

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held July 5, 2017, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)  
Dr. H. Lee Jordan, Jr., Chairman  
Sylvia Valadez, Vice Chairman  
Dawn Abernathy, Commissioner  
Curtis Robinson, Commissioner

Absent: Kevin Considine, Commissioner  
Scott Helton, Commissioner  
(Vacant) Commissioner

Others Present: David A. Northern, Sr., Executive Director/CEO  
Tiffany A. Gonzalez, Deputy Director  
Ryan Brandes, Modernization Coordinator  
Valerie Rogers, Executive Secretary  
Brian Grach, Authority Attorney  
Scott Pacholsky, Lake County Deputy Sheriff

#### ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:40 p.m. Roll call was taken and the following Commissioners were present: Abernathy, Robinson, Valadez, Jordan. Absent: Considine, Helton. One Commissioner position is vacant.

Posting of the notice of this Rescheduled Meeting and the agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice and agenda were posted prior to 12:30 p.m. on Monday, July 3, 2017 at the Central Office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Lake County Housing Authority website, [www.lakecountyha.org](http://www.lakecountyha.org). In addition, notice of the rescheduled meeting was sent to the news media, in particular, to the news media requesting notice of such meetings.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### PUBLIC COMMENT

Chairman Jordan opened the floor for public comment. No one requested to be heard.

#### MINUTES – 6/15/17 REGULAR MEETING

MINUTES – 6/15/17 EXECUTIVE SESSION – Personnel Issues, Pending & Probable  
Litigation, Security Procedures, Real Estate Transaction

After discussion, Ms. Valadez moved, seconded by Mr. Robinson, to approve the Minutes of the June 15, 2017 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. The Board voted as follows: Ayes: Abernathy, Robinson, Valadez, Jordan. Absent and Not Voting: Considine, Helton. Motion Carries.

FINANCE REPORT

The Board of Commissioners of Lake County Housing Authority requests that all bills are paid in a manner appropriate to avoid late fees. In addition, to facilitate a smooth, responsible financial operation the Board acknowledges disbursements may be made prior to the regular scheduled monthly Board meeting.

Commissioner Robinson conducted a review of the bills and provided a recommendation to the Board. The list of bills and financial report was provided by Director of Finance Khadija Darr. (See Exhibits 01, 02)

After discussion Ms. Valadez moved, seconded by Ms. Abernathy to approve the List of Bills as presented. The Board voted as follows: Ayes: Abernathy, Robinson, Valadez, Jordan. Absent and Not Voting: Considine, Helton. Motion Carries.

REPORTS

Without formal action the consensus of the Board was to proceed with the following as reported. The following reports were provided.

Public Housing Program, .....	Tiffany A. Gonzalez, Deputy Director
LCHA Rentals	(See Exhibit 03)
FUP <sup>1</sup> , FSS <sup>2</sup> , Housing Counseling .....	Yolanda Lynn, Director of Voucher Intake
Resident Services	(See Exhibit 04)
Housing Choice Voucher Program .....	Corinne Jordan, Director of Voucher Management
	(See Exhibit 05)
Capital Improvements, .....	Keon Jackson, Director of Capital Improvements
Procurement, Maintenance	(See Exhibit 06)
Paybacks & Complaints .....	Renee Prior, Income/Security Investigator
	(See Exhibit 07)
Human Resources .....	Lefran Elgezdi, Human Resources Manager
	(See Exhibit 08)
FOIA/OMA <sup>3</sup> , Travel-Training .....	Valerie Rogers, Executive Secretary/FOIA & OMA
	(See Exhibit 09)

Other Matters

1. Mr. Northern received a note of appreciation on behalf of the PHADA membership for speaking on Smoke-Free Public Housing at the 2017 Annual Convention and Exhibition in Chicago. He was

---

<sup>1</sup> Family Unification Program

<sup>2</sup> Family Self-Sufficiency Program

<sup>3</sup> Freedom of Information Act. Open Meetings Act.

gratified to be assured I helped make the conference a success. They provided feedback from their members about my session. (See Exhibit 10)

2. Mr. Northern attended the *Second Convening: Community of Practice on Regional Housing Strategies* hosted by the Brookings Institution Metropolitan Policy Program in Minneapolis, MN on 6/27/17. The Metropolitan Policy Program covered the expense for travel and lodging.

LCHA was a pioneer in joining with the Chicago Housing Authority, the Cook County Housing Authority, the McHenry County Housing Authority, the Illinois Housing Development Authority and the Metropolitan Planning Council in the Chicago area Regional Housing Initiative (RHI) in 2002. As a result of this partnership, we were recognized and invited by the Brookings Institution to partake in this convening. It was a great experience. Their mission is to deliver research and solutions that help metropolitan leaders build an advanced economy that works for all. (See Exhibit 11)

3. The *2nd Summit of Leaders for a Welcoming and Respectful Lake County* was held on 6/29/17 at CLC hosted by The Partnership for A Safer Lake County in collaboration with County Board Chairman Aaron Lawlor and State's Attorney Michael Nerheim. Mr. Northern co-facilitated the conversation on Marketing and Branding. This working group focused on developing specific marketing and branding tactics that the campaign can use to advance the overall awareness of the Campaign for a welcoming and respectful Lake County.
4. LCHA has been randomly selected to undergo an audit of our 2015 Employment Tax records. We have reached out to the auditor responsible for the review and have set a tentative date of July 31<sup>st</sup> for the initial interview process and review with select members of the leadership team. (See Exhibit 12)
6. LCHA received notice from HUD of the official closeout of our FSS Grant for 2012, 2013 and 2014. (See Exhibits 13, 14, 15)
7. LCHA has recently received notification of our Calendar Year 2017 Renewal Funding for the Housing Choice Voucher Program. The 2017 funding will be provided at a 97% proration which projects an expected monthly HAP funding of \$1,945,074. The expected renewal funding is strictly HAP related, it does not however include the additional monthly subsidy we generally receive to assist with administrative expenses associated with managing the program. (See Exhibit 16)

Total Renewal Eligibility .....	\$24,062,778
Proration Factor.....	0.97000
Prorated Eligibility .....	\$23,340,895

8. LCHA will be joining the Lake County Coalition for the Homeless and National Trainers from the SOAR TA Center to develop a plan to connect people with disabilities to benefits more quickly to stabilize their housing. A meeting will be held July 12, 2017 at the Lake County Central Permit Facility in Libertyville. (See Exhibit 17)
9. Deputy Director Tiffany A. Gonzalez and Vice Chairman Sylvia Valadez attended *The Big Event* hosted The Lake County Partners on 6/23/17 at the Lincolnshire Marriott. Their focus is for business and community leaders to work towards strengthening, sustaining and leveraging Lake County's business assets.

10. Last but not least, Mr. Northern stated he is very grateful to the Board for their support of this year's Gala. They were an integral part of the success we experienced. In particular, he thanked Commissioner Kevin Considine, Scott Helton and Chairman, Dr. H. Lee Jordan, Jr. for attending and providing an invaluable service to our clients, our agency and the community. Mr. Northern thanked the Board for exemplifying *Service Above All Else!*
11. Mr. Northern will be meeting with Lake County United, the Housing Opportunity Development Corporation (HODC) and the Zion Woods Church (landowner) in support of the New Deerfield Housing Proposal on 7/6/17. They will be preparing for the public process of rezoning scheduled to begin 7/27/17. Mr. Northern will speak to the value of affordable housing in Deerfield for women and families fleeing domestic violence.

The proposal is for a 48-unit apartment development designed for middle income families as a joint venture between Zion Lutheran Evangelical Church, Brinshore Development LLC and the Housing Opportunity Development Corporation.

12. Lake County Housing Authority will be sending 25 children through their enrichment grant program to Smarties Summer Camp at Camp Timber-lee in East Troy, WI. The children will spend 6 days and 5 nights on the 600 acre campus and engage in a variety of activities. Camp Timber-lee and its generous sponsors have underwritten the costs to attend the camp in the amount of \$512 leaving the per child cost for Lake County Housing Authority of \$135. There will be a sendoff activity to cheer the kids on and wish them well on July 2, 2017 beginning at 12:00 noon – 1:00 pm at 202 S. Genesee Street, Waukegan IL at Family First Center of Lake County where the school buses will depart. If anyone is interested in attending please let us know or just come with smiles.
13. Mr. Northern reported LCHA received a check in the amount of \$41,472.00 for the lease rent from T-Mobile for the rooftop cell tower antennae.
14. Mr. Northern announced LCHA recently received its 2017 Capital Fund Program Grant Award from HUD. Funds received totaled \$971,049 and are used for the management, maintenance and modernization of LCHA's 495 Low Rent Public Housing units. The 2017 Grant is approximately \$112,000 over the 2016 funding levels. Due to LCHA's efforts in attaining a HUD designated High Performer status it received \$47,389 in bonus funds. The funds are budgeted for use on rehabilitation and modernization of assisted units the housing authority owns. In addition, the funds will help provide sustainability and enhanced curb appeal, while at the same time helping to preserve the units for the long term

## OLD BUSINESS

### Brookstone and Regency at Cole Park - Update

The progress is sensational. The reformation is physically happening. We continually meet with local public officials and community members to discuss local participation, Section 3, advertising, partnerships and work opportunities.

There are scheduled meetings via conference call 2nd Thursday of the month and on site meetings the last Thursday of every month (2 week increments).

NEW BUSINESS

Reaffirmation of & Authorization to Submit CFP Five-Year Action Plan – FY 2017 – FY 2021

LCHA is required to submit a Capital Fund Program (CFP) 5-Year Action Plan to HUD for approval on its Capital Fund Program open grants. LCHA uses a rolling 5-Year Action Plan and therefore, submits the 5-Year document annually.

The CFP 5-Year Action Plan must describe the capital improvements necessary to ensure long-term physical and social viability of the PHA's public housing developments, including the capital improvements to be undertaken within the 5-year period, their estimated costs, status of environmental review, and any other information required for participation in the CFP, as prescribed by HUD. In order to be entitled to fungibility, PHA's must have an approved 5-year Action Plan. Except in the case of emergency/disaster work, the PHA shall not spend Capital Funds on any work that is not included in an approved CFP 5-Year Action Plan and its amendments.

After discussion, Ms. Abernathy introduced the following Resolution:

**RESOLUTION NO. 2017-103**

**REAFFIRMATION OF & AUTHORIZATION**

**TO SUBMIT CFP FIVE-YEAR ACTION PLAN – FY 2017 – FY 2021**

After discussion Ms. Abernathy moved, seconded by Ms. Valadez the Reaffirmation of and Authorization to Submit CFP Five-Year Action Plan – FY 2017 – FY 2021 as presented.

(See Exhibit 18)

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

---

Dr. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Approval Of and Authorization to Submit CFP ACC Amendment

After discussion, Ms. Abernathy introduced the following Resolution:

**RESOLUTION NO. 2017-104**

**APPROVAL OF AND AUTHORIZATION TO SUBMIT CFP ACC AMENDMENT**

After discussion Ms. Abernathy moved, seconded by Ms. Valadez for the Approval Of and Authorization to Submit CFP ACC Amendment as presented.

(See Exhibit 28)

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

---

Dr. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Authorization to Submit 2017 Annual CFP Budget

Mr. Northern explained HUD has just released the budget for the Capital Fund Program. As the time constraint does not provide the opportunity to calculate the budget for presentation at this meeting, the Board is being asked to approve the CFP budget submission by the required deadline with the understanding the CFP budget will be presented to the Board for their reaffirmation at the August 2017 regular meeting.

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-105**

**AUTHORIZATION TO SUBMIT 2017 ANNUAL CFP BUDGET**

After discussion Ms. Abernathy moved, seconded by Ms. Valadez to authorize the submission of the 2017 Annual CFP Budget.

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

---

Dr. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

**Approval Of and Authorization to Submit LCHA's Annual PHA Plan - FY 2018**

The Annual PHA Plan provides a source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low income families.

After 45 days' notice, LCHA held a Resident Advisory Board meeting and public hearing as required discussing changes in the goals, objectives, or policies of the housing agency.

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-106**

**APPROVAL OF AND AUTHORIZATION TO SUBMIT**

**PHA ANNUAL AGENCY PLAN – FY 2018**

WHEREAS, the attached PHA Annual Plan for FY 2018 has been drafted in consultation with the Authority’s Resident Advisory Board; and

WHEREAS, the requisite public notices and hearings have been given and held;

NOW THEREFORE BE IT RESOLVED that the Plans are hereby approved; and

BE IT FURTHER RESOLVED that we reaffirm the Chairman or his designee has been authorized and directed to sign the PHA Certifications of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plans; and

BE IT FURTHER RESOLVED that we reaffirm the Executive Director/CEO has been hereby authorized and directed to execute the ACC Amendment when received from HUD.

(See Exhibit 19)

After discussion Ms. Abernathy moved, seconded by Ms. Valadez to adopt Resolution 2017-106.

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan.

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

---

Dr. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

**Amending The Low Rent Admissions and Continued Occupancy Policy (ACOP)**

The Admissions and Continued Occupancy Policy has been amended to be in compliance with HUD’s smoke-free environment policy for all its residents.

The policy prohibits the use of “prohibited tobacco products” in all indoor areas, including individual living units, common areas, administrative office buildings, and outdoor areas within 25 feet of those areas. The smoke-free policy must be included in the applicable PHA plans and tenant leases.



LCHA implemented a Smoke Free Policy in 2011 and is now amending it for full compliance with HUD's Smoke Free Policy as finalized on 2/3/17.

The key policy amendments include: The mandated distance away from the building is amended to 25 feet and the definition of prohibited tobacco products.

After discussion, Ms. Abernathy introduced the following Resolution:

**RESOLUTION 2017-107**

**AMENDING THE LOW RENT ADMISSION AND  
CONTINUED OCCUPANCY PLAN (ACOP)**

WHEREAS from time to time it is reasonable and necessary to revise administrative plans; and

WHEREAS HUD has mandated all public housing developments in the U.S. are required to provide a smoke-free environment for their residents by July 30, 2018; and

WHEREAS HUD's rule prohibits lit tobacco products (cigarettes, cigars or pipes) in all living units, indoor common areas, administrative offices and all outdoor areas within 25 feet of housing and administrative office buildings; and

WHEREAS the rule does not grandfather (i.e., legally allow the continuation of) existing smoke-free policies that do not meet the minimum HUD requirements; and

WHEREAS LCHA implemented a Smoke Free Policy in 2011, it is being amended for full compliance with HUD's Smoke Free Policy as finalized on 2/3/17; and

WHEREAS the smoke-free policy must be included in the applicable PHA plans and tenant leases;

NOW, THEREFORE, BE IT RESOLVED that the Low Rent Admissions and Continued Occupancy be and is hereby amended as follows:

**APPENDIX 7  
SMOKE FREE POLICY**

Effective January 1, 2011 the LCHA Corporate office at 33928 N. U.S. Highway 45 in Grayslake, Illinois will become a smoke free campus prohibiting smoking anywhere on LCHA property.

Effective May 1, 2011 all buildings in Asset Management Projects 2 and 3 which include Shiloh Tower, Warren Manor, Hawley Manor, Beach Haven Tower, Millview Manor, Orchard Manor, and John Kuester Manor will become entirely smoke free prohibiting smoking anywhere inside the building including tenant occupied and unoccupied units. ~~Smoking on the grounds will be limited to designating smoking areas in compliance with local smoking ordinances.~~ (Removing stricken sentence.)

Effective May 1, 2012 all buildings in Asset Management Projects 1, 4, & 5 and all other LCHA owned properties which include Marion Jones Townhomes, all Public Housing Scattered Sites, LCHA Rentals, Midlothian Manor, and any future property construction or acquisition will

~~become smoke free prohibiting smoking anywhere inside the building including tenant occupied and unoccupied units. Smoking on the grounds will be limited to designating smoking areas in compliance with local smoking ordinances. (Remove stricken paragraph.)~~

All leases and contracts will be updated to reflect the smoke free policy and effective dates. Violation of the smoking policy will result in a \$100.00 fee for a first violation, \$300.00 fee for a second violation, and the third violation will result in termination from the program and requirement to pay the cost for painting and cleaning of the areas affected by smoking. In partnership with Smoke Free Illinois and the Lake County Health Department, LCHA will offer free smoking cessation classes.

(Paragraph Added)

Effective October 1, 2017, the use of prohibited tobacco products is limited to areas 25 feet away from public housing buildings. Prohibited tobacco products are defined as the use of items that involve the ignition and burning of tobacco leaves, such as: cigarettes, cigars, pipes and water pipes (also known as hookahs).

BE IT FURTHER RESOLVED that these Amendments shall become effective October 1, 2017.

After discussion Ms. Abernathy moved, seconded by Ms. Valadez to adopt Resolution 2017-107.

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan.

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

\_\_\_\_\_  
Dr. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Amending the Public Housing Smoke Free Lease Addendum

The Public Housing Lease Addendum must also be amended to be in full compliance with HUD’s Smoke Free Policy.

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION 2017-108**

**AMENDING THE SMOKE FREE LEASE ADDENDUM**

WHEREAS from time to time it is reasonable and necessary to revise tenant leases; and

WHEREAS HUD has mandated all public housing developments in the U.S. are required to provide a smoke-free environment for their residents by July 30, 2018; and

WHEREAS HUD's rule prohibits lit tobacco products (cigarettes, cigars or pipes) in all living units, indoor common areas, administrative offices and all outdoor areas within 25 feet of housing and administrative office buildings; and

WHEREAS the rule does not grandfather (i.e., legally allow the continuation of) existing smoke-free policies that do not meet the minimum HUD requirements; and

WHEREAS LCHA implemented a Smoke Free Policy in 2011, it is being amended for full compliance with HUD's Smoke Free Policy as finalized on 2/3/17; and

WHEREAS the smoke-free policy must be included in the applicable tenant leases;

NOW, THEREFORE, BE IT RESOLVED that the Smoke Free Lease Addendum be and is hereby amended as follows:

**Lake County Housing Authority  
Smoke-Free Lease Addendum**

Delete Item **2. Definition of Smoking** in its entirety and replace with:

**2. Prohibited Tobacco Products:** Prohibited tobacco products are defined as the use of items that involve the ignition and burning of tobacco leaves, such as: cigarettes, cigars, pipes and water pipes (also known as hookahs).

Add the following sentence to the end of Item **3. Phased-in Effective Dates:**

Effective October 1, 2017, the use of prohibited tobacco products is limited to areas 25 feet away from public housing buildings.

Delete Item **4. Smoke-Free Complex** in its entirety and replace with:

**4. Smoke-Free Complex:** Tenant agrees and acknowledges that the premises to be occupied by Tenant and members of Tenant's household have been designated as a smoke-free living environment. Tenant and members of Tenant's household shall not use prohibited tobacco products in all public housing living units, interior common areas (include but are not limited to: hallways, rental and administrative offices, community centers, day care centers, laundry centers and similar structures) and outdoor areas within 25 feet from public housing buildings (collectively "restricted areas"), nor shall Tenant permit any guests or visitors under the control of Tenant to do so.

BE IT FURTHER RESOLVED that these Amendments shall become effective October 1, 2017.

After discussion Ms. Abernathy moved, seconded by Ms. Valadez to adopt Resolution 2017-108.

Minutes of the Regular Board Meeting

July 5, 2017

Page 12 of 22

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan.

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

---

Dr. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Approval of Memorandum of Agreement between Lake County Housing Authority & Catholic Charities

This non-financial cooperative agreement encourages and allows both agencies to better serve its clients. Our partnership has been beneficial and it is recommended to continue. The contract period is from July 1, 2017 – June 30, 2018.

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-109**

**APPROVAL OF MEMORANDUM OF AGREEMENT BETWEEN**

**LAKE COUNTY HOUSING AUTHORITY & CATHOLIC CHARITIES**

After discussion Ms. Abernathy moved, seconded by Mr. Robinson to Approve the Memorandum of Agreement between Lake County Housing Authority & Catholic Charities as presented.

(See Exhibit 21)

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

\_\_\_\_\_  
Dr. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

**Authorization to Destroy Executive Session Audio Recordings Prior To January 1, 2016**

On 1/19/17 by Resolution 2017-34 the Board approved the destruction of Executive Session Recordings prior to 7/1/2015 and upheld the provision for a semi-annual review of Executive Session Recordings further eligible for destruction in accordance with the Open Meetings Act.

Six (6) additional audio recordings are now eligible and recommended for destruction.

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-110**

**AUTHORIZATION TO DESTROY EXECUTIVE SESSION AUDIO RECORDINGS**

**PRIOR TO 1/1/2016 IN ACCORDANCE WITH THE OPEN MEETINGS ACT**

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (a), a verbatim audio or video recording is required for all closed sessions; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act; and

WHEREAS, the Executive Session Audio Recordings prior to January 1, 2016 have been retained for at least 18 months after the making of the recording; and

WHEREAS, the written Minutes of the Executive Sessions prior to January 1, 2016 have been approved by a majority of a quorum of the Board of Commissioners; and

WHEREAS, the adoption of this Resolution signifies the authorization of destruction by the entity which held the meeting; and

WHEREAS, this Resolution has been voted upon in an open, public forum;

NOW THEREFORE, BE IT RESOLVED that all Executive Session Audio Verbatim Recordings prior to January 1, 2016 will be erased or destroyed; and

BE IT FURTHER RESOLVED, the Board of Commissioners will review qualifying Executive Session Audio Recordings forward on a semi-annual basis.

After discussion Mr. Robinson moved, seconded by Ms. Abernathy to adopt Resolution 2017-110.

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan.

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

---

Dr. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Bids

Operating Fund

1. Tires LCHA Bus – AMPs 2, 3, 4 & 5

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-111**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
TIRES – LCHA BUS – AGENCY WIDE**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Great American Tire	Tires	LCHA Bus	\$1,275.00

(See Exhibit 23)

After discussion Ms. Valadez moved, seconded by Ms. Abernathy to adopt Resolution 2017-111.

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan.

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

\_\_\_\_\_  
Dr. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO



Minutes of the Regular Board Meeting

July 5, 2017

Page 17 of 22

2. Staff Training – Procurement – Agency Wide

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-112**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
STAFF TRAINING – PROCUREMENT – AGENCY WIDE**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Nan McKay and Associates, Inc.	Procurement Training	15 Students Central Office	Not To Exceed \$8,250.00

(See Exhibit 24)

After discussion Mr. Robinson moved, seconded by Ms. Valadez to adopt Resolution 2017-112.

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan.

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

\_\_\_\_\_  
Dr. H. Lee Jordan, Jr., Chairman

\_\_\_\_\_  
David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Change Order

Operating Fund

1. Resolution 2017-87 Approved 4/20/17  
Scavenger Services – Agency Wide - \$898.00/month  
Advanced Disposal  
CO #1: Adding Recycling Services – Add \$120.00/month

After discussion, Ms. Abernathy introduced the following Resolution:

**RESOLUTION NO. 2017-113**

**APPROVAL OF OPERATING FUND CHANGE ORDER**

(See Exhibit 25)

After discussion Ms. Abernathy moved, seconded by Mr. Robinson to approve the Operating Fund Change Order as presented.

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

---

Dr. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Commissioner Roundtable - Discussion

This segment provided for discussion items as introduced by Commissioners.

Vice Chairman Valadez initiated a discussion on the Board meeting time and location. A suggestion was made to return to daytime and to make the Grayslake location perpetual for all meetings. It was suggested for a proposal to be placed on the August 2017 Board agenda.

Vice Chairman Valadez reported she attended *The Big Event* hosted The Lake County Partners on 6/23/17 with Deputy Director Tiffany A. Gonzalez. Ms. Valadez said she was gratified to share the time with Ms. Gonzalez to learn of her work history and experience.

Executive Session – Personnel Matters, Pending & Probable Litigation, Real Estate Transactions

At 1:15 p.m. Ms. Valadez moved, seconded by Mr. Robinson, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Abernathy, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: Considine, Helton. Motion Carries.

The Board returned to open session at 1:30 p.m. and roll call was taken. Present: Abernathy, Robinson, Valadez, Jordan. Absent: Considine, Helton.

Semi-Annual Review of Executive Session Minutes

In accordance with the Open Meetings Act the Executive Session Minutes must be reviewed semi-annually for release to the public. There have been six (6) executive sessions dealing with personnel matters, pending or probable litigation or real estate transactions. All are recommended to remain closed to the public. The minutes of the Executive Sessions are included in your Executive Session packet with other closed session materials.

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-114**

**SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES**

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, the Act requires a periodic review of Executive Session Minutes to determine whether or not such Minutes may be available for public inspection; and

WHEREAS, the Board of Commissioners has reviewed Executive Session Minutes from the Executive Sessions held on:

- January 19, 2017 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- February 16, 2017 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- March 16, 2017 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- April 20, 2017 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- May 18, 2017 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- June 15, 2017 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;

NOW, THEREFORE, BE IT RESOLVED that since all six (6) sessions were devoted to Personnel Issues, Pending or Probable Litigation and Real Estate Transactions, none of the sessions are determined to be available for public inspection.

After discussion Ms. Abernathy moved, seconded by Ms. Valadez to adopt Resolution 2017-114.

Roll Call Vote:

Ayes: .....Abernathy, Robinson, Valadez, Jordan.

Nays: .....None

Absent: .....Considine, Helton

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 5, 2017.

---

Dr. H. Lee Jordan, Jr., Chairman

---

David A. Northern, Sr.  
Secretary/Treasurer, Executive Director/CEO

Minutes of the Regular Board Meeting

July 5, 2017

Page 22 of 22

ADJOURNMENT

There being no further business to come before the Board, Ms. Abernathy moved, seconded by Ms. Valadez to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:31 p.m.

---

Dr. H. Lee Jordan, Jr.

Chairman

---

David A. Northern, Sr.

Secretary/Treasurer

Executive Director/Chief Executive Officer