

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held November 17, 2016, at Warren Manor, 34425 N. Almond Road, Gurnee, IL 60031.

Present: (Physically present unless noted otherwise.)
Rev. H. Lee Jordan, Jr., Chairman
Sylvia Valadez, Vice Chairman
Scott Helton, Commissioner
Judy Martini, Commissioner
Curtis Robinson, Commissioner

Absent: Dawn Abernathy, Commissioner
Patrick Bruno, Commissioner

Others Present: David A. Northern, Sr., Executive Director/CEO
Tiffany A. Gonzalez, Deputy Director
Khadija Darr, Director of Finance
Keon Jackson, Director of Capital Improvements
Valerie Rogers, Administrative Secretary
Brian Grach, Authority Attorney
Jack Johnson, Lake County Deputy Sheriff

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 5:58 p.m. Roll call was taken and the following Commissioners were present: Helton, Martini, Robinson, Valadez, Jordan. Absent: Abernathy, Bruno.

It was noted that as per 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; prior to 12:30 p.m. on Tuesday, November 15, 2016 at; at the Central Office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Lake County Housing Authority 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.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Jordan opened the floor for public comment. An anonymous comment was received:

If something goes wrong in your apartment, how long does it take for someone to come and take care of it?

MINUTES – 10/20/16 REGULAR MEETING

MINUTES – 10/20/16 EXECUTIVE SESSION – Personnel Issues, Pending & Probable Litigation, Security Procedures, Real Estate Transactions

After discussion, Ms. Martini moved, seconded by Mr. Robinson, to approve the Minutes of the

October 20, 2016 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Helton, Martini, Robinson, Valadez, Jordan. Absent and Not Voting: Abernathy, Bruno. 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.

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

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

REPORTS

Without formal action the consensus of the Board was to proceed with the following as reported.

Mr. Northern submitted the following reports:

Public Housing Program,.....	Tiffany A. Gonzalez, Deputy Director (See Exhibit 15)
FUP ¹ , FSS ² , Housing Counseling..... Resident Services	Yolanda Lynn, Director of Voucher Intake (See Exhibit 16)
Housing Choice Voucher Program.....	Corinne Jordan, Director of Voucher Management (See Exhibit 17)
LCHA Rentals, Maintenance,..... Procurement, Capital Improvements	Keon Jackson, Director of Capital Improvements (See Exhibit 18)
Paybacks & Complaints	Renee Prior, Income/Security Investigator (See Exhibit 19)
Human Resources.....	Lefran Elgezdi, Human Resources Manager (See Exhibit 20)
FOIA/OMA ³ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA (See Exhibit 21)

¹ Family Unification Program

² Family Self-Sufficiency Program

³ Freedom of Information Act. Open Meetings Act.

Other Matters

1. Mr. Northern said as this Board meeting is being held at Warren Manor, 34425 North Almond Road, Gurnee, IL scheduled to begin at 5:30 p.m. the Commissioners were asked to arrive at 5:00 p.m. to be given a brief presentation by the Property Manager Arlene Kocen and tour of a unit. Mr. Northern stated we look forward to this opportunity to acquaint the Board with another of our properties. (See Exhibit 22)
2. Mr. Northern announced LCHA received a *2016 Partners in Caring Award*. He said he was proud to be a part of the Honorary Committee for this great event. Unbeknownst to him, Lake County Housing Authority was honored for providing affordable housing to survivors of domestic violence in our community. He commented on a great job by Pat Davenport, A Safe Place/Lake County Crisis Center staff, board, supporters and families they serve! (See Exhibit 23)
3. Mr. Northern invited the Board to join staff at the 2016 Senior Holiday Feast. We will gather our seniors at the State Bank of the Lakes in Grayslake on November 18, 2016 at 11:00 a.m. for a traditional holiday meal, music and bingo. Our program participants eagerly anticipate this celebration of the seasons and he truly hoped the Board will share in the festivities. We are grateful to Avon Township for their generous donation of \$300 in support of this event. Please notify Valerie Rogers, 847-223-1170 ext. 2630 or vrogers@lakecountyha.org to confirm your attendance. (See Exhibit 24)

Senior Holiday Feast
Friday, November 18, 2016
11:00 a.m. to 2:00 p.m.
State Bank of the Lakes
50 Commerce Drive
Grayslake, IL 60030

4. Mr. Northern attended the Youth Conservation Corps Leader of the Year Ceremony on 10/26/26 at Independence Grove in Libertyville. (See Exhibit 25) He said it was an uplifting event and an outstanding organization whose goals mirror our own.

He stated he believes there is much to gain from such a partnership. Therefore, the Board will see an action item on the agenda to consider approval of an agreement for an internship program with YCC. LCHA has had a very successful similar internship program with YouthBuild Lake County and look for favorable results from this as well.

5. Mr. Northern, along with several members of LCHA attended the Lake County IL Chapter of Black Lives Matter Community Awards Banquet on 11/6/16 at The Inn at Market Square in Zion. (See Exhibit 26)
6. Mr. Northern relayed LCHA, in partnership with Lake County Building & Trades Council, Lake County Contractors Association and the AFL-CIO Union will provide a turkey basket giveaway on Saturday, November 19th, 2016 from 10:00 a.m. to 1:00 p.m. It will be held at our central office in Grayslake. We welcome this opportunity to provide for our families. Please let us know if you wish to help with the distribution. (See Exhibit 27)
7. Mr. Northern explained Midlothian Manor in Lake Zurich is owned by LCHA and is currently empty despite our efforts to open its doors in the fight against homelessness. He provided a brief

summary for the Board's information and the latest article on the court battle. (See Exhibit 28)

Todd Shields, *Pioneer Press*, "Judge Could Rule On Homeless Housing Plan At Former Midlothian Manor Site." November 1, 2016. (See Exhibit 29)

On 11/8/16, represented by LCHA Attorney Robert Masini, Lake County Housing Authority prevailed in its appeal of the findings and decision of the Lake County Zoning Board of Appeals that the land use classification as *governmental use* is appropriate for the property located at 22843 W. North Lakewood Lane, Lake Zurich, commonly known as Midlothian Manor. The decision to assign the status as *governmental use* was made by Eric Waggoner, the Director of the Lake County Planning and Building Development Department, Zoning.

This allows us to move forward with our agreement with PADS. PADS and the Lake County Housing Authority will partner together in order to provide housing for the residents of the PADS Safe Haven Program. The Safe Haven is a permanent supportive housing project that provides persons who have had longer terms of homelessness caused by a disability with a permanent residence.

The opposition to this decision, Residents for An Engaged Community, has until December 8th to appeal this decision to the Superior Court.

The next stages will be to contact HUD informing them of the decision allowing us to move forward; to meet with PADS to formulate action steps; reach-out to local elected official and re-engage the community in opposition and to meet with the county to obtain an updated occupancy permit.

8. Mr. Northern stated each property LCHA owns is eligible for tax exemption but LCHA is required to submit a Request for Tax Exemption through the county for approval first. LCHA recently had a hearing on the newly acquired Foss Park property in North Chicago (0 Renken Ave., North Chicago) that was purchased adjacent to the former Marion Jones Townhomes. The hearing was a success and LCHA should be approved for tax exemption status on the property. This will be part of the redevelopment project and will help strengthen the overall project plans for the redevelopment.
9. Mr. Northern recalled a suggestion was made by the Board in 2016 to allow all Commissioners the opportunity to review the bills prior to each month's Board meeting in order to gain a more in-depth understanding of the process and the actual expenses being presented for approval. Although there was initial hesitation, the feedback has been very positive.

The schedule for 2017 has been created and is attached. (See Exhibit 30)

10. Mr. Northern reported in their respective newsletters, county Chairman Lawlor and several of the county board members passed along the information regarding the temporary opening of our waiting lists. Their cooperation is greatly appreciated.
11. Mr. Northern said at the Board meeting on 9/15/16 the Board approved disposal of items through Obenauf Auction services. Through Obenauf, our items were added to the Lake County municipal auction at the Lake County fairgrounds on 10/22/16. LCHA received approximately \$19,300 in auction proceeds.

12. Mr. Northern stated LCHA was selected to receive an Efficient Living Electric Grant Subaward of \$89,340 from The Illinois Energy Now Efficient Living: Public Housing Authority Energy Program at the University of Illinois\Urbana-Champaign Campus and the Illinois Energy Office at the Department of Commerce and Economic Opportunity and an Efficient Living Gas Grant Subaward of \$75,100 for program year eight. These grants are to implement Energy Cost Reduction Measures in the properties that are owned and managed by PHAs.

The grants will be used for near system wide natural gas heating savings upgrades and unit replacements at Shiloh Towers. This replacement project is for the domestic and heat boilers at Shiloh to put in 95% efficiency units. The cost of new units installed is projected at a rough total of \$90,000. This leaves LCHA's projected investment at about \$15,000 for complete system upgrades and the savings look to be about \$5K a year.

We are also gathering data for lighting upgrades for the Central Office, Beach Haven Towers, Orchard Manor, Millview Manor, Beach Haven Towers and Warren Manor. This is projected at approximately another \$100K in grant money with LCHA's investment projected at \$25,000. The payback for LCHA and the tenants savings and will cut light bills by up to 60%.

LCHA is looking to initially invest about \$40,000 in the project over the grant award. This is estimated to save our tenants and LCHA significantly on energy consumption costs. True savings will be calculated over the next few months. LCHA is gathering the initial paperwork and bids. We expect to receive the first half of the funding prior to the execution of the work.

13. Mr. Northern reported Lake County Housing Authority opened its Scattered Site 3 Bedroom waiting lists for 5 days beginning October 31, 2016 through November 4, 2016. LCHA publicized via local newspaper, agency's website, social media, and email blasts. 1,123 applications were taken during this timeframe. A computer generated lottery system will randomly select 300 applications to be placed on the waiting list. No requests for reasonable accommodations were received.

14. Mr. Northern related in an effort to combat the issue of children from low income families having limited exposure to literary resources, our Family Self Sufficiency (FSS) team hosted a Family Literacy Night on November 1, 2016. The purpose of this event was to increase interest and awareness of literacy resources for adults and children within our Public Housing and Housing Choice Voucher programs. The children in attendance (nearly 25) engaged in such as: creative writing, book-swapping, decorating bookmarks, story-time, and literacy focused games.

We also recruited community sponsors to donate books, resources, and prizes for attendees. Some of the sponsors of this event include: JB's Barbershop in North Chicago, and Campbell's Barbershop in Zion who donated a total of 10 Haircuts for youth who read while they are being serviced. In addition to the haircuts that were donated stylist Naomi Cain at Bass Family Beauty Salon donated three youth hairstyles for youth girls who read while being serviced. Other prizes that were donated include gift cards from Maggianos & Chick Fil-A. And over 65 books from a variety of community members and partners of LCHA.

15. Mr. Northern said LCHA received approval notification from HUD of our 2016 Capital Fund Program and the environmental review for the Marion Jones demolition. (See Exhibit 31)
16. Mr. Northern announced LCHA will be undergoing its annual financial audit. It is scheduled for January 4-6, 2017. It will be conducted by Goldie Roberts, CPA.

17. Mr. Northern reported the waiting list for 3-bedroom units in Scattered Sites East and West was opened from 10/31/16 to 11/4/16. Over 11,000 applications were submitted of which a random selection of 300 will be accepted to be placed on the waiting list.
18. Mr. Northern announced the October 2016 Employee of the Month, Property Manager Aaron Broeski. Aaron will receive a commemorative certificate, T-shirt, pin and \$25.00 gift certificate.
19. Mr. Northern stated the December 2016 Board meeting will begin at 12:30 p.m. on 12/15/16. It will be held at the central office in Grayslake. He invited the Board to a luncheon immediately following the conclusion of the meeting.

OLD BUSINESS

Brookstone and Regency at Cole Park - Update

Mr. Northern reported the Environmental Part 50 was completed and approved by HUD on 9/23/16. This released HUD to review and approve the Subsidy Layering Review (SLR) for the project. We're currently waiting on the SLR approval and disposition approval to submit to IHDA.

We have worked very hard with the Foss Park District and the City of North Chicago and their officials on the storm water detention pond easement and maintenance agreement. The agreement was approved at the Foss Park District board meeting on October 19, 2016. This will also create a new playground on the park district land, a detention pond, a new drainage plan and new pathway amenities that will be properly maintained.

Much work has been put into completing the requirements set forth by the City of North Chicago related to the civil design, subdivision plat, and vacation plat. There were numerous revisions that took place over the last couple of months; however we were able to work closely with the City of North Chicago to obtain approval on October 31, 2016.

The chart below provides an update of the overall estimated project schedule.

Financial Closing	November 2016
Construction Start	November 2016
Construction Complete	December 2017
Re-Occupancy Start	January 2018
Full Occupancy	June 2018
Stabilization	December 2018

NEW BUSINESS

Approval of Regular & Annual Board Meetings 2017

Mr. Northern presented the schedule of the Regular Board meetings of the Board of Commissioners for 2017. The Board will continue to conduct one meeting per quarter at alternating LCHA off-site properties. The July date is earlier in order to meet HUD reporting guidelines for submission of our PHA plan.

After discussion, Mr. Robinson introduced the following Resolution:

RESOLUTION NO. 2017-22

APPROVAL OF THE 2017 SCHEDULE OF REGULAR MEETINGS

OF THE BOARD OF COMMISSIONERS

After discussion Mr. Robinson moved, seconded by Ms. Martini to approve the 2017 Schedule of Regular Meetings of the Board of Commissioners as presented.

(See Exhibit 03)

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

Authorization to Submit SEMAP Certification

Mr. Northern explained the Section Eight Management Assessment Program (SEMAP) measures the performance of the public housing agencies (PHAs) that administer the Housing Choice Voucher program in 14 key areas. The required self-audit has been completed by Director of Voucher Management Corinne Jordan. We anticipate we will remain as a *High Performer*.

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-23

AUTHORIZATION TO SUBMIT SEMAP CERTIFICATION

WHEREAS, the Authority is required to submit its Section 8 Management Assessment Program (SEMAP) Certification to HUD within 60 days of the end of the fiscal year; and

WHEREAS, staff and Commissioners have reviewed the attached Certification for Fiscal Year 2016 and believe to the best of their knowledge all responses thereon to be true and accurate;

NOW, THEREFORE, BE IT RESOLVED that the attached Certification be and is hereby approved; and

BE IT FURTHER RESOLVED that, pursuant to HUD instructions, the Executive Director or his designee is authorized and directed to sign and electronically submit the Certification.

(See Exhibit 04)

After discussion Mr. Robinson moved, seconded by Ms. Valadez to adopt Resolution 2017-23.

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

Approval of and Authorization to Submit One Year (2017) & Five Year (2016-2020) Agency Plans

Mr. Northern explained the Board approved the submission of these plans at the 7/5/16 meeting. HUD has since requested the plans be revised due to streamlining the process and thus requiring less information as LCHA earned the status of *High Performer*. Therefore, we have removed the excess information, held another Resident Advisory Board meeting and are submitting only the data requested by HUD in these plans.

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-24

APPROVAL OF AND AUTHORIZATION TO SUBMIT REVISED

ONE YEAR (2017) AND FIVE YEAR (2016 – 2020) AGENCY PLANS

WHEREAS, the attached Agency Plans have been drafted in consultation with the Authority's Resident Advisory Board; and

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

WHEREAS, HUD will prepare an Annual Contributions Contract Amendment;

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 Exhibits 05, 06, 07, 08, 09)

After discussion Ms. Martini moved, seconded by Mr. Helton to adopt Resolution 2017-24.

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

Approval of the Lake County Housing Authority and Youth Conservation Corps Internship Program

Mr. Northern stated LCHA has had great success with a similar internship program with YouthBuild Lake County and is excited about another opportunity to strengthen our communities through our youth. LCHA and The Youth Conservation Corps will both benefit from this combined effort. (See Exhibit 10)

After discussion, Ms. Valadez introduced the following Resolution:

RESOLUTION NO. 2017-25

**REAFFIRMATION OF LAKE COUNTY HOUSING AUTHORITY AND
YOUTH CONSERVATION CORPS INTERNSHIP PROGRAM**

After discussion Ms. Valadez moved, seconded by Mr. Helton to reaffirm the Lake County Housing Authority and Youth Conservation Corps Internship Program as presented.

(See Exhibit 10)

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

Bid Opening – Property Sale – 1818 Jackson Street, North Chicago, IL – LCHA Rentals

Mr. Northern explained the Housing Authorities Act, 310 ILCS 10 and the Illinois Municipal Code, Section 11-76-2 governs the sale of housing authority property. Generally, notice of the proposed sale must be published once a week for three successive weeks in a newspaper published within our jurisdiction. The first publication of the advertisement for bids must be at least 30 days before the date of the bid opening. These bids may only be opened at the Board meeting.

Mr. Northern stated LCHA has complied with the requirements as stated and is ready for the bids submitted to be opened and if accepted by the majority, awarded. (See Exhibit 34)

Bid opening was conducted by Director of Finance Khadija Darr. Only one bid was received and it was submitted by Mr. Freddie Quinn and offered \$4,000.00 plus closing costs. (See Exhibit 32)

Approval of Note and Mortgage TBG Brookstone LLC (Borrower) and LCHA (Lender) Not To Exceed \$300,000.00 Re Marion Jones

This item will be considered after the Executive Session.

Bids

Capital Fund

1. Flooring Replacement-Common Areas-Shiloh Towers, Zion-AMP 2

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-26

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

FLOORING REPLACEMENT – COMMON AREAS – SHILOH TOWERS – 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 bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or service.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Meyers Builders	Flooring Replacement	Common Areas, Shiloh Towers, Zion/AMP 2	Not To Exceed \$14,500.00

(See Exhibit 11)

After discussion Ms. Martini moved, seconded by Mr. Robinson to adopt Resolution 2017-26.

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

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Operating Fund

1. Hourly Maintenance Services Contract – As Needed – All AMPs

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-27

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

HOURLY MAINTENANCE SERVICE – AS NEEDED – ALL AMPS

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>
Dean Investments & Chaser Construction	Hourly Maintenance	All AMPs	\$35.00/hour + 10% markup on materials

(See next page for Resolution.)

(See Exhibit 12)

After discussion Mr. Helton moved, seconded by Ms. Martini to adopt Resolution 2017-27.

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

2. Information Technology Services – Agency Wide

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-28

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

INFORMATION TECHNOLOGY (IT) SERVICE PROVIDER – 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>
Tec Services	Information Technology Management	Agency Wide	Points/100 85.20

(See Exhibit 13)

After discussion Mr. Robinson moved, seconded by Mr. Helton to adopt Resolution 2017-28.

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

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3. Foundation Repairs – 28223 Garland, Wauconda - AMP 5

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-29

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

FOUNDATION REPAIRS – 28223 GARLAND, WAUCONDA – 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>
Ben Franklin	Foundation Repairs	28223 Garland, Wauconda/AMP 5	\$2,850.00

(See Exhibit 14)

After discussion Ms. Martini moved, seconded by Ms. Valadez to adopt Resolution 2017-29.

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

Discussion Items

OMA⁴ permits discussion during regular meetings of items not specifically set forth on the agenda as per 5 ILCS 120, Sec. 2.02(a) of the Illinois Open Meetings Act, "...The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda." The Open Meetings Act, however, does not permit the taking of a vote on such a matter at that meeting.

Commissioner Martini confirmed her resignation as a Commissioner of Lake County Housing Authority. This will be her last attendance at a Board meeting.

Commissioner Martini reported on the organization *A Soldier's Journey Home*. A non-profit volunteer organization that helps severely injured members of the Armed Forces build homes in the United States. She announced a Community Kick Off Celebration will be held in Spring Grove, the site for a soldier's home. (See Exhibit 33)

Vice Chairman Valadez reported IL Department of Employment Security (IDES) puts on monthly workshops for veterans. Sessions are being offered in Waukegan.

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

At 6:28 p.m. Ms. Martini 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: Helton, Martini, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: Abernathy, Bruno. Motion Carries.

The Board returned to open session at 6:51 p.m. and roll call was taken. Present: Helton, Martini, Robinson, Valadez, Jordan. Absent: Abernathy, Bruno.

Authorization for the Executive Director to Execute Sales Contract for Property at 1818 Jackson Street, North Chicago – LCHA Rentals

Attorney Grach related the Board is willing to accept the sole bid received from Freddie Quinn. Attorney Grach stated the acceptance is subject to entering into a mutually agreeable contract between seller and buyer.

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

⁴ Open Meetings Act

RESOLUTION 2017-30

AUTHORIZING THE SALE OF CERTAIN REAL ESTATE

WHEREAS, Lake County Housing Authority (the “Authority”) is a public housing authority and political subdivision duly organized under the constitution and laws of the State of Illinois; and

WHEREAS, it is hereby determined that the property at 1818 N. Jackson Street, North Chicago, Illinois (the “Property”) is no longer required or needed for the purposes of the Authority; and

WHEREAS, it is necessary and desirable and in the best interest of the Authority to enter into a Real Estate Sales Contract (the “Agreement”) to sell the Property;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF LAKE COUNTY HOUSING AUTHORITY, AS FOLLOWS:

Section 1: The Chairman and/or Executive Director of the Authority is hereby authorized to execute and deliver the Agreement on behalf of the Authority, with terms and conditions consistent with the successful bidder’s proposal.

Section 2: The Authority shall, and the officers, agents and employees of the Authority are hereby authorized to take such further action and execute such other documents, certificates and instruments as may be necessary or desirable to carry out this Resolution.

Section 3: This Resolution shall take effect and be in full force immediately after its adoption by the Board of Commissioners of the Authority.

After discussion Ms. Martini moved, seconded by Ms. Valadez to adopt Resolution 2017-30 as presented subject to the buyer and seller entering into a mutually acceptable contact.

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

Approval of Note and Mortgage TBG Brookstone LLC (Borrower) and LCHA (Lender) Not To Exceed \$300,000.00 Re Marion Jones

After discussion, Mr. Helton introduced the following Resolution:

RESOLUTION NO. 2017-31

APPROVAL OF NOTE AND MORTGAGE TBG BROOKSTONE LLC (BORROWER) AND

LCHA (LENDER) NOT TO EXCEED \$300,000.00 RE MARION JONES

After discussion Mr. Helton moved, seconded by Mr. Robinson for the approval of a Note and Mortgage not to exceed \$300,000.00 with TBG Brookstone LLC (Borrower) and LCHA (Lender) regarding Marion Jones under terms and conditions acceptable to the Chairman or the Executive Director after consultation with counsel.

Roll Call Vote:

Ayes:Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 17, 2016.

Rev. H. Lee Jordan, Jr., Chairman

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

ADJOURNMENT

There being no further business to come before the Board, Ms. Martini moved, seconded by Ms. Valadez to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 6:57 p.m.

Rev. H. Lee Jordan, Jr., Chairman

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