

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held July 5, 2016, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)  
H. Lee Jordan, Jr., Chairman  
Sylvia Valadez, Vice Chairman  
Dawn Abernathy, Commissioner  
Judy Martini, Commissioner  
Ellen Rumoro, Commissioner

Absent: Patrick Bruno, Commissioner  
Curtis Robinson, Commissioner

Others Present: David A. Northern, Sr., Executive Director/CEO  
Tiffany A. Gonzalez, Deputy Director  
Khadija Darr, Interim Director of Finance  
Valerie Rogers, Administrative Secretary  
Brian Grach, Authority Attorney

#### ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 9:56 a.m. Roll call was taken and the following Commissioners were present: Abernathy, Martini, Rumoro, Valadez, Jordan. Absent: Bruno, Robinson

As required by the Open Meetings Act at 5 ILCS 120, Section 2.02, public notice and the agenda were posted at least 48 hours before this rescheduled meeting with a posting at the Central Office, 33928 North US Highway 45, Grayslake, IL, on the Agency's website, [www.lakecountyha.org](http://www.lakecountyha.org) and supplied to any medium that filed an annual request for such notice.

#### PUBLIC COMMENT

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

MINUTES – June 30, 2016 SPECIAL MEETING

MINUTES – June 30, 2016 EXECUTIVE SESSION – Personnel Issues,  
Pending & Probable Litigation, Real Estate Transactions

It was determined **no** Executive Session was held on June 30, 2016 and the insertion of MINUTES June 30, 2016 EXECUTIVE SESSION – Personnel Issues, Pending & Probable Litigation, Real Estate Transactions was a mistake by the typist who prepared the document. Therefore, no Executive Session Minutes exist and no action need be taken.

After discussion, Ms. Martini moved, seconded by Ms. Valadez, to approve the Minutes of the June 30, 2016 Special Meeting. The Board voted unanimously in favor of the motion. 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 Martini and Chairman Jordan conducted a review of the bills and provided a recommendation to the Board.

The list of bills and financial report for May and June 2016 were provided by Director of Finance Khadija Darr. (See Exhibits 01, 02, 03, 04, 05, 06)

After discussion Ms. Valadez moved, seconded by Ms. Martini to approve the List of Bills for May and June 2016 as presented. The Board voted as follows: Ayes: Abernathy, Martini, Rumoro, Valadez, Jordan. Absent and Not Voting: Bruno, Robinson. 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

By Deputy Director, Tiffany A. Gonzalez. (See Exhibits 07, 08)

### FUP, FSS, Housing Counseling, Resident Services

By Director of Housing Choice Voucher Intake, Yolanda Lynn. (See Exhibits 09, 10)

### Housing Choice Voucher Program

By Director of Voucher Management, Corinne Jordan. (See Exhibits 11, 12)

### LCHA Rentals, Maintenance, Procurement, Capital Improvements

By Director of Capital Improvements, Keon Jackson. (See Exhibits 13, 14)

### Paybacks & Complaints

By Income/Security Investigator, Renee Prior. (See Exhibits 15, 16)

### Human Resources & Public Relations Manager

By Human Resources & Public Relations Manager, Jennifer Hoy (See Exhibit 17)

### FOIA, OMA, Staff Travel

By Executive Secretary, FOIA & OMA Officer, Valerie Rogers. (See Exhibits 18, 19)

### Other Matters

1. Mr. Northern reported in accordance with HUD regulations 24 CFR Section 903.17, LCHA conducted a public hearing on 6/8/16 for its annual PHA Plan. The proposed PHA Plan and all information relevant to the hearing and proposed plan were made available for inspection by the public at the principal office of the PHA during normal business hours and published a notice (website and local news media) informing the public the information is available for public review. Unfortunately, no one attended. (See Exhibits 20, 21)
2. Mr. Northern was proud to announce LCHA is once again the recipient of several *NAHRO Awards of Merit*. We were selected for five (5) national awards in the Housing and Community Development division. The awards will be presented at a reception exclusively for award winners

on Friday, July 15<sup>th</sup> from 5:30-6:30 p.m. during the NAHRO 2016 Summer Conference in Portland, OR at the Hilton Portland and Executive Tower.

The awards are for the following LCHA entries:

- Transforming Lives Through Education
- FSS Commencement Celebration
- Traveling Enrollment
- Diaper Depot
- Excellence Program Leads to High Performance

Mr. Northern stated LCHA received the first NAHRO Award of Merit in 2009. We saw this as a good beginning but not being satisfied, we endeavored to continue to improve services to participants and have, as of now, earned 32 recognitions from NAHRO for our efforts. As always, these accomplishments are only possible with the invaluable support of each Commissioner. LCHA is grateful and happy to share these honors with the Board.

3. Mr. Northern explained on May 26, HUD sent a letter to Executive Directors increasing the administrative fee proration for CY 2016. The new proration will be at 84 percent. The Department has allocated previously unused funds towards the administrative fee as the FY 2016 Appropriations Act allows it to do. The first quarter calendar year 2016 administrative fee reconciliation will reflect the increased proration. The proration was previously at 80 percent. (See Exhibit 22)

Typically the admin fees received (at the current 80% rate) has been \$192,458 , a 4% increase would result in an additional \$7,698 in admin fee revenue; a potential annual increase of \$92,376 in additional funding provided the rate remains static.

4. Mr. Northern reported each year AHRMA<sup>1</sup> our insurance carrier, estimates the amount of liability (Workers' Compensation Payroll) LCHA will incur based on the previous year and other mitigating circumstances. Our billing is set accordingly. AHRMA has audited actual liability against estimated. In 2014 we received a refund of \$12,087.00. The result for 2015 is a refund of \$23,435.00. (See Exhibit 23).
5. Mr. Northern said he was deeply honored to speak at the Memorial Day Service at Veteran's Memorial Park in North Chicago on May 30<sup>th</sup>. The ceremony was the combined efforts of WWII Black Navy Veterans of Great Lakes, the City of North Chicago, The Exchange Club of North Chicago, The American Legion Sharvin Post #397 of North Chicago and the Lake County Honor Flight. (See Exhibit 24)
6. Mr. Northern stated he attended "The Big Event: Delivering on the Lake County Promise" sponsored by the Lake County Partners on June 3, 2016 at the Lincolnshire Marriott Resort. The featured speakers were Author Joel Kotkin. Joel Kotkin is an internationally-recognized authority on global, economic, political and social trends.

Also presenting was Dr. Steve Vogt, Ph.D., Co-Chief Investment Officer, Mesirow Advanced Strategies, Inc., Mesirow Financial. Dr. Vogt's focus is on evaluating the investment landscape and identifying attractive opportunities and risks in the marketplace.

---

<sup>1</sup> Assisted Housing Risk Management Association

7. LCHA was extended an invitation to serve as a member of the Advocate Condell Medical Center Community Health Council. This Council is advisory in nature and meets four times per year. The role of the Council is to help Condell Medical Center establish health priorities, based on the results of the Community Health Needs Assessment that they are required to complete every three years, as part of our not-for-profit IRS requirements. Mr. Northern said he will be representing Lake County Housing Authority on the Advocate Condell Community Health Council. (See Exhibit 25)
8. Mr. Northern announced the Senior Feast/Picnic has been set for August 22nd at VanPatten Woods Forest Preserve in Wadsworth. LCHA tentatively has contractors who have committed some financial support earmarked for food, transportation and bingo prizes. Mr. Northern stated he hoped the Board would join staff along with the seniors. This year's theme is "Rock Around the Clock!" The residents look forward to socializing with staff and Commissioners. It is often commented how much it shows we care. (See Exhibit 31)
9. Mr. Northern distributed steps LCHA has taken to resolve issues related to separating AIM North and LCHA finances. (See Exhibit 26)
10. Mr. Northern reported he met with Lake County Board Member Jeff Werfel of District 6 on 6/28/16. Board member Werfel represents all of Grayslake and Hainesville, portions of Round Lake Park, Round Lake Beach, and Wildwood. He expressed an interest in becoming familiar with our agency and Mr. Northern was proud to show it off.
11. LCHA's insurance carrier, AHRMA conducted a Loss Control Visit on 6/17/16. The purpose of their visit was to review our operations, analyze the loss experience and inspect selected locations in order to identify potential safety hazards as they pertain to our property, liability, workers compensation and auto insurance coverage's. AHRMA reported that overall the sites are well maintained and are in orderly condition. (See Exhibit 27)
12. LCHA submitted its Audited Financial Statements for FYE 9/30/15 to REAC. As required by HUD, our Independent Public Accountant, Gold Roberts has also submitted the necessary certifications. HUD has responded with a confirmation of receipt.

The Audited Financial Statements for FYE 9/30/15 was provided in electronic form and a printed copy was made available upon request. Also available was the Management Discussion and Analysis and the Notes To Financial Statements. (See Exhibits 28, 29, 30)

13. Mr. Northern stated Keon Jackson, Ryan Brandes and he attended the YouthBuild ceremony on 6/23/16. Afterward Mr. Northern received a heart-warming *Thank You* from YouthBuild Development Coordinator Jennifer Flatley who stated, "I want to thank you for attending today's event in celebration of our students and their achievements. It means a lot to staff and students alike when we're able to share this casual time because you're not just able, but also willing to be there."
14. Mr. Northern announced LCHA has set the date & begun preparation for a celebration with our staff and their families. As the Board is a very important part of the LCHA family it is hoped they would join in the festivities. It will be held on Wednesday, August 3<sup>rd</sup> from 12:00 noon to 4:00 p.m. at Nippersink Forest Preserve, Shelter D, Round Lake. (See Exhibit 32)
15. Mr. Northern said he attended the Upper Illinois River Valley Development Authority luncheon and update session hosted by IL State Representative Rita Mayfield on 6/23/16. (See Exhibit 33)

16. Mr. Northern reported two Family Self Sufficiency scholarships have been awarded for \$1,000.00 each. Both FSS participants are pursuing educational goals.
17. Mr. Northern said the 2016 Black Tie Gala was again successful thanks to the hard work and dedications of the FSS team. He received great reviews and was gratified by the attendance. Early estimates report approximately \$26,000 in receipts, well above anticipated goals. He is thankful to all who made it happen. (See Exhibit 34)
18. Mr. Northern announced LCHA is the recipient of a Housing Counseling grant in the amount of \$21,000. It allows for essential supportive services to continue for our clients and for the community. (See Exhibit 35)
19. Mr. Northern explained Prairie State Legal Services is an organization that offers free legal services for low income persons and those aged 60 and over who have serious civil legal problems and need legal help to solve them. There are 12 office locations serving 36 counties in northern Illinois.

Mr. Northern stated he was contacted and interviewed for their Priorities Survey. Prairie State staff conducted interviews in the community to get input about their services and perceived legal needs in Lake County. They will use the information gathered during these interviews to update program priorities for client services.

#### OLD BUSINESS

##### Marion Jones Update

Mr. Northern explained there have been no significant advances in the Marion Jones redevelopment process at this time.

LCHA staff continues to check in with relocated residents to ensure their smooth adjustment in their new homes and reaches out to local supportive agencies to help allocate services when needed.

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

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

(See Exhibit 36)

#### NEW BUSINESS

NOTE: OMA 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.

Reaffirm All Acts Taken at Special Board Meeting 6/30/16

The Board considers reaffirmation of all actions taken at any Special meeting at the next regularly scheduled meeting.

After discussion, Ms. Martini introduced the following Resolution:

**RESOLUTION NO. 2016-86**

**REAFFIRM ALL ACTS TAKEN AT SPECIAL BOARD MEETING 6/30/16**

After discussion Ms. Martini moved, seconded by Ms. Valadez to reaffirm all Acts taken at Special Board Meeting 6/30/16, in specific for the following items:

1. **Resolution 2016-75**  
Approval of Extension-Project Based Voucher Contract-Grayslake Senior Residences, LP-15 Years
2. **Resolution 2016-76**  
Approval for Disposition of Marion Jones Land for Redevelopment
3. **Resolution 2016-77**  
Approval of Interagency Agreement Between The Housing Authority of the County of Lake and North Chicago Housing Authority
4. **Resolution 2016-78**  
Approval of Interagency Agreement Between The Housing Authority of the County of Lake and Waukegan Housing Authority
5. **Resolution 2016-79**  
Approval of Memorandum of Agreement between Lake County Housing Authority and Catholic Charities
6. Bids  
**Resolution 2016-80** - Approval of Operating Fund – Rescind
  1. Resolution 2016-64  
Vehicle Lease – All AMPs  
Awarded on 5/19/16 to Fields CJD - \$242/month  
Contractor will not execute contract at bid quote.

Approval of Operating Fund

1. **Resolution 2016-81** - Unit Turnaround – 34471 Almond Road, Unit C, Gurnee – AMP 4
2. **Resolution 2016-82** - Rent Reasonableness Study for North Chicago – AMP 1  
NOTE: Due to time restrictions the bid for Rent Reasonableness Study for North Chicago was approved by Executive Director/CEO David A. Northern, Sr. and is presented for your consideration as a reaffirmation. The updated page of bid results is attached.
3. **Resolution 2016-83** - Window Replacement – 15787 Pope, Prairie View – AMP 4
4. **Resolution 2016-84** - Vehicle Lease – 2016 Jeep – All AMPs
5. **Resolution 2016-85** - Printing Services – 1 Year – CHOICES Booklet - HCV

After discussion Ms. Martini moved, seconded by Ms. Valadez to adopt Resolution 2016-86.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Rumoro, Valadez, Jordan

Nays: .....None

Absent: .....Bruno, Robinson  
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, 2016.

---

H. Lee Jordan, Jr., Chairman

---

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

Approval of Extension - Project Based Voucher Contract – Tiffany Road Limited Partnership – 15 Years

Mr. Northern explained at the Special Board Meeting 6/30/16 the Board approved a similar request for a 15 year extension of a Project Based Voucher Contract for Grayslake Senior Residences, LP.

He stated Tiffany Road Limited Partnership, commonly known as Tiffany Senior Apartments is under a Project Based Voucher contract and is seeking an extension. LCHA supports the request.

After discussion, Ms. Martini introduced the following Resolution:

**RESOLUTION 2016-87**

**PROJECT BASED VOUCHER CONTRACT RENEWAL**

**TIFFANY ROAD LIMITED PARTNERSHIP – FIFTEEN (15) YEAR TERM**

WHEREAS, Tiffany Road Limited Partnership, commonly known as Tiffany Senior Apartments, is a 38 unit affordable senior living community in Antioch, IL; and

WHEREAS, The Housing Authority of the County of Lake, Illinois and Tiffany Road Limited Partnership entered the original Project Based Voucher HAP contract effective June 19, 2002 with a term length of Ten (10) Years; and

WHEREAS, The Housing Authority of the County of Lake, Illinois and Tiffany Road Limited Partnership found it beneficial to continue the contract at the expiration on July 1, 2012; and

WHEREAS, both parties agreed to execute a five (5) year extension to the HAP contract for 28 Project Based Voucher units amending the length of term to Fifteen (15) Years expiring June 30, 2017; and

WHEREAS, The Housing Authority of the County of Lake, Illinois has determined an extension is appropriate to continue providing affordable housing for low-income seniors; and

WHEREAS, Tiffany Road Limited Partnership has proposed to extend the affordability of the 28 units under the Project Based Voucher contract for an additional Fifteen (15) Years; and

WHEREAS, Project-Based Vouchers are a component of the Housing Choice Voucher program under which a Housing Authority can attach up to 20% of its funding to specific housing units and The Housing Authority of the County of Lake, Illinois has a Project-Based Voucher program with goals that include the preservation of affordable housing for seniors and people with special needs; and

WHEREAS, continuation of the 28 Project-Based Vouchers in the existing program would reflect the total Project-Based Voucher program size to approximately 8 percent of the total budget authority for the Housing Choice Voucher program funding.

NOW, THEREFORE, BE IT RESOLVED, the Housing Authority of the County of Lake, Illinois intends to enter a fifteen (15) year extension to the Project Based Voucher HAP contract for 28 units with Tiffany Road Limited Partnership to expire on 6/30/2032.

(See Exhibit 37)

After discussion Ms. Martini moved, seconded by Ms. Valadez to adopt Resolution 2016-87.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Rumoro, Valadez, Jordan

Nays: .....None

Absent: .....Bruno, Robinson

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, 2016.

---

H. Lee Jordan, Jr., Chairman

---

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

Adoption of Revised Low Rent Admissions and Continued Occupancy Policy

This and the following two items along with the Capital Fund budget constitute the Agency Plans. All three are compulsory annual submissions normally due 75 days before the beginning of our fiscal year, October 1. We held our Resident Advisory Board meeting and the Public Hearing as required.

Contrary to previous years, this year we were instructed by HUD Headquarters to have all Capital Fund Program certifications submitted July 1. We therefore executed the necessary forms for the Capital Fund Program with the Vice Chairman's signature to meet a mandatory earlier deadline. In the Resolution we ask the Board's reaffirmation of the executed Capital Fund Program certifications. All documents become effective 10/1/16.

After discussion, Ms. Abernathy introduced the following Resolution:



**RESOLUTION 2016-88**

**ADOPTING A REVISED PUBLIC HOUSING**

**ADMISSIONS AND CONTINUED OCCUPANCY PLAN**

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

WHEREAS Public Housing Admissions and Continued Occupancy Plans are part of the Annual and 5 Year Agency Plans; and

WHEREAS it is useful, whenever possible, to conform the Authority's Public Housing Admissions and Continued Occupancy Plan and the Housing Choice Voucher Administrative Plan;

NOW THEREFORE BE IT RESOLVED that all previous Public Housing Admissions and Continued Occupancy Plans be and are hereby repealed; and

BE IT FURTHER RESOLVED that the Public Housing Admissions and Continued Occupancy Plans are hereto attached and is hereby adopted effective 10/1/16.

(See Exhibit 38)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-88.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Rumoro, Valadez, Jordan

Nays: .....None

Absent: .....Bruno, Robinson

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, 2016.

---

H. Lee Jordan, Jr., Chairman

---

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

**Adoption of Revised Housing Choice Voucher Administrative Plan**

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION 2016-89**

**ADOPTING A REVISED HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

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

WHEREAS administrative plans are part of the Annual and 5 Year Agency Plans; and

WHEREAS it is useful, whenever possible, to conform the Authority's Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Plans;

NOW THEREFORE BE IT RESOLVED that all previous Housing Choice Voucher Administrative Plans be and are hereby repealed; and

BE IT FURTHER RESOLVED that the Housing Choice Voucher Administrative Plan as hereto attached be and is hereby adopted effective 10/1/2016.

(See Exhibit 39)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-89.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Rumoro, Valadez, Jordan

Nays: .....None

Absent: .....Bruno, Robinson

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, 2016.

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

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

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

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-90**

**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 Exhibit 40)

After discussion Ms. Abernathy moved, seconded by Ms. Martini to adopt Resolution 2016-90.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Rumoro, Valadez, Jordan

Nays: .....None

Absent: .....Bruno, Robinson

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, 2016.

---

H. Lee Jordan, Jr., Chairman

---

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

Minutes of the Regular Board Meeting

July 5, 2016

Page 12 of 20

Authorization to Destroy Executive Session Recordings Prior To January 1, 2015

On 1/28/16 by Resolution 2016-34 the Board approved the destruction of Executive Session Recordings prior to 6/1/2014 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. Resolution is attached.

After discussion, Ms. Rumoro introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-91**

**AUTHORIZATION TO DESTROY EXECUTIVE SESSION AUDIO RECORDING**

**PRIOR TO 1/1/2015 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, 2015 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, 2015 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, 2015 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 Ms. Rumoro moved, seconded by Pastor Jordan to adopt Resolution 2016-91.

Roll Call Vote:

Ayes: .....Rumoro, Valadez, Jordan

Nays: .....Abernathy, Martini

Absent: .....Bruno, Robinson

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, 2016.

---

H. Lee Jordan, Jr., Chairman

---

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

Bids  
Operating Fund

1. Unit Turnaround – 919 Kenilworth, Lake Zurich – AMP 5

After discussion, Ms. Rumoro introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-92**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 919 KENILWORTH, LAKE ZURICH – 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>
Chaser Construction	Unit Turnaround	919 Kenilworth, Lake Zurich/AMP 5	\$10,198.00

(See Exhibit 41)

After discussion Ms. Rumoro moved, seconded by Ms. Valadez to adopt Resolution 2016-92.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Rumoro, Valadez, Jordan

Nays: .....None

Absent: .....Bruno, Robinson

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, 2016.

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

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

2. Central Office Remodeling

After discussion, Ms. Rumoro introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2016-93**  
**(OPERATING)**  
**INFORMAL BID AWARD FOR PURCHASES OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**CENTRAL OFFICE REMODELING**

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>
Chaser Construction	Office Remodeling	Central Office	\$12,980.00

(See Exhibit 42)

After discussion Ms. Rumoro moved, seconded by Ms. Valadez to adopt Resolution 2016-93.

Roll Call Vote:

Ayes: .....Abernathy, Martini, Rumoro, Valadez, Jordan

Nays: .....None

Absent: .....Bruno, Robinson

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, 2016.

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

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

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

At 10:22 a.m. Ms. Abernathy moved, seconded by Ms. Valadez, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Abernathy, Martini, Rumoro, Valadez, Jordan. Nays: None. Absent and Not Voting: Bruno, Robinson. Motion Carries.

The Board returned to open session at 11:11 a.m. and roll call was taken. Present: Abernathy, Martini, Rumoro, Valadez, Jordan. Absent: Bruno, Robinson.

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 five (5) executive sessions dealing with personnel matters, pending or probable litigation or real estate transactions. All are recommended to remain closed to the public.

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-94**

**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 28, 2016 ..... Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- February 18, 2016 ..... Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- March 24, 2016 ..... Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- April 21, 2016 ..... Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- May 19, 2016 ..... Personnel Matters, Pending or Probable Litigation and Real Estate Transactions; and

NOW, THEREFORE, BE IT RESOLVED that since all five (5) 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. Martini moved, seconded by Ms. Valadez to adopt Resolution 2016-94.

Roll Call Vote:

- Ayes: .....Abernathy, Martini, Rumoro, Valadez, Jordan
- Nays: .....None
- Absent: .....Bruno, Robinson
- 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, 2016.

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

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

Minutes of the Regular Board Meeting

July 5, 2016

Page 20 of 20

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 11:11 a.m.

---

H. Lee Jordan, Jr., Chairman

---

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