

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held August 17, 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
Kevin Considine, Commissioner
Scott Helton, Commissioner
Curtis Robinson, Commissioner

Absent: John Idleburg, 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
Greg Swanson, Lake County Deputy Sheriff

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:33 p.m. Roll call was taken and the following Commissioners were present: Considine, Helton, Robinson, Valadez, Jordan. Absent: Idleburg. 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 Tuesday, August 15, 2017 at 1) the principal office, 33928 North US Highway 45, Grayslake, IL 60030, 2) at the building in which the meeting was going to be held, Orchard Manor, 465 Orchard, Antioch, IL 60002, and 3) on the Agency's website, www.lakecountyha.org. Notice was also sent to the news media, in particular to any media that filed an annual request for such a notice. (See Exhibit 26)

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Jordan opened the floor for public comment.

Dawn Abernathy claimed she was treated disrespectfully and discriminated against at the conference in Indianapolis. She stated she was not invited to join in activities. She encouraged Commissioners to go to the next conference and attend training.

Marlene Benjamin encouraged Commissioners to go to the next conference and attend training. She stated LCHA should have assisted people displaced during recent flooding. She claimed LCHA has insufficient strategic planning and budgeting.

No others requested to be heard.

MINUTES – 7/5/17 ANNUAL MEETING
MINUTES – 7/5/17 REGULAR MEETING
MINUTES – 7/5/17 EXECUTIVE SESSION – Personnel Issues, Pending & Probable
Litigation, Real Estate Transactions

After discussion, Ms. Valadez moved, seconded by Mr. Robinson, to approve the Minutes of the July 5, 2017 Annual Meeting, 7/5/17 Regular Meeting and 7/5/17 Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. The Board voted as follows: Ayes: Helton, Robinson, Valadez, Jordan. Abstain: Considine. Absent and Not Voting: Idleburg. 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.

Vice Chairman Valadez 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 Mr. Helton to approve the List of Bills as presented. The Board voted as follows: Ayes: Considine, Helton, Robinson, Valadez, Jordan. Absent and Not Voting: Idleburg. 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 ¹ , FSS ² , 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) |

¹ Family Unification Program

² Family Self-Sufficiency Program

Human Resources Lefran Elgezdi, Human Resources Manager
(See Exhibit 08)

FOIA/OMA³, Travel-Training Valerie Rogers, Executive Secretary/FOIA & OMA
(See Exhibit 09)

Other Matters

1. Mr. Northern reiterated the time and location of this Board meeting, 8/17/17 had been rescheduled to begin at 12:30 p.m. and met at the Central Office in Grayslake. In accordance with the *Open Meetings Act* (5 ILCS 120/2.02) notice of this rescheduled meeting was duly posted with agenda 48 hours in advance of the meeting at 1) the principal office, 33928 North US Highway 45, Grayslake, IL 60030, 2) at the building in which the meeting was going to be held, Orchard Manor, 465 Orchard, Antioch, IL 60002, and 3) on the Agency's website, www.lakecountyha.org. Notice was also sent to the news media, in particular to any media that filed an annual request for such a notice. (See Exhibit 26)
2. Mr. Northern welcomed LCHA's newest Commissioner, John D. Idleburg to the Board. Commissioner Idleburg was appointed at the 7/11/17 Lake County Board meeting. Unfortunately, Commissioner Idleburg had a previous commitment and was not able to attend this month. (See Exhibit 27)
3. Mr. Northern said HUD awarded LCHA a FY 2017 Housing Counseling Program Grant Award in the amount of \$23,684.00. (See Exhibit 28)
4. Mr. Northern reported LCHA will be joining Lake County's ServicePoint Referral Network. Lake County uses ServicePoint as its Homeless Management Information System (HMIS). The ServicePoint system is a tool to assist agencies in focusing services and locating alternative resources to help clients. Agency staff will use Client information in the ServicePoint system to target services to the Clients' needs. Agencies are encouraged to utilize this system to help achieve a comprehensive and accurate understanding of homelessness and other social service needs in Lake County. Lake County has committed to becoming a part of the ServicePoint Referral Network and will have two staff members (Yolanda Lynn, Director of HCV Intake and Alethea Pascascio, FSS/FUP Coordinator) attend training for this system on August 29, 2017.
5. Mr. Northern explained LCHA has utilized the services of Opportunity Secure Data Destruction (OSDD) for our shredding for several years. OSDD is a social enterprise – a business that also provides a social service. Their goal is to provide a customer service based business that allows disabled workers to earn a fair wage and be employed full time. OSDD presented LCHA with a 2016 Ecology Award for helping keep our planet healthy and beautiful. (See Exhibit 29)
6. Mr. Northern stated LCHA's Housing Choice Voucher program received \$79,820 for 2016 Reproration Funding. HUD indicated a follow-up letter would detail the additional funding but it has yet to arrive. We suspect that it is referencing a 2016 re-proration that was possibly a reconciliation of our 2016 voucher funding associated with either project based or TTP vouchers. (See Exhibit 30)

³ Freedom of Information Act. Open Meetings Act.

7. Mr. Northern announced Director of Capital Improvements Keon Jackson is being recommended as a regional appointment to the National NAHRO Member Service Committee. The term of appointment would begin October 2017 and end in October 2019. Keon would be required to participate in monthly conference calls and attend three (3) in-person meetings per year, which take place at their conferences. If approved for appointment, NAHRO will provide Keon with an official *Invitation to Serve* prior to National Conference in Pittsburgh.

Mr. Northern said LCHA is honored to have a national association recognize the talent and potential of one of our own. As travel expenses will be incurred we are seeking the Board's acknowledgment and general approval. The Board consensus was favorable.

8. Mr. Northern received a letter of appreciation from NAHRO for serving as Chair on NAHRO's 2017 Agency Awards of Excellence Jury in Project Design. I was happy to participate and look forward to congratulating the Excellence Winner at the National Conference in October. (See Exhibit 31)
9. Mr. Northern recounted LCHA's efforts during the recent flooding including participation in the multi-agency flood center in Round Lake Beach to help families devastated by the flooding, contacting township offices and individual counseling to our program participants. He explained LCHA's funding is for permanent housing and has no dollars available for temporary/emergency shelter.
10. Mr. Northern reported on the passing of past Chairman R. Delacy Peters on July 5, 2017. Mr. Peters served on the Lake County Housing Authority Board of Commissioners from 1994 until 2014 and then continued as President of Aim North Corporation from 2014 to the present. Services were held in Chicago.
11. Mr. Northern distributed *Thank You* booklets to the Board from the Family First Center of Lake County for donations to the Smarties Summer Camp. LCHA enabled 25 program participant's children to attend the summer camp at Camp Timberlee by utilizing Gala funds. (See Exhibit 32)

OLD BUSINESS

Brookstone and Regency at Cole Park - Update

LCHA continues to meet monthly with the development team and construction company.

- Conference call with development team to discuss local participation, Section 3, partnerships and bidding
- Carlson has identified and selected contractors to provide services for site concrete, HVAC, curbs and gutters
- Carlson Construction will follow up in writing to Lydia Lewis at the Black Chamber of Commerce to identify potential MBE subcontractors and Section 3 individuals who are qualified to work with various trades as laborers or skilled labor. We need to keep a track record as it relates to who is hired and not hired
- Continue to provide updated MBE/Section 3 Log at each construction meeting with your plan for the next 30 days as it relates to where you are in construction and overall phasing of other trades

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- Lake County Housing Authority will continue to refer possible Section 3 individuals from the old Marion Jones property and send out any contacts they receive as it relates to other Section 3 individuals in the community
- There are scheduled meetings via conference call the second Thursday of each month and on site meetings the last Thursday of every month (2 week increments)
- LCHA has been documenting the process with photos and meetings

NEW BUSINESS

Election of Officers

1. Chairman
2. Vice Chairman

In the past, the election of a Chairman and a Vice-Chairman to serve for one year is undertaken and completed at the Annual Meeting in July. The Annual Meeting on 7/5/17 did not get this accomplished.

Mr. Helton moved, seconded by Mr. Considine to keep Dr. H. Lee Jordan, Jr. as Chairman and Sylvia Valadez as Vice Chairman. The Board voted as follows: Ayes: Considine, Helton, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: Idleburg. Motion Carries.

Appointment of Secretary-Treasurer

Mr. Considine moved, seconded by Ms. Valadez, to keep David A. Northern, Sr. as Secretary-Treasurer which office runs coterminous with his employment with the Lake County Housing Authority. The Board voted as follows: Ayes: Considine, Helton, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: Idleburg. Motion Carries.

Reaffirmation of the 2017 CFP⁴ Annual Budget

Mr. Northern explained at the 7/5/17 meeting the Board approved Resolution 2017-105 authorizing LCHA to submit the 2017 CFP Annual Budget.

On 7/5/17 HUD had just released the budget for the Capital Fund Program. As the time constraint did not provide the opportunity to calculate the budget for presentation at that meeting, the Board approved the CFP budget for submission to meet 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, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

⁴ Capital Fund Program

RESOLUTION NO. 2017-115

REAFFIRMATION OF THE 2017 CFP ANNUAL BUDGET

After discussion Mr. Considine moved, seconded by Mr. Helton to Reaffirm the 2017 CFP Annual Budget as presented.

(See Exhibit 10)

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Reaffirmation of the Amended PHA Five-Year Action Plan

Mr. Northern explained the CFP Five-Year Action Plan was also approved at the 7/5/17 meeting by Resolution 2017-103. We had to revise the PHA Five-Year Action plan to include the *Demolition or Disposition Transitional Funding* (DDTF) we received as a result of the Marion Jones Townhomes being removed from our inventory. LCHA will receive these funds for the next five years. The amount will decrease every year until the five-year period ends.

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-116

REAFFIRMATION OF THE AMENDED PHA FIVE-YEAR ACTION PLAN

After discussion Ms. Valadez moved, seconded by Mr. Helton to Reaffirm the Amended PHA Five-Year Action Plan as presented.

(See Exhibit 11)

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Approval of Travel Expenses for Executive Director and/or Commissioners

1. 6/27/17 – 6/28/17 Brookings Institution-Metropolitan Policy Program
Minneapolis, MN – David A. Northern, Sr., ED/CEO
(Brookings reimbursed LCHA for vehicle rental, lodging & air fare) Ex. 12
2. 7/16/17 – 7/18/17 NAHRO 2017 Summer Conference
Indianapolis, IN – Dawn Abernathy, Commissioner Ex. 13
3. 7/16/17 – 7/18/17 NAHRO 2017 Summer Conference
Indianapolis, IN – David A. Northern, Sr., ED/CEO..... Ex. 14
4. 7/16/17 – 7/18/17 NAHRO 2017 Summer Conference
Indianapolis, IN – Dr. H. Lee Jordan, Jr., Chairman Ex. 33

Commissioners and the Executive Director/CEO must complete and submit a *Travel Authorization Form* or an *Expense Report Form* to the Board for approval by a roll call vote at an open meeting no later than the next regular Board meeting following the final date of travel or, if less than 14 calendar days between the final date of travel and the next regular Board meeting, by the 2nd regular Board meeting following the final date of travel.

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION NO. 2017-117

APPROVAL OF TRAVEL REPORT EXPENSES

After discussion Mr. Considine moved, seconded by Mr. Helton to approve the Travel Report Expenses as presented.

(See Exhibits 12, 13, 14 & 33)

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Amending the By-Laws – Start Time

Mr. Northern reported the Board indicated a desire to permanently change the start time of the Board meetings to 12:30 p.m.

The By-Laws of the Authority shall be amended only with the approval of at least three (3) of the members of the Authority at a Regular or Special Meeting, but no amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all of the members of the Authority. The Authority officially notified Commissioners by email on 8/3/17. (See Exhibit 16)

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION 2017-118

AMENDMENT OF BY-LAWS

WHEREAS, Article III, Section 1 and Section 2 state that the Annual Meeting time and the Regular Meeting time shall be 5:30 p.m.;

WHEREAS, it is desired to change the time of the Meetings to 12:30 p.m.

WHEREAS, all Commissioners were given written notice of the intent to amend the B-Laws on August 2, 2017, pursuant to Article IV of the By-Laws;

NOW, THEREFORE, BE IT RESOLVED that Article III, Sections 1 and 2 of the By-Laws shall be amended to read as follows:

ARTICLE III – MEETINGS

SECTION 1. ANNUAL MEETING. The Annual Meeting of the Authority shall be held on the third Thursday of July at 12:30 p.m. unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding Thursday.

SECTION 2. REGULAR MEETING. Regular Meetings shall be held without notice at the Regular Meeting place of the Authority on the third Thursday of each month, at 12:30 p.m. unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding Thursday.

After discussion Ms. Valadez moved, seconded by Mr. Considine to adopt Resolution 2017-118.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Resolution Allowing for Vehicle Allowance - ED/CEO
AIM North Board of Directors - Discussion

The Board opted to consider these after Executive Session.

Bids

Mr. Northern stated all are lowest bidder and all procurement procedures have been followed.

Operating Fund

1. Family Self Sufficiency Training – Ten (10) Students – FSS Ex. 17

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-119

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

FAMILY SELF SUFFICIENCY TRAINING – TEN (10) STUDENTS

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 & Associates, Inc.	Family Self Sufficiency Training – Ten (10) Students	FSS Dept.	Not To Exceed \$8,500.00

(See Exhibit 17)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-119.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

2. Exterior Lighting Replacement-Flag Pole & Building Sign-Warren-AMP 2 Ex. 18

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-120

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

EXTERIOR LIGHTING – FLAG POLE & BUILDING SIGN – WARREN MANOR – AMP 2

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>
Imperial Lighting	Exterior Lighting Replacement Flag Pole & Building Sign	Warren Manor, 34425 Almond, Gurnee/AMP 2	\$980.00

(See Exhibit 18)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-120.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

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3. Air Handler & Heat Pump Replacement – Warren Manor – AMP 2..... Ex. 19

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-121

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

AIR HANDLER & HEAT PUMP REPLACEMENT – WARREN MANOR – AMP 2

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>
Miller Heating	Air Handler & Heat Pump Replacement	Warren Manor, 34425 Almond, Gurnee/AMP 2	\$15,816.00

(See Exhibit 19)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-121.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

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4. Bus Service – Two (2) Buses – 2017 Senior Picnic – AMP 2 & 3 Ex. 20

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-122

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
BUS SERVICE – 2017 SENIOR PICNIC – AMPS 2 & 3**

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>
Durham School Services	Bus Service/2 Buses	2017 Senior Picnic/AMPs 2 & 3	\$1,243.60

(See Exhibit 20)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-122.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

5. Fire Sprinkler & RPZ Inspections – AMPs 2 & 3..... Ex. 21

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-123

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
FIRE SPRINKLER & RPZ INSPECTIONS – AMPS 2 & 3**

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>
U.S. Fire Protection	Fire Sprinkler & RPZ Inspections	AMPs 2 & 3	Five (5) Year Contract \$16,150.00

(See Exhibit 21)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-123.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

6. Unit Turnaround – 219 Liberty, Barrington – AMP 5 Ex. 22

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-124

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 219 LIBERTY, BARRINGTON – AMP 5

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>
Bee Liner Lean	Unit Turnaround	219 Liberty, Barrington/AMP 5	Not To Exceed \$5,850.00

(See Exhibit 22)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-124.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

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7. Unit Turnaround – 25274 Lincoln, Lake Villa - AMP 5..... Ex. 23

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-125

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 25274 LINCOLN, LAKE VILLA – AMP 5

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>
J & J Property Investments, LLC	Unit Turnaround	25274 Lincoln, Lake Villa	Not To Exceed \$3,840.00

(See Exhibit 23)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-125.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

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8. Roof Replacement – 3502 Oakwood, Island Lake – AMP 5 Ex. 24

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-126

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

ROOF REPLACEMENT – 3502 OAKWOOD, ISLAND LAKE – AMP 5

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>
J & J Property Investments, LLC	Roof Replacement	3502 Oakwood, Island Lake/AMP 5	Not To Exceed \$7,260.00

(See Exhibit 24)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-126.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

9. Unit Turnaround – 35650 Laurel, Ingleside – AMP 5 Ex. 25

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-127

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 35650 LAUREL, INGLESIDE – AMP 5

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>
Bee Liner Lean	Unit Turnaround	35650 Laurel, Ingleside/AMP 5	Not To Exceed \$25,905.00

(See Exhibit 25)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-127.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 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 keep a rotating schedule of off-site meetings once per quarter.

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: Considine, Helton, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: Idleburg. Motion Carries.

The Board returned to open session at 2:14 p.m. and roll call was taken. Present: Considine, Helton, Robinson, Valadez, Jordan. Absent: Idleburg.

Resolution Allowing for Vehicle Allowance - ED/CEO

Mr. Northern explained we wish to introduce a measure that is both cost effective and in alignment with county policy as to the provision of transportation for the Executive Director/CEO. The ED/CEO contract stated he shall have use of a vehicle supplied by Authority. We are proposing a vehicle allowance for the ED/CEO instead of supplying an actual vehicle.

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-128

RESOLUTION ALLOWING FOR VEHICLE ALLOWANCE - ED/CEO

AMENDMENT OF EMPLOYMENT AGREEMENT FOR DAVID A. NORTHERN, SR.

WHEREAS, Paragraph 5, Additional Benefits, Section (b) of David A. Northern, Sr.'s Employment Agreement states in part, "because the Executive Director is "on-call" at all times, Northern shall have use of a vehicle supplied by Authority. Both parties agree that Northern can use this vehicle for personal use up to fifteen percent (15%) of total usage on an annual basis. The W-2 will be prepared accordingly, reflecting this personal usage"; and

WHEREAS, it is desired to substitute the above language with "(b) Northern shall be entitled to receive \$7,000.00 annually, payable monthly, as an auto allowance. Northern shall also be entitled to the use of the Authority gas credit card for Authority business use only."

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LAKE COUNTY HOUSING AUTHORITY, that Paragraph 5(b) of this Employment Agreement shall be amended to substitute the language stated in the second Whereas paragraph above instead of the language stated in the first Whereas paragraph above.

(See Exhibit xx)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2017-128.

Roll Call Vote:

Ayes:Considine, Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Idleburg

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

AIM North Board of Directors - Discussion

As you are aware, we recently lost the President of AIM North Development Corp., R. Delacy Peters. Mr. Peters was a staunch supporter of Lake County Housing Authority, worked diligently to enhance the lives of our participants and brought a wealth of experience to our table.

AIM North has two remaining Directors. We felt it timely to discuss the pros and cons of having the

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LCHA Board Members being the same Board Members of AIM North Development Corporation, NFP. Mr. Northern recommends a current LCHA Commissioner consider joining the Aim Board.

No action was taken on this agenda item.

ADJOURNMENT

There being no further business to come before the Board, Mr. Considine moved, seconded by Mr. Helton to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 2:17 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

David A. Northern, Sr.
Secretary/Treasurer
Executive Director/Chief Executive Officer