

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held August 18, 2016, at Hawley Manor, Community Room, 22 Hawley Street, Grayslake, IL 60030.

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

Absent: Patrick Bruno, Commissioner

Others Present: David A. Northern, Sr., Executive Director/CEO
Khadija Darr, Interim Director of Finance
Valerie Rogers, Administrative Secretary
Brian Grach, Authority Attorney
Adam Dolce, Lake County Deputy Sheriff

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:39 p.m. Roll call was taken and the following Commissioners were present: Abernathy, Helton, Martini, Robinson, Valadez, Jordan. Absent: Bruno.

Posting of the agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice of the date and the agenda were posted prior to 12:30 p.m. on Tuesday, August 16, 2016 at; the Central Office, 33928 North US Highway 45, Grayslake, IL 60030, at Hawley Manor, 22 Hawley Street, Grayslake, IL 60030 and on the Lake County Housing Authority website, www.lakecountyha.org.

PUBLIC COMMENT

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

MINUTES – 7/5/16 ANNUAL MEETING

MINUTES – 7/5/16 REGULAR MEETING

MINUTES – 7/5/16 EXECUTIVE SESSION – Personnel Issues, Pending & Probable Litigation, Security Procedures, Real Estate Transactions

After discussion, Ms. Valadez moved, seconded by Ms. Martini, to approve the Minutes of the July 5, 2016 Annual Meeting, Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows:

Roll Call Vote:

Ayes:Martini, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:Abernathy, Helton, Robinson

Motion:.....Carries

FINANCE REPORT

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

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

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

By Deputy Director, Tiffany A. Gonzalez. (See Exhibit 03)

FUP, FSS, Housing Counseling, Resident Services

By Director of Housing Choice Voucher Intake, Yolanda Lynn. (See Exhibit 04)

Housing Choice Voucher Program

By Director of Voucher Management, Corinne Jordan. (See Exhibit 05)

LCHA Rentals, Maintenance, Procurement, Capital Improvements

By Director of Capital Improvements, Keon Jackson. (See Exhibit 06)

Paybacks & Complaints

By Income/Security Investigator, Renee Prior. (See Exhibit 07)

Human Resources & Public Relations Manager

By Human Resources & Public Relations Manager, Jennifer Hoy (See Exhibit 08)

FOIA, OMA, Staff Travel

By Executive Secretary, FOIA & OMA Officer, Valerie Rogers. (See Exhibit 09)

Other Matters

1. Mr. Northern joined the Board in welcoming our newest Commissioner to his first Board meeting. Commissioner Scott Helton was appointed by the Lake County Board on 7/12/16. Mr. Northern stated he looked forward to drawing from Commissioner Helton's experience and knowledge and a productive working relationship.
2. Mr. Northern reported he was asked by Pat Davenport, Executive Director of A Safe Place to join the Honorary Committee for the "Unmask the Violence" Gala to be held October 21, 2016.

A Safe Place is the sole provider of services exclusively addressing domestic violence in Lake County, Illinois. Through multi-faceted programs, they assist victims in transforming their lives after domestic violence, prevent future abuse by addressing its root cause through abuser intervention programs, and educate the community about domestic violence and how they can all be involved in its end.

3. Mr. Northern stated he attended the Staben House Achievement Celebration and Mortgage Burning Ceremony. It was held on 7/30/16. It was another great opportunity to network with affiliated agencies and community partners to celebrate a milestone. (See Exhibit 10)
4. Mr. Northern said he attended the Gospelfest on 7/31/16 held at the Greenbelt Cultural Center in North Chicago. Along with inspiring music they recognized the awardees of the *Doing 'Good in the Neighborhood'*. The Gospelfest Chairman is Mary Ross Cunningham. (See Exhibit 11)
5. LCHA received a *Thank You* from HUD for holding our Father's Day celebration. (See Exhibit 12)
6. Lake County Housing Authority held another Contractor Briefing on 8/11/16 from 10:00 am until noon. It was well attended and held the potential for new contractor associations. (See Exhibit 13)
7. Mr. Northern announced he has been invited to be a guest speaker at the Fireside Chat series. This forum is open to the public and consists of an informal conversation with Lake County officials and Round Lake Beach Mayor Hill about programs, initiatives, events and opportunities for citizens. The program is televised and made available on public access and YouTube.

The program will be on housing and highlights the services our agency has available. It will be held October 18th, 2016 from 6-7:30 pm at the Round Lake Beach Cultural Center.

8. Mr. Northern stated "The Nuts and Bolts of the Section 8 Housing Choice Voucher (HCV) Program" will be presented by LCHA and the Mainstreet Organization of Realtors.

This is for anyone who would be interested in learning how to accept the Housing Choice Voucher for a rental property. This course will cover the intent of the Housing Choice Voucher (HCV) program, the process, inspections, the basis for the rent determination, and more.

It will be held on Tuesday, August 23, 2016 at 1:00 p.m. and again on Thursday, August 25, 2016 at 6:30 p.m. It is sponsored by the Mainstreet Organization of REALTORS®, North Shore Barrington Association of REALTORS®, Illinois Association of REALTORS®, and Lake County Property Investor's Association®. (See Exhibit 14)

9. Mr. Northern reported LCHA is the recipient of a \$222,561 grant from HUD for FY 2016 for our Family Self Sufficiency Program. Mr. Northern said with only a \$1,250 investment we have covered 98% of the salary and benefits for four staff.
10. Mr. Northern explained on 7/20/16 and again on 8/3/16, LCHA hosted a forum to discuss race relations in our community. Many noteworthy individuals attended and contributed their thoughts, as we worked toward solutions to the issues faced by Lake County and this nation as a whole. It was a productive time, to say the least.

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11. On 7/26/16, at the invitation of Lake County State's Attorney Michael G. Nerheim and Lake County Board Chairman, Aaron Lawlor, Mr. Northern attended a press conference to announce the groundbreaking of the Children's Advocacy Center's Healing Garden. It was held at the Lake County State's Attorney's Office's Children's Advocacy Center in Gurnee. The Lake County Children's Advocacy Center is committed to providing a safe environment for child victims of abuse. (See Exhibit 15)
12. Mr. Northern said he was asked to be a presenter at the August meeting of the Coalición Latinos Unidos de Lake County. The meeting was held on Thursday, August 11, 2016 at the Waukegan Public Library. I provided an overview of our agency and the many programs available to support the community. (See Exhibit 16)
13. On Wednesday, 8/10/16 Director of HCV Management Corinne Jordan, Deputy Director Tiffany A. Gonzalez and Mr. Northern met with Waukegan Township Supervisor Patricia Jones and Lake County Community Development Administrator Jodi Gingiss. They discussed the potential for combining resources to cover the gap from decreased funding for the Staben House Transitional Housing Program.
14. On Thursday, 8/11/16 Deputy Director Tiffany A. Gonzalez, Director of Capital Improvements Keon Jackson and Mr. Northern met with the Superintendent, Assistant Superintendent and Director of Curriculum of the North Chicago School District in preparation for the influx of students anticipated with the completion of the Marion Jones Redevelopment.
15. On Wednesday, 8/10/16 Mr. Northern met with the Executive Director Megan McKenna de Mejia of Mano a Mano. They discussed ways to strengthen the relationship of our agencies to better serve our similar populations.
16. Mr. Northern stated he is excited to be a guest on the "Dr. Williams Live" radio show with Dr. Larry Williams on Monday, 8/15/16. The segment is entitled Why Housing Matters! SOAR Radio provides a host of informative and inspirational programming along with being the First Gospel/Urban Radio Station in the Rockford area. You may tune in at WWW.SOARRADIO.COM.
17. Senior Program Manager John Fallon from the Corporation for Supportive Housing and Lake County Community Development Administrator Jodi Gingiss invited Mr. Northern to attend and speak on September 19, 2016 at the Homeless Task Force in Waukegan in the City Council Chambers. Mr. Northern will be representing all three housing authorities in Lake County (North Chicago, Waukegan & LCHA) as the others were not able to participate. Mr. Northern was asked to focus on setting the stage for ongoing cooperative work to house the homeless, the hardest to house, as a model of cooperation within the County.

In attendance will also be a group on mental health, health care, foundations, faith based, and criminal justice. They hope to educate all stakeholders on the importance of including public housing authorities as positive and important components of creating solutions in making our communities better.

18. Mr. Northern announced the June and July 2016 Employees of the Month, Custodian Solomon Jones and Certification Specialist Alecia Boddie. They received a commemorative certificate, T-shirt, pin and \$25.00 gift certificate.

19. Mr. Northern distributed a flyer on the Home Repair Grant Program. He explained the funding is provided by the Associated Bank. He encouraged Commissioners to share the information with other agencies who may know of qualified referrals. (See Exhibit 17)
20. Mr. Northern also distributed a flyer on the Family Unification Program (FUP). He reviewed some of the eligibility requirements. Housing Authorities administer the FUP in partnership with Public Child Welfare Agencies (PCWAs) who are responsible for referring FUP families and youths to the PHA for determination of eligibility for rental assistance. (See Exhibit 18)
22. Mr. Northern distributed a copy of his resume. He did so for the benefit of new Commissioners as well as updating everyone. (See Exhibit 38)
21. Mr. Northern thanked Commissioner Abernathy for attending the staff picnic and the recent contractor's briefing. Commissioner Abernathy reiterated the importance of Commissioner involvement in both staff and public functions.

OLD BUSINESS

Marion Jones Update

The new development will be named "*Brookstone at Cole Park*" and "*Regency at Cole Park*". Financial closing on the project is scheduled for mid-September. The city of North Chicago and the general contractor, Carlson Construction are finalizing plans to be available in mid-August for subcontractor bidding.

LCHA announced intent to enter into two (2) 99-Year Ground Leases for 2 separate parcels of land on the Marion Jones site. The legal notice was published in the newspaper, and the public has been notified they may view and/or obtain a copy of the proposed lease from the LCHA office.

Additional information is provided in an Executive Summary. (See Exhibit 19)

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

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

NEW BUSINESS

Approval of Director of AIM North Development Corporation - Felicia Lewis - 2016 – 2019

Attorney Grach explained as per the By-Laws of the not-for-profit AIM North, the election of any Director must be approved by the LCHA Board of Commissioners.

After an initial staggered appointment, three Directors serve for a 3 year term. The term of Felicia Lewis expires in 2016. The AIM Directors elected Ms. Lewis to an additional three-year term expiring in 2019. Approval is now required by the Board of Commissioners of Lake County Housing Authority for the

AIM North Development Corporation Director. Attorney Grach further explained as per the By-Laws of the not-for-profit AIM, a Director serves until replaced.

A discussion ensued regarding the arguments or considerations for and against having the same Board members for both AIM North and Lake County Housing Authority. Attorney Grach noted the preference by the State of Illinois in contrast to that of HUD. Mr. Northern was directed to research and report at the 9/15/16 meeting any possible conflicts of interest if both Boards seat the same members. It was restated Director Felicia Lewis will serve until replaced.

After discussion, Ms. Martini introduced the following Resolution:

RESOLUTION NO. 2016-95

APPROVAL OF DIRECTOR OF AIM NORTH DEVELOPMENT CORPORATION

FELICIA LEWIS - 2016 - 2019

After discussion Ms. Martini moved, seconded by Ms. Valadez to Approve the Director of AIM North Development Corporation - Felicia Lewis for a three (3) year term, 2016 – 2019.

Roll Call Vote:

Ayes:Jordan

Nays:Abernathy, Helton, Martini, Valadez

Absent:Bruno

Abstain:Robinson

Motion:**Failed**

Motion **Failed** as recorded by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

Change in Bank Signatories

1. The Illinois Funds – Money Market Fund – HCV & Public Housing Programs
2. First Midwest Bank
3. PNC Bank
4. ADP Check Signature Authorization

Mr. Northern stated the Chairman and Vice Chairman of the Board changed effective 7/5/16 and therefore we must change the signing authority with the various institutions.

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-96

APPROVAL OF THE CHANGE IN BANK SIGNATORIES

The Illinois Funds – Money Market Fund-HCV & Public Housing Programs

First Midwest Bank

PNC Bank

ADP Check Signature Authorization

After discussion Ms. Abernathy moved, seconded by Ms. Martini to approve the change in bank signatories as presented.

(See Exhibits 20, 21, 22, 23, 24)

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

Approval of Ground Lease – 99-Year – Brookstone at Cole Park

Approval of Ground Lease – 99-Year – Regency at Cole Park

Attorney Grach explained these documents are not ready for consideration of approval at this time. In addition, other supporting, coordinating documents neither are ready. Consultant Cindi Herrera is anticipated to be present at the September meeting with all documents finalized. At that time, she will provide a full explanation of their purpose.

After discussion Ms. Abernathy moved, seconded by Ms. Valadez to table the approval of both Ground Leases until the next regularly scheduled meeting. The Board voted as follows: Ayes: Abernathy, Helton, Martini, Robinson, Valadez, Jordan. Absent and Not Voting: Bruno. Motion Carries.

Bids

Operating Fund

1. Vehicle Purchase – 2017 Ford Transit Van – AMP 2

After discussion, Ms. Martini introduced the following Resolution:

RESOLUTION NO. 2016-97

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

TRANSIT VAN – MAINTENANCE – 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>
Buss Ford	2017 Ford Transit Van	Maintenance/AMP 2	\$26,312.00

(See Exhibit 25)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-97.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

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2.Heat/AC Unit – Office – Millview Manor, 801 Cunningham, Antioch – AMP 3

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-98

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

HEAT-AC UNIT – OFFICE MILLVIEW – 801 CUNNINGHAM, ANTIOCH – AMP 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>
Circularair	Heat/AC Unit	Office, Millview Manor, 801 Cunningham, Antioch/AMP 3	\$3,559.12

(See Exhibit 26)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-98.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

3. Vehicle Purchase – 2017 Ford Transit Van – AMP 3

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-99

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

TRANSIT VAN – MAINTENANCE – AMP 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>
Buss Ford	2017 Ford Transit Van	Maintenance/AMP 3	\$29,056.00

(See Exhibit 27)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-99.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

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4. Unit Turnaround – 10068 Chaney, Beach Park – AMP 4

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-100

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 10068 CHANEY, BEACH PARK – AMP 4

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	10068 Chaney, Beach Park/AMP 3	Not To Exceed \$31,750.00

(See Exhibit 28)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-100.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

5. Unit Turnaround – 18137 Timber, Grayslake – AMP 4

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-101

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 18137 TIMBER, GRAYSLAKE – AMP 4

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	18137 Timber, Grayslake/AMP 4	Not To Exceed \$19,960.00

(See Exhibit 29)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-101.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

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6. Flooring Replacement – Common Areas & Office – Beach Haven Towers,
730 Golfview, Round Lake Beach – AMP 4

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-102

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

FLOORING REPLACEMENT – COMMON AREAS & OFFICE – BEACH HAVEN TOWERS

730 GOLFVIEW, ROUND LAKE BEACH – AMP 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>
J & J Property Investments, LLC	Flooring Replacement, Common Areas & Office	Beach Haven Towers, 730 Golfview, RLB/AMP 3	Not To Exceed \$32,780.00

(See Exhibit 30)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-102.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

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7. Bathroom Replacement – 3322 Hyacinth, Island Lake – AMP 5

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-103

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

BATHROOM REPLACEMENT – 3322 HYACINTH, 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>
Bee Liner Lean Services	Bathroom Replacement	3322 Hyacinth, Island Lake/AMP 5	Not To Exceed \$3,800.00

(See Exhibit 31)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-103.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

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8. Bathroom Replacement – 525 Larkdale, Wauconda – AMP 5

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-104

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

BATHROOM REPLACEMENT – 525 LARKDALE, 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>
J & J Property Investments, LLC	Bathroom Replacement	525 Larkdale, Wauconda/AMP 5	Not To Exceed \$6,380.00

(See Exhibit 32)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-104.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

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9.Window Replacement – 525 Larkdale, Wauconda – AMP 5

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-105

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

WINDOW REPLACEMENT – 525 LARKDALE, 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>
C & J Home Improvement	Window Replacement	525 Larkdale, Wauconda/AMP 5	Not To Exceed \$5,973.00

(See Exhibit 33)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-105.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

10. Vehicle Purchase – 2016 Ford Focus – HCV

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-106

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

VEHICLE PURCHASE – 2016 FORD FOCUS – HCV PROGRAM

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>
Buss Ford	Vehicle Purchase	HCV NE Office, Zion	\$16,004.00

(See Exhibit 34)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-106.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

11. Grant Writing Services – 2016 ROSS Education Grant

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-107

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

GRANT WRITING SERVICES – 2016 ROSS EDUCATION GRANT

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>
Tandem Care, Inc.	Grant Writing Services 2016 ROSS Education Grant	Central Office	\$1,950.00

(See Exhibit 35)

After discussion Ms. Martini moved, seconded by Ms. Abernathy to adopt Resolution 2016-107.

Roll Call Vote:

Ayes:Abernathy, Helton, Martini, Robinson, Valadez, Jordan

Nays:None

Absent:Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2016.

Sylvia Valadez., Vice Chairman

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

DISCUSSION ITEMS

Recurring Agenda Item – Discussion Items

Several Commissioners requested to maintain a recurring agenda item to allow time for discussion items. It was suggested to be placed last before the Executive Session.

Pledge of Allegiance

Commissioner Abernathy suggested Board meetings include the Pledge of Allegiance. The Board did not object. It was suggested to be inserted after the Roll Call.

Vouchers for Veterans

Commissioner Abernathy indicated some of the Housing Choice Vouchers should be earmarked for veterans.

Mr. Northern explained the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics.

Every year since 2008, HUD and VA have awarded HUD-VASH vouchers based on geographic need and public housing agency (PHA) administrative performance. After determining which areas of the country have the highest number of homeless Veterans, the VA Central Office identifies VA facilities in the corresponding communities. HUD then selects PHAs near to the identified VA facilities, taking into consideration the PHAs' administrative performance, and sends the PHAs invitations to apply for the vouchers. Waukegan and North Chicago Housing Authorities both were awarded VASH vouchers.

Mr. Northern stated he would supply the Commissioners with links to additional information on VASH vouchers.

Mr. Northern explained there are preference points for veterans on our waiting list. The possibility of opening the Housing Choice Voucher waiting list was discussed. It has been proposed to use a lottery system. A question was raised as to the application of preferences, such as veteran, in the lottery selection process. Mr. Northern is to research the rightfulness of such a proposal within HUD guidelines.

Government Travel Expenses

Commissioner Abernathy distributed an article from the *Northwest Herald* regarding a recently passed law on government travel and travel expenses.

Kevin P. Craver, "Gov. Bruce Rauner Signs David McSweeney Bill To Curb Government Travel Expenses," 7/27/16, *Northwest Herald*. (See Exhibit 36)

Mr. Northern stated he was aware of the new law. He confirmed it does apply to Lake County Housing Authority and he and Attorney Grach were already working on compliance. The law does not take effect until 1/1/17. The Commissioners expressed an interest in participating in the development of the policy.

Midwest Veterans Closet Fundraiser

Commissioner Martini spoke of an upcoming event for the Midwest Veterans Closet. She explained the Association is a 501(c)(3) humanitarian aid organization offering Veterans help, hope and dignity. The Midwest Veterans Closet facility, located in North Chicago, Illinois, assists Veterans with free food, clothing, personal care items, small household goods, and furniture.

She stated the Gold Pyramid House Fundraiser is to benefit Midwest Veterans Closet and will be held on 9/24/16. She hoped LCHA will support with a donation and/or volunteers. (See Exhibit 37)

Community Forum on Race Relations - Invitees

A criticism was voiced regarding the absence of information and the absence of an invitation to the Community Forums on Race Relations held at Lake County Housing Authority.

Mr. Northern explained the initial meetings were to be a small, steering committee and should there be an indication for a more defined structure was anticipated, an invitation would be issued to envelop a much larger group.

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

At 2:26 p.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, Helton, Martini, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: Bruno. Motion Carries.

The Board returned to open session at 3:15 p.m. and roll call was taken. Present: Abernathy, Helton, Martini, Robinson, Valadez, Jordan. Absent: Bruno.

Strategic Planning & Board Governance Training

Vice Chairman Valadez stated her preference for holding the Board Governance training inclusive of only the Commissioners, separate from the Strategic Planning session with staff. It was agreed to hold scheduling until the Board was fully appointed.

ADJOURNMENT

There being no further business to come before the Board, Mr. Helton moved, seconded by Ms. Abernathy to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 3:16 p.m.

Sylvia Valadez., Vice Chairman

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