

Lake County Illinois



Meeting Minutes - Final

Monday, February 10, 2020

1:00 PM

Division of Transportation
600 W Winchester Rd., Libertyville, IL
2020 Complete Count Committee

1. Call to Order

Chair Hart called the meeting to order at 1:03 p.m.

Present 14 - Chair Hart, Member Hill, Member Karacic, Member Kyle, Member Lentz, Member Matthes Gingiss, Member McKinney, Member O'Connell, Member Ortiz, Member Paxton, Member Rockingham, Member Schneider, Member Vealitzek and Member Wilke

Absent 4 - Vice Chair Cunningham, Member Cunningham, Member Florip and Member Martini

Sandy Hart, County Board

Angelo Kyle, County Board

Jessica Vealitzek, County Board

Terry Wilke, County Board

Cassandra Torstenson, County Administrator's Office

Arin Thrower, Communications

Laura Schneider, Health Department

Steve Healey, Village of Volo

Steve Thomas, Woodland School District 50

Carmen Patian, Highwood Public Library

Sandra Diaz, Mano a Mano

Bonnie McNeill, League of Women Voters

Jack Linehan, Village of Gurnee

Jim Moran, City of North Chicago

Brenda O'Connell, Lake County Coalition for the Homeless

Catherine Savage, Vernon Area Public Library District

David McDowell, United Way of Lake County

2. Pledge of Allegiance

Chair Wilke led the Pledge of Allegiance.

3. Chair's Remarks**4. Old Business**

There was no old business to discuss.

5. New Business**5.1 [20-0296](#)**

Minutes from January 13, 2020.

Attachments: [2020 CCC 1.13.20 Minutes - Final.pdf](#)

A motion was made by Member Wilke and seconded by Member Vealitzek to approve the minutes. On a voice vote, the motion was approved.

Sandy Hart, County Board

Angelo Kyle, County Board

Jessica Vealitzek, County Board

Arin Thrower, Communications
Terry Wilke, County Board
Laura Schneider, Health Department
Steve Healey, Village of Volo
Steve Thomas, Woodland School District 50
Carmen Patian, Highwood Public Library
Sandra Diaz, Mano a Mano
Bonnie McNeill, League of Women Voters
Jack Linehan, Village of Gurnee
Jim Moran, City of North Chicago
Brenda O'Connell, Lake County Coalition for the Homeless
Catherine Savage, Vernon Area Public Library District
David McDowell, United Way of Lake County

Attendees introduced themselves.

5.2 [20-0293](#)

Presentation: Catherine Savage - Vernon Area Public Library District.

Catherine Savage, Vernon Area Public Library, shared how public libraries are supporting the 2020 Census. Libraries are positioned to help ensure an accurate count as trusted, welcoming hubs that serve hard-to-count populations including children under age 5 and seniors.

Libraries provide computers and safe, reliable internet access and staff assistance where people can complete their form. Following a directive from the Illinois State Library, all public libraries are to provide service to anyone walking in and to not require a library card or ID to access resources.

Libraries are coordinating outreach efforts, working with municipal officials, schools, business and social service organizations. Libraries that currently are sitting on Complete Count Committees, which includes hosting meetings, include Cook Memorial, Deerfield, Fremont, Highwood, North Chicago, Round Lake, Warren Newport, Waukegan, Zion Benton and Vernon Area.

Miss Savage shared efforts to communicate, highlighting the importance of participation, assuring confidentiality, and combating misinformation. Information is promoted through email newsletters, social media and the website. Information also is shared to program attendees. Libraries such as Waukegan and Vernon Area are going into communities such as schools, churches, and senior centers, and many libraries will hold events on April 1 as well as through the enumeration period to inform individuals of the census.

Libraries are helping people take action. All winter long, libraries including Deerfield, Lake Villa, Round Lake, Warren Newport, Zion Benton and Vernon Area are hosting information sessions with the U.S. Census Bureau to hire 4,800 census workers in Lake County as well

as provide computers so individuals can apply for positions. Libraries will provide space so workers can attend training locally instead of going to DeKalb.

Libraries are setting up dedicated computers to fill out forms. Highwood, North Chicago, Waukegan, and Round Lake will offer assistance in English and Spanish. Warren Newport is partnering with Mano a Mano to offer census open labs, and information is being provided to United Way of Lake County to make sure all locations are listed to the 2-1-1 database so people can be directed to the site closest to them.

Cassandra Torstenson, Assistant County Administrator, said the County will provide computer resources, including the Health Department, administrative tower in Waukegan and the Central Permit Facility. Sandy Hart, County Board Chair, suggested adding computers to the new court tower. There was discussion to add computer access to the county's WIC clinic.

Discussion ensued, including an inquiry by Chair Hart as to how individuals who are in jail, mental health clinics, nursing homes, hospitals or dormitories will be counted.

Carmen Patian, Highwood Public Library, said the library is focusing on two demographics, one for older Italian families who have little trust in computers and immigrant families and are planning special events and print materials to help individuals feel more at ease about the census and reassure they will be safe.

This matter was presented

5.3 [20-0292](#)

Self-reporting stations and information.

Cassandra Torstenson, Assistant County Administrator, suggested to group Items 5.3, 5.4 and 5.6 together.

Miss Torstenson invited the group to share self-reporting stations they have prepared, adding the libraries and the county have identified locations, and the county will add locations if it can locate additional computers. She added 2-1-1 is a repository of information for self-reporting stations.

David McDowell, United Way of Lake County, is bringing additional staff and computers to function as mobile labs. Looking to target children under 5 and families at or below poverty level, he said they want to bring staff to as many events as possible to achieve significant enrollment.

Sandy Hart, County Board Chair, inquired how the process is progressing to hire census workers. There was discussion as to efforts to partner with food banks to hold hiring events. It also was presented that elected officials can not serve as census workers. Census work in Lake County pays \$29.50 per hour.

Among self-reporting stations discussed, Jim Moran, City of North Chicago, said stations will be placed at city hall, public library and fire station. There also is effort to work with schools, including Township District 113 and Woodland District 50. Miss Torstenson added Gurnee has partnered with Park City to provide coverage for Park City, and Antioch is partnering with the County and working with the school district.

This matter was discussed

5.4 [20-0294](#)

March/April Activities.

Cassandra Torstenson, Assistant County Administrator, suggested to group Items 5.3, 5.4 and 5.6 together.

The Committee discussed a timeline of the census process.

Internet self-reporting begins the middle of March, adding individuals will receive an invitation between March 12 and 20 by mail to participate. A reminder postcard will be sent between March 26 to April 3. A reminder letter along with a paper questionnaire will be sent between April 8 and 16, and a final reminder postcard will be sent between April 20 and 27. She added residents also can call the Census Bureau customer service center to request a paper survey to be mailed.

Miss Torstenson spoke about the County's communications plan. Among communication tools, the Complete Count website is a one-stop shop for everything census. There are print materials in English and Spanish, and social media posts. She also shared a video developed, featuring county employees speaking multiple foreign languages and encouraging individuals to be counted. Feedback was suggested to add closed captioning of the full video in Spanish.

She also shared tools in the region, which led to discussion to partner with library or schools on Census Night. She also shared a couple planned events, including a bingo/loteria event, hosted by the Metropolitan Mayors Caucus, which can engage older adults and a poetry night to engage young adults.

Providing information directly from the U.S. Census, Miss Torstenson addressed where one should count oneself. The information also is posted on the County's census webpage. She addressed:

- Definition of residence: place where a person lives most of the time*
- Counting individuals such as people living outside the United States*
- Counting people who live at more than one place such as snowbirds and children of shared custody*
- Counting military or civilian employees of U.S. Government and their dependents*
- People who are born or who die around Census Day (April 1)*

- College students and staff living in college housing*
- People staying in correctional facilities or transitory locations*

The group also addressed the confusion that individuals are to be counted where they are on Census Day, April 1 even if they are completing the form online or on paper before or after that date. The census is documenting a point in time.

David McDowell, United Way of Lake County, inquired what are the regulations to count those who are staying within RV parks on April 1. Discussion ensued.

Carmen Patian, Highwood Public Library, addressed how would multiple families living in one address be counted. There may be instances such as in Highwood where a building owner does not share the code provided and to be shared with all who reside within the residence.

Brenda O'Connell, Lake County Coalition for the Homeless, said she inquired on what form is needed for individuals who do not have an address and was provided a 12-page federal notice. She requested who has more information to share what they learn so she can forward that to the coalition. Miss Torstenson added as individuals get information to share with her so it can be added to the census website.

This matter was discussed

5.5 [20-0295](#)

Group map activity.

Cassandra Torstenson, Assistant County Administrator, said through previous meetings, there has been discussion as to who is covering what geographic sections of the county. Presenting two large paper maps each encompassing a half of the county, the map was broken down by census track, and municipalities were divided by color coding.

During this group activity, everyone was invited to locate the section they are covering, drawing a line to show the section they are covering and to add their name to that section. The maps, she said, along with information previously gathered working with David McDowell, United Way of Lake County, will help identify coverage gaps to be addressed at the next Committee meeting.

This matter was discussed

5.6 [20-0291](#)

Review Campaign materials for Census 2020.

Cassandra Torstenson, Assistant County Administrator, suggested to group Items 5.3, 5.4 and 5.6 together.

This matter was presented

6. Members' Remarks

There were no remarks from members.

7. Public Comment

There were no comments from the public.

8. Adjournment

Cassandra Torstenson, County Administrator's Office, called the meeting to be adjourned at 2:30 p.m.

Next Meeting: March 9, 2020 (Location To Be Determined)

Meeting minutes prepared by Abby Scaff.

Respectfully submitted,

2020 Complete Count Chair