there is a provision for hourly augmentation services for any future integrations related to the implementation of a new case management system, in an amount up to \$250,000.*

**A motion was made by Member Pedersen, seconded by Member Bartels, that this item be recommended for adoption as amended to the regular agenda . The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**8.9 [18-0723](#)**

Joint resolution to enter into a contract with Quicket Solutions, Inc., Chicago, Illinois, in the estimated amount of \$102,500 for the installation and implementation of an electronic citation and e-crash software platform.

**Attachments:** [18002 Intent to Award ECitation Letter.pdf](#)  
[18002 Sheriff Ecitation Award Information](#)

*Undersheriff David Hare, Jim Chamernik and Dawn Wucki-Rossbach, Sheriff's Office, reported this contract will allow the Sheriff's Office to go paperless through an electronic citation and e-crash software platform. It will reduce redundant entry. Discussion ensued.*

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

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**FINANCIAL & ADMINISTRATIVE**

**8.11 [18-0858](#)**

Department Team 2017 - 2018 Overview - Accomplishments and Work Plan: Human Resources, Finance and Administrative Services, Information Technology, Internal Communications.

*Assistant County Administrator Paul Fetherston, Human Resources Director Rodney Marion, Information Technology Director Chris Blanding, Finance and Administrative Services Director Patrice Sutton, and Chief Communications Officer Jennie Vana provided an update on the departments' 2017 accomplishments and their 2018 workplans.*

*Mr. Marion reported on its Wellness Program, Learning and Development programs, Diversity and Inclusion in the workplace, sexual harassment training, health insurance education, and the rollout of a new payroll system.*

*Ms. Sutton reported on the County's budget, purchasing procedures, accounting and financial reporting, and support services.*

*Mr. Blanding reported on the department's transition from a traditional Informational Technology support model to one that is more agile. The goal of the department is optimize the services the department provides, modernize, and transform.*

*Ms. Vana reported on increased communications to, and engagement with, employees including efforts to rebrand the employee newsletter and employee website, leverage technology, and provide talking points for supervisors to share with field employees.*

*Discussion ensued.*

**This matter was presented**

**9. Executive Session**

*Executive Session was entered into at 2:15 p.m.*

**A motion was made by Member Carlson, seconded by Member Durkin, to go into Executive Session. The motion carried by the following vote:**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**9.1 [18-0849](#)**

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

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

*Executive Session was adjourned at 2:18 p.m.*

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



**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**9.1A [18-0850](#)**

Committee action authorizing additional benefit time for two employees in the State's Attorney's Office.

**A motion was made by Member Hewitt, seconded by Member Bartels, that this item be approved. The motion carried unanimously.**

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**10. County Administrator's Report**

**10.1 [18-0847](#)**

Discussion regarding Health Insurance Update and 2019 Planning.

**Attachments:** [Health Insurance Presentation 8.1.18](#)

*Human Resources Director Rodney Marion, Chris Kopka, Human Resources, and John Priester and Dan Levin, Segal, provided an update to the proposed 2019 health insurance plan.*

*Mr. Marion, at the request of the Financial and Administrative Committee, reviewed the possible impact on various changes in the plan including changing the coinsurance amount, providing part-time employee subsidies, increasing the number of dependent tiers, eliminating the traditional Preferred Provider Option (PPO) for active employees and balancing the employee/employer cost share to the program cost.*

*Substantial discussion ensued. Mr. Marion will return to the Financial and Administrative Committee with proposed recommendations at the August 8, 2018 Committee meeting. A request for formal consideration of the proposed 2019 health insurance plan will be on the August 29, 2018 Financial and Administrative Committee agenda for action at the September 11, 2018 County Board Meeting.*

**This matter was discussed**

**11. Members Remarks**

*Chair Rummel requested that the committee consider adopting a resolution regarding the County's stance on various issues, such as a one percent property tax increase proposed by the State and a soda tax referendum. The consensus was to place this on the August 8, 2018 Financial and Administrative Committee agenda.*

**12. Adjournment**

*The meeting was adjourned at 3:00 p.m.*

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

**Aye:** 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

**Next Meeting: August 8, 2018**

*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*