

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, July 30, 2020

8:30 AM

Live-streamed at: <http://lakecounty.tv/>, Comcast Ch. 18 or 30,  
AT&T U-Verse Ch. 99, & 18 N County St, Waukegan (10th Floor)

### Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the June 26, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference and not in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois.

**PUBLIC VIEWING:** This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 and AT&T Channel 99. Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

**PUBLIC COMMENT:** Public Comments are welcomed and encouraged. Emailed Public Comments received by 8:30 a.m., Thursday, July 30, 2020 for items not on the agenda will be read at the beginning of the meeting under Public Comment in the order they are received. Comments on agenda items will be read during consideration of that item. Comments received during the meeting will be held until the end of the meeting. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment pursuant to the County Board Rules of Order and Operational Procedures. All emailed Comments received will be included in the Committee's meeting minutes.

Email Public Comments to [CountyBoard@lakecountyil.gov](mailto:CountyBoard@lakecountyil.gov) with the following:

- \* Subject Title: Financial and Administrative Committee Public Comment
- \* Name
- \* Street Address (Optional)
- \* City, State (Optional)
- \* Phone (Optional)
- \* Organization/agency/etc. represented. (If representing yourself, put "Self")
- \* Topic or Agenda Item Number followed by Public Comment.

Public in attendance on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois may provide Public Comment. Public may also leave a message with the County Board Office at

847-377-2300.

0.0 [20-0824](#)

Determination of need for meetings of the Lake County Board and Committees to be held by audio or video conference.

**Attachments:** [Letter Determination Chair Hart\(07-02-20\).pdf](#)

1. **Call to Order**

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

**Present** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

2. **Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

3. **Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

4. **Public Comment**

4.1 [20-1157](#)

Public Comment.

**Attachments:** [F&A Public Comment 7.30.20.pdf](#)

*Blanca Vela-Schneider, County Administrator's Office, read public comments from three residents regarding a recent notification they had received about their tax bills. Member Martini requested that this issue be on a future Financial and Administrative Committee agenda for discussion purposes. Chair Frank suggested that board members who have inquiries regarding this issue reach out to the County Clerk and School District for clarification.*

5. **Chair's Remarks**

*Chair Frank remarked on settlement of a lawsuit filed against a County Board Members. Board members discussed the need to have regular updates.*

6. **Old Business**

*There was no old business to discuss.*

7. **New Business**

**CONSENT AGENDA (Items 7.1 - 7.7)**

**HEALTH & COMMUNITY SERVICES**

7.1 [20-0988](#)

Joint resolution accepting the Delta Dental of Illinois Foundation grant and authorizing an emergency appropriation in the amount of \$50,000 for the Coronavirus (COVID-19)

grant.

**Attachments:** [Delta Dental 50K](#)

**A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.7 be recommended for adoption/ received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

### **PUBLIC WORKS, PLANNING & TRANSPORTATION**

#### **7.2 [20-0970](#)**

Joint resolution appropriating \$29,100 (\$9,700 annually) of Matching Tax funds for three years of maintenance service for the Lake County Division of Transportation Sign Inventory System.

**Attachments:** [20-0970 Sign Inventory System Purchase Order with Additional Tablet](#)  
[20-0970 Sign Inventory System Agreement](#)

**A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.7 be recommended for adoption/ received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

### **FINANCIAL & ADMINISTRATIVE**

#### **7.3 [20-0932](#)**

Report from Robin M. O'Connor, County Clerk, for the month of April 2020.

**Attachments:** [LCC Report for April 2020](#)

**A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.7 be recommended for adoption/ received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

#### **7.4 [20-0933](#)**

Report from Robin M. O'Connor, County Clerk, for the month of June 2020.

**Attachments:** [LCC Report for June 2020](#)

**A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.7 be recommended for adoption/ received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

7.5 [20-0997](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of June 2020.

**Attachments:** [June 2020](#)

**A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.7 be recommended for adoption/ received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

7.6 [20-0983](#)

Report from Holly Kim, Treasurer for the month of January 2020.

**Attachments:** [Cash & Investment Jan 2019.pdf](#)

[Cash & Investment Jan 2020.pdf](#)

**A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.7 be recommended for adoption/ received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

7.7 [20-0984](#)

Report from Holly Kim, Treasurer, for the month of February 2020.

**Attachments:** [Cash & Investment Feb 2019.pdf](#)

[Cash & Investment Feb 2020.pdf](#)

**A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.7 be recommended for adoption/ received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**REGULAR AGENDA**

**LAW & JUDICIAL**

7.8 [20-0999](#)

Joint resolution ratifying an emergency procurement with Lodox North America LLC, Painesville, Ohio in an amount of \$518,900 for Forensic specific eXero-dr Critical Imaging System, A full body X-Ray System for rapid assessment forensic pathology.

**Attachments:** [Lodox Vendor Disclosure Statement.pdf](#)  
[Lodox Sole Source Letter Lake County IL.pdf](#)  
[Explanation Letter from Dr. Howard Cooper.pdf](#)  
[Lodox Quotes.pdf](#)

*RuthAnne Hall, Purchasing, reported that full body X-Ray System has been ordered through the emergency procurement process and is being funded through CARES Act funds. This specialized machine allows staff to complete an x-ray from a safe distance.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

## **HEALTH & COMMUNITY SERVICES**

### **7.9 [20-0986](#)**

Joint resolution accepting the Illinois Department of Public Health (IDPH) grant and authorizing an emergency appropriation in the amount of \$4,905,757.98 for the COVID-19 Contact Tracing grant.

**Attachments:** [IDPH COVID-19 Contact Tracing](#)

*Mark Pfister, Health Department Executive Director, reported that this is a grant for the hiring of 113.5 contact tracers, case investigators, and leads. Discussion ensued regarding the vendor and its vendor disclosure form.*

**A motion was made by Member Carlson, seconded by Member Vealitzek, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

### **7.10 [20-0987](#)**

Joint resolution accepting the Health Resources and Services Administration grant and authorizing an emergency appropriation in the amount of \$680,674 for the Expanding Capacity for Coronavirus (COVID-19) Testing grant.

**Attachments:** [HRSA ECT \\$680K](#)

*Mark Pfister, Health Department Executive Director, reported that this HRSA grant is for testing patients at Lake County's respiratory clinic. Vice Chair Vealitzek inquired about the inconsistent turnaround time for COVID-19 results. Director Pfister reported that the variety of tests on the market, an increase in demand, laboratory capacity issues, and recordation of results by the State have impacted the turnaround time of results. Discussion ensued regarding testing advancements and how COVID-19 may impact the impending school*

year.

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

#### **PUBLIC WORKS, PLANNING & TRANSPORTATION**

##### **7.11 [20-0973](#)**

Joint resolution appropriating \$782,900 of Motor Fuel Tax funds for maintaining streets and highways, including utility services, under the applicable Illinois Highway Code, from December 1, 2020, to November 30, 2021, and \$200,000 of Matching Tax funds for de-icing materials.

*Shane Schneider, Division of Transportation Director, reported that this is an annual appropriation request for general maintenance items.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

##### **7.12 [20-0971](#)**

Joint resolution authorizing an agreement with Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, for Phase II design engineering services for the resurfacing of Washington Street, from Lake Street to US Route 45, at a maximum cost of \$182,205, and appropriating \$220,000 of Motor Fuel Tax funds.

**Attachments:** [20-0971 Washington Street Resurfacing Ph II Consultant Agreement](#)  
[20-0971 Vendor Disclosure, GHA Inc.](#)  
[20-0971 Location Map, Washington Street Resurfacing](#)

*Shane Schneider, Division of Transportation Director, reported that this resolution is for engineering services for the resurfacing of Washington Street. The project is expected to begin constructed in 2021.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

7.13 [20-0990](#)

Joint resolution authorizing a contract with Joel Kennedy Construction Corp., Chicago, Illinois, in the amount of \$898,250 for the Midland Force Main Replacement Phase 1A Project.

**Attachments:** [20-0990 Midland Force Main Phase 1A Location Map.pdf](#)  
[20-0990 Midland Force Main Phase 1A Bids Tab.pdf](#)  
[20-0990 Midland Force Main Phase 1A Vender Disclosure Statement.pdf](#)  
[20-0990 Midland Force Main Phase 1A Final Bid Document.pdf](#)  
[20-0990 Award Information.pdf](#)

*Austin McFarlane, Interim Public Works Director, reported that this is an upgrade to the sewer pipes that service the Midland Lift Station and increase capacity.*

**A motion was made by Member Wilke, seconded by Member Clark, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**FINANCIAL & ADMINISTRATIVE**

7.14 [20-1011](#)

Resolution authorizing an increase in the budgeted number of full-time equivalent positions in the Chief County Assessment Office from 21 to 24 and authorizing a line item transfer transferring the budget authority from the Information Technology (IT) budget to the Chief County Assessment Office (CCAO).

**Attachments:** [F&A Restructure of CCAO.pdf](#)  
[CCAO LIT.pdf](#)

*John Light, Human Resources Director, reported that there is a need to consolidate and centralize GIS positions from the Information Technology Department to the Chief County Assessor's Office. Funding for three positions will be transferred from the Information Technology Department to the Chief County Assessor's Office. The positions will support parcel maintenance and strengthen business partnerships in the Chief County Assessor's Office.*

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

7.15 [20-0967](#)

Resolution authorizing a contract with Vista Health Systems, Waukegan, Illinois, to complete employee vaccination, Personal Protection Equipment (PPE) fit testing for employees, and Pre-employment physicals in a per unit cost price model in an amount



estimated at \$180,000.

**Attachments:** [20026 Draft Agreement.pdf](#)  
[20026 Award Recommendation.pdf](#)  
[Scoring Matrix Board Resolution.pdf](#)  
[Vendor Disclosure-Vista Medical Center \(East\) Corporate Health.pdf](#)

*John Light, Human Resources Director, reported that this contract will allow the vendor to complete employee vaccinations, PPE fit testing for employees, and pre-employment physicals. The contract is based on a per unit cost model, currently estimated at \$180,000. Chair Hart questioned whether any of the costs could be paid with CARES Act funds. Director Light stated he will work with the County Administrator's Office to review the guidelines of the Act.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.16 [20-0953](#)**

Committee action to modify the priority of construction projects for the Fiscal Year (FY) 2020 Capital Improvements Program (CIP) Facilities Assessment recommendations list of projects.

*Carl Kirar, Facilities and Construction Services Director, reported that there have been urgent and unprogrammed facility and maintenance projects, necessitating a need to defer some projects until FY 2021. Discussion ensued regarding the deferred projects.*

**A motion was made by Member Wilke, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.17 [20-0965](#)**

Resolution ratifying an emergency procurement with IVCi, LLC, Hauppauge, New York, in an amount not to exceed \$39,131 for engineering and technical installation of wireless microphone equipment.

**Attachments:** [MEMORANDUM.pdf](#)  
[Fully executed agreement.pdf](#)  
[Executed Vendor Disclosure Form.pdf](#)

*RuthAnne Hall, Purchasing, reported that the wireless microphone equipment is for the use of filming and live broadcasting of committee and county board meetings through Communications' Lake County Television. She reported that the equipment has been secured through an emergency procurement with CARES Act funds.*

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

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.18 [20-0994](#)**

Resolution authorizing an agreement with JPMorgan Chase Bank, Columbus, Ohio, for procurement card services for Lake County, Illinois, for a two-year period, with renewal options.

**Attachments:** [Award information](#)  
[Vendor Disclosure Form](#)  
[Scoring Matrix for Board Approval](#)  
[RFP 20062 Final Doc](#)  
[Lake County Draft Agreement 20062.pdf](#)

*RuthAnne Hall, Purchasing, reported that the County's current credit card contract expires in September. Working with the Lake County Forest Preserve District, Lake County has selected JP Morgan and Chase as the most qualified vendor. The benefits of switching vendors is that the new vendor is able to streamline services and increase efficiency through customizable. Vice Chair Vealitzek requested that, in the future, staff consider social responsibility as a criteria in vendor selection.*

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

**7.19 [20-0985](#)**

Resolution authorizing an updated investment policy.

**Attachments:** [2020-07-17 Investment Policy.pdf](#)

*Holly Kim, Treasurer, reported on the need to update Lake County's investment policy to comply with state requirements. Member Wasik requested specific disclosure information that identifies brokers' marketing fees and commissions. Discussion ensued.*

**A motion was made by Member Wilke, seconded by Member Vealitzek, that this item be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Clark, Member Pedersen, Member Wasik and Member Wilke

**7.20 [20-1012](#)**

Treasurer's Office Update by Lake County Treasurer, Holly Kim.

*Holly Kim, Treasurer, provided a presentation regarding the Treasurer's Office. With a staff*

*of 16 members, the Treasurer's Office is responsible for tax payment collections and investment of those funds. Treasurer Kim reviewed initiatives of the office including the implementation of Tyler Technologies, streamlining its web site and property tax portals, improving social responsibility, and automating bank transmittal of property tax payments. Discussion ensued.*

**Treasurer Kim presented an update of the Treasurer's Office.**

7.21 [20-1026](#)

Chief County Assessor's Office Update by Robert Glueckert.

**Attachments:** [CCAO FA Presentation July 2020.pdf](#)

*Bob Glueckert, Chief County Assessor, presented an update regarding the functions of the Chief County Assessor's Office. The office supports the work of 18 local township assessors, acts as an intermediary between assessors and taxpayers, and provides map services including annexations, splits, consolidations and divisions of properties.*

*In the last 12 months, the Tyler Technology System became fully implemented, routine communication has been reestablished with the 18 townships, electronic filing for all preferential assessments, electronic filing of all assessments, and a new approach to the tax appeal process was launched in light of the pandemic. The office will focus on cross training, will evaluating its workforce, continuing to strengthen its relationship with the townships, and finding efficiencies in the office. Discussion ensued.*

**Chief County Assessor Glueckert presented an update of the Chief County Assessor's Office.**

7.22 [20-1025](#)

Information Technology Department Update by Chris Blanding.

**Attachments:** [IT Presentation 7.30.20.pdf](#)

*Chris Blanding, Information Technology Director, reported on the functions of the Information Technology Department. During the past 12 months, staff has focused on cross training and strengthening internal change control operational and processes. Internet speed has increased to improve the digital workspace and there has been an emphasis on increasing security and reducing cyber threats.*

**Information Technology Director Blanding presented an update of the Information Technology Department.**

8. **Executive Session**

*The Committee did not enter into Executive Session.*

**9. Department Head Reports**

**9.1 [20-1010](#)**

Directors' Reports.

*There were no department head reports.*

**10. Public Comment**

*There were no further public comments.*

**11. County Administrator's Report**

*Gary Gibson, County Administrator, reported on staff's efforts of CARES Act funding. A report will be forthcoming.*

*Chair Hart requested that staff review the possibility of temporarily moving branch courts to the Waukegan Administrative Tower and Court Complex in order to reduce expenses.*

**12. Members Remarks**

*Member Martini inquired whether interest is charged to those who have opted to pay their tax bills in four installments. Holly Kim, Treasurer, reported interest would only accrue if the taxpayer did not remit payment for the portion due at the time of payment. Discussion ensued.*

**13. Adjournment**

*The meeting was adjourned at 11:17 a.m.*

**Next Meeting: August 6, 2020**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee*