

Lake County Illinois

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



Agenda Report - Final

Wednesday, August 1, 2018

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes

3.1 [18-0851](#)

Minutes from June 6, 2018.

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

3.2 [18-0852](#)

Minutes from June 27, 2018.

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

3.3 [18-0854](#)

Executive Session minutes from May 2, 2018.

3.4 [18-0855](#)

Executive Session minutes from June 6, 2018.

3.5 [18-0856](#)

Executive Session minutes from June 6, 2018.

4. Addenda to the Agenda

5. Public Comment

6. Chairman's Remarks

7. Old Business

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.

- In 1999, the Children's Advocacy Center implemented two victim advocate grants, which have been renewed each year since, to supplement funding for two victim advocates, one being bilingual.
- In 2016, both grant programs were combined into one contract, and in 2017, funding for an additional victim advocate position was added.
- This grant is for the period of July 9, 2018 through June 30, 2019 and funds a portion of

the salary and benefits for three victim advocates housed at the Lake County Children's Advocacy Center along with additional program costs.

- The victim advocates provide comprehensive, supportive services to child victims and their non-offending family members, throughout the court process.
- Program goals include providing advocacy services for child victims of abuse and their non-offending family members, preventing re-victimization of children through education, providing emotional support and maintaining the current staff of victim advocates in order to provide efficient services to abused children.
- Sources of funding include federal funds in the amount of \$233,006 (\$41,341 for the bilingual program, \$86,759 and \$104,906 for the other victim advocate programs) and matching funds in the amount of \$58,251.50 (\$40,009 for the bilingual program and \$18,242.50 for the other victim coordinator programs), which is provided by the Children's Advocacy Center, for salary, benefits and other program costs such as training and supplies.
- The Children's Advocacy Center provides the required match and any additional salary or benefit costs by reimbursing the State's Attorney's Office. No County funding is required for this program.

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

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.

- DCFS grant funding to provide partial salary for a victim advocate at the Lake County Children's Advocacy Center began prior to 1998 and has been renewed each year since.
- This grant is for the period of July 1, 2018 through June 30, 2019 and funds a portion of the salary for one victim advocate housed at the Lake County Children's Advocacy Center.
- The victim advocate provides comprehensive, supportive services to child victims and their non-offending family members, throughout the court process.
- Program goals include providing advocacy services for child victims of abuse and their non-offending family members, providing a digitally recorded interview in a child friendly location, providing mental health referrals, providing emotional support, conducting protocol reviews and Multidisciplinary Team (MDT) case meetings, and preventing re-victimization of children through education.
- Sources of funding include state funds in the amount of \$48,388 for partial salary of the victim advocate assigned to the grant program.
- The Children's Advocacy Center provides any additional salary costs by reimbursing the State's Attorney's Office.

Attachments: [DCFS CAC Continuation](#)

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.

- This is a request to renew the VCVA grant administered through the Office of the Illinois Attorney General, with a grant period from July 1, 2018 through June 30, 2019.
- Funding for this grant began in 1990 and has been renewed each year.
- Grant program goals include the promotion of fairness, accountability and coordination of services for victims and witnesses of domestic violence, and the promotion of policy and procedure for domestic violence cases in order to improve response by law enforcement and court personnel.
- The grant will fund \$35,000 to offset the salary of a domestic violence victim witness coordinator (DV Coordinator). Funding has increased from the previous year by \$4,000.
- The DV Coordinator position and grant is already included in the State's Attorney's approved fiscal year (FY) 2018 budget.

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

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.

- This is a renewal of the Law Enforcement Response to Drugs - Drug Prosecution Program, a federal grant administered through the ICJIA.
- Funding for this grant, formally known as the Multi-Jurisdictional Drug Prosecution grant, began in 1988, and has been renewed each year.
- The grant program will provide funding for 63 percent of the salaries of one gang/narcotics prosecution division chief, one assistant state's attorney and one trained police investigator dedicated to the prosecution of drug related offenses covering the time period of October 1, 2018 through March 31, 2019.
- Program goals include increasing public safety and reducing the large social and economic cost of narcotics use through specialized prosecution of drug traffickers and by increasing awareness and skill levels of professionals involved in the identification, investigation and prosecution of drug trafficking through training.
- Sources of program funding include \$75,000 in federal funds and \$15,000 in matching funds provided from the State's Attorney's Asset Forfeiture Fund, for a grant program total of \$90,000.

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

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](#)

8.6 [18-0813](#)

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

Attachments: [June 2018.pdf](#)

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](#)

REGULAR AGENDA

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.

- The County's current Clerk of Court case management system is Court Records Information Management System (CRIMS). It was developed by Software Development and Services Corporation (SDSC) primarily to meet the needs of the Circuit Clerk and was fully implemented in October 1998.
- In 2004, SDSC also developed State's Attorney's Management System (SAMS), the case management system for the State's Attorney's Office.
- The Public Defender's Office Management Information System (THEMIS) system was developed by SDSC in 2005, enhanced in 2009, and a distinct Juvenile module was added in 2014.
- SDSC is the sole proprietor and, as the only source that can provide the services, has had an ongoing contract for services with the County.
- The new contract provides for maintenance of the various modules for the three justice agencies and hourly rates for time and material to provide needed support for any future integrations related to the implementation of a new case management system.
- The Circuit Clerk Office's annual budget includes \$30,000 for software enhancements.
- There may also be a need to procure staff augmentation services during the term of the contract to provide technology resources, project support, systems architecture and design, consultation and development for the Department of Information Technology (IT) up to \$250,000.
- In accordance with Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent approved a bid exemption on the basis that there exists a long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided for these services.
- This five-year contract will cost the County an annual amount not to exceed \$120,000. The annual maintenance of the software is comprised of maintenance and support amounts of \$50,000 for CRIMS and eFileIL combined and \$35,000 each for SAMS and THEMIS.
- Any additional services, above and beyond the annual software maintenance/support, shall be proposed on a project basis and adhere to the contractual hourly rates for time and material.

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

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.

- The Sheriff's Office currently issues citations using handwritten forms for each citation. Each citation then requires manual input into the Sheriff's Office's records management system.
- The Sheriff's Office determined a need to take advantage of the efficiencies available with a new software that will allow Sheriff's personnel to improve operational effectiveness.
- The Sheriff's Office issued a Request for Proposal (RFP) to identify a qualified firm to provide an electronic citation and e-crash software platform.
- The RFP was extended to 25 vendors and proposals were received from five vendors. Of the five vendors that submitted proposals only one vendor, Quicket Solutions, Inc. has been approved for use by the State of Illinois and the 19th Judicial Circuit Court.
- The contract includes the software, professional services, implementation services, training, software as a service (SaaS) fee and maintenance costs in a contract amount of \$102,500, which is less than previously anticipated.
- Ongoing maintenance and SaaS fees for years two through five are estimated in the annual amount of \$63,000.

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

FINANCIAL & ADMINISTRATIVE

8.10 [18-0848](#)

Nineteenth Judicial Circuit Facilities Committee Update.

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

8.11 [18-0858](#)

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

9. Executive Session

9.1 [18-0849](#)

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

9.1A [18-0850](#)

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

10. **County Administrator's Report**

10.1 [18-0847](#)

Discussion regarding Health Insurance Update and 2019 Planning.

Attachments: [Health Insurance Presentation 8.1.18](#)

11. **Members Remarks**

12. **Adjournment**

Next Meeting: August 8, 2018