

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held December 21, 2017, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)
Dr. H. Lee Jordan, Jr., Chairman
Sylvia Valadez, Vice Chairman
Kevin Considine, Commissioner
Scott Helton, Commissioner
John Idleburg, Commissioner
Curtis Robinson, Commissioner

Absent: (Vacant) 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, Executive Secretary
Brian Grach, Authority Attorney
Greg Swanson, Lake County Deputy Sheriff

Posting of the notice of this Rescheduled Meeting and the agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice and agenda were posted prior to 12:30 p.m. on Tuesday, December 19, 2017 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org. Notice was also sent to the news media, in particular to any media that filed an annual request for such a notice. (See Exhibit 26)

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:35 p.m. Roll call was taken and the following Commissioners were present: Considine, Helton, Idleburg, Robinson, Valadez, Jordan. Absent: None. One Commissioner position is vacant.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Jordan opened the floor for public comment.

Kenneth Coles, Executive Director/CEO of DuPage and Kendall Housing Authorities stated LCHA Executive Director/CEO David A. Northern, Sr. has been his mentor and hero. Mr. Coles stated LCHA was fortunate to have Mr. Northern. Mr. Coles' agencies will be doing some developing and he will be monitoring Mr. Northern as a model.

MINUTES – 11/16/17 REGULAR MEETING
MINUTES – 11/16/17 EXECUTIVE SESSION

After discussion, Mr. Considine moved, seconded by Mr. Helton, to approve the Minutes of the November 16, 2017 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. The Board voted as follows: Ayes: Considine, Helton, Idleburg, Robinson, Valadez, Jordan. Absent and Not Voting: None. 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 Idleburg conducted a review of the bills and provided a recommendation to the Board. The list of bills and financial report was provided by Director of Finance Khadija Darr. (See Exhibits 01, 02)

After discussion Mr. Helton moved, seconded by Ms. Valadez to approve the List of Bills as presented. The Board voted as follows: Ayes: Considine, Helton, Idleburg, Robinson, Valadez, Jordan. Absent and Not Voting: None. Motion Carries.

REPORTS

The following reports are provided for review.

Public Housing Program,.....	Tiffany A. Gonzalez, Deputy Director
LCHA Rentals	(See Exhibit 03)
FUP ¹ , FSS ² , Housing Counseling.....	Alecia Boddie, Interim Dir. of Community Affairs
Resident Services, Public Relations	(See Exhibit 04)
Housing Choice Voucher Program.....	Corinne Jordan, Dir. of Housing Choice Voucher
	(See Exhibit 05)
Capital Improvements,	Keon Jackson, Director of Asset Management
Procurement, Maintenance	(See Exhibit 06)
Human Resources.....	Lefran Elgezdi, Human Resources Manager
	(See Exhibit 07)
FOIA/OMA ³ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA
	(See Exhibit 08)

Other Matters

1. Instead of providing refreshments prior to this Board meeting the Board was invited to a luncheon immediately following the meeting at Stevens' in Gurnee. Full details attached. (See Exhibit 09)

¹ Family Unification Program

² Family Self-Sufficiency Program

³ Freedom of Information Act. Open Meetings Act.

2. Thank you to Commissioner John Idleburg for supplying LCHA with his Certificate of Completion for the OMA 2017 Training. (See Exhibit 10)
3. As has been done in previous years, Director Frank Davis of the Lindenhurst Early Childhood Center telephoned to advise us our allotment of holiday boxes was ready for pick-up. LCHA is fortunate to be the recipient of over 30 overflowing boxes to distribute to our families. We are ever so grateful for the donation and the education he is providing the impressionable children within his care.
4. On 12/12/17, the U.S. Department of Housing and Urban Development (HUD) officials announced President Donald J. Trump's appointment of Joseph P. Galvan as the Regional Administrator of HUD's Midwest Regional Office in Chicago. Galvan will be responsible for the oversight and delivery of HUD programs and services across Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. He will serve as HUD's liaison to elected officials, congressional delegations, city managers, relevant associations and stakeholders. Galvan is one of 10 HUD Regional Administrator's appointed across the United States. (See Exhibit 11)

Mr. Northern has a very good professional and mentee/mentor relationship with Joseph P. Galvan as the Regional Administrator of HUD's Midwest Regional Office in Chicago. We welcome a professional of his caliber to this post.

5. Academic Enrichment Pilot Program
Lake County Housing Authority and Aim North Development Corp. will be partnering with Grayslake Community Consolidated School District 46 on a 21-week enrichment learning program for our jointly served youth. We will utilize *Imagine Learning* Software which focuses on targeted supports and interventions in mathematics and reading. Imagine learning program engages students by applying Mathematic Utilization, Basic Math Facts, and Language and Literacy to real world connections that dramatically increase a students' ability to comprehend complex information. The 20 Participants of this program will be using *Imagine Learning* as part of their daily instruction throughout the school day and we will reinforce these concepts through an additional education support program that is run on a weekly basis between January and June. (See Exhibit 12)
6. Adult University Poverty Simulation
Lake County Housing Authority along with Aim Norther Development Corp. will also be partnering with Grayslake CCSD 46 to offer our clients a 16-week poverty simulation course titled "Getting Ahead In A Just-Getting'-By World." The purpose of this poverty simulation course is to bridge the gap from misconception to understanding the contributing factors of poverty and how to combat them to stimulate self-sufficiency. In groups of 6-12 people, they investigate the impact that poverty and low wages have on them and what it takes to move beyond poverty. They examine poverty from an economic standpoint and are equipped with the necessary resources to charter a new path for themselves. The purpose of this program is to help participants stabilize their lives by building financial, educational, and social skills.
7. In the 10/19/17 ED Report, the Board was notified HUD had advised us of the results of our Housing Counseling review held on March 1, 2017. The letter detailed deficiencies that have been addressed.

HUD acknowledged our response to the Performance Review Report and informed us our corrective actions were satisfactory. (See Exhibit 13)

8. Mr. Northern received a congratulatory letter from State Representative Carol Sente on being honored with the "Excellence in Community & Economic Development" award by Wheatle Peart and the Global Committee. She relayed enthusiastic support for the work done at LCHA and expressed a desire to meet and discuss our upcoming goals. (See Exhibit 14)
9. LCHA will again participate in the 2018 Lake County Point-In-Time Count on January 24, 2018. The Point-In-Time Count is a census of all sheltered and unsheltered homeless person living in each county in the United States in a 24-hour period. The data gathered helps to capture a picture of what homelessness look like on any given day and aids in coordinating services for people experiencing homelessness. Deputy Director Tiffany A. Gonzalez has volunteered on behalf of the agency. Please let us know is you would like to participate. (See Exhibit 15)
10. The Board had been provided the draft version of the "Contract Inclusion Participation Policy" for Lake County Housing Authority by email on 11/22/17 with the intent to present the final version for a vote at this meeting. Although much work has been done, the policy is still being fine-tuned. We hope to have it ready for the January meeting.
11. Mr. Northern was invited to speak at Mercy Housing Lakefront, Lakefront Residences of Grayslake at their Special Reception for Lake County. Mercy Housing helps 130 low-income seniors and people with disabilities live in hope in Lake County. Mr. Northern had the opportunity to meet with Mercy Housing Lakefront residents, the President of Mercy Housing Lakefront, and Lake County residents and community leaders who want to build a Lake County where everyone has access to a safe, quality, affordable home. Lake County Housing Authority was recognized and thanked for its leadership in assisting in the development of the 70 units with 25 Project Based Vouchers from LCHA.
12. Mr. Northern attended the Mainstreet Organization of REALTORS (MORe) "Lake County Legislators n' REALTORS" cocktail reception geared specifically toward Lake County REALTORS and elected officials (state legislators, mayors, and county leaders). He made a number of great connections and LCHA was invited to present to the Mainstreet Organization of REALTORS early 2018.
13. Mr. Northern accepted the invitation to attend the Lake County Building and Construction Trades Council annual holiday luncheon on Friday December 8, 2017 at Foss Park Golf Course in North Chicago. It was a great opportunity to network and celebrate the giving season.
14. Lake County Housing Authority has appeared in *Housing Futures* regarding our Security Deposit Program and featuring Mr. Northern in the role as Executive Director/CEO. (See Exhibits 16, 17)

Housing Futures is the international online platform on housing strategies for cities around the globe. They share their knowledge, insights and enthusiasm to create accessible, affordable, healthy, safe and inclusive cities.

This is the link to their website. The two articles are attached.
<https://housing-futures.org/>
15. The FSS Team picked-up toys from the Marine Base to host our very own Toys For Tots giveaway. Lake County Housing Authority distributed these items on Friday, December 15, 2017 from 3:00 p.m. until 5:00 p.m. at the central office in Grayslake. It is always gratifying when you may help make the holidays a bit brighter for some of our families.

16. Mr. Northern has been honored to have been asked to participate on a panel for the Illinois Governor's Conference on Affordable Housing on February 22nd located at the Hyatt Regency in Chicago. This panel session will cover spurring the development of affordable housing as part of our Mayors & Managers track. They will be focusing on Lake County and inviting other Lake County officials to participate in addition to Mr. Northern.
17. As mentioned last month, LCHA is undergoing our annual financial audit. Auditors arrived on 12/11/17 and should conclude the on-site portion on 12/13/17. It is being conducted by Goldie Roberts, CPA. Mr. Northern was proud to announce, for the tenth consecutive year, there are no audit findings! Mr. Northern also noted LCHA has decreased expenses in public housing by approximately \$60,000 and maintained 95.3% in rent collections.
18. Mr. Northern distributed Grayslake Central High School 2018 Cheerleaders Calendars to the Board. He stated LCHA purchased advertising in the calendar. Mr. Northern recalled the GLHS Cheerleaders had baked donated cookie dough and brought the baked goods to some of our senior buildings. The GLHS Cheerleaders also demonstrated some of their cheer routines for the seniors.
20. Mr. Northern also distributed mugs with LCHA logo sponsored by Associated Bank. The mugs displayed the fair housing alert and logo. He stated mugs were given to all LCHA staff.
21. Mr. Northern said he was just notified by HUD of the award of an FSS grant for \$223,000. This is earmarked for the salary and benefits of four staff.

OLD BUSINESS

Brookstone and Regency at Coles Park - Update

LCHA continues to meet and have conference calls with the development team and construction company monthly to determine progress and identify any concerns. Grading and foundation work has been going on for a couple months with plans for site concrete, HVAC, curbs and gutters all part of the next phase of operations.

EST % of completion Regency: 26%

EST % of completion Brookstone: 15%

The development will be 220-units (50 senior and 170 multi-family) limited income (as defined by the Department of Housing and Urban Development) senior and multi-family development.

Regency at Coles Park

Senior (50 units)

Planned amenities include a community room outfitted with a warming kitchen. The project will also have elevators, an exercise room, a computer center, a library, and a courtyard with various gazebos and sitting areas.

Brookstone at Coles Park

Multi-Family (170 units)

Planned amenities include a clubhouse that includes exercise room, computer center, kids room and meetings spaces. The project will also have playgrounds, gazebos, and sitting areas.

The most current Section 3 report was presented. (See Exhibit 25)

LCHA has been documenting the process with photos and meetings. Director of Asset Management Keon Jackson provided a PowerPoint presentation on progress of the Brookstone & Regency at Coles Park. He showed pictures from the recent site visit attended by Chairman Jordan, Mr. Northern, General Contractor Mark Carlson and himself. They were joined by a current construction worker who was a previous Marion Jones resident.

NEW BUSINESS

Approval of Travel/Training Expenses for Executive Director and/or Commissioners

1. 10/26/17 – 10/29/17 NAHRO 2017 National Conference & Exhibition
Pittsburgh, PA – David A. Northern, Sr., ED/CEO

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

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION NO. 2018-14

APPROVAL OF TRAINING REPORT EXPENSES

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

(See Exhibit 18)

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Amend Employee Handbook – Sexual Harassment Policy

Mr. Northern explained last week, the Governor signed into law P.A. 100-0554. The new law requires local governments to take formal action to adopt sexual harassment policies. Within 60 days of the effective date of the new law, each unit of local government must adopt an ordinance or resolution establishing a policy to prohibit sexual harassment.

The policy must include, at a minimum, the following provisions:

1. A prohibition on sexual harassment.
2. The procedure for reporting an allegation of sexual harassment.
3. A prohibition on retaliation for reporting an allegation of sexual harassment.
4. The consequences for violating the sexual harassment policy and for knowingly making a false report.

While LCHA has an Anti-Harassment Policy in place, we reviewed the existing policy for compliance with the new statutory requirements. Our insurance carrier, AHRMA, provided us with a policy we find comprehensive and are therefore, recommending to replace the section in its entirety.

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION 2018-15

AMENDING THE EMPLOYEE HANDBOOK

IN COMPLIANCE WITH P.A. 100-0554

WHEREAS Public Act 100-0554 was passed by the Illinois General Assembly and became effective November 16, 2017, requiring that all Illinois local government units, including public housing authorities, adopt a sexual harassment policy which meets certain minimum requirements (or to modify existing sexual harassment policies to meet the minimum requirements); and

WHEREAS, the Authority is subject to the provisions of P.A. 100-0554; and

WHEREAS, it is appropriate and necessary to incorporate with the Employee Handbook various procedures and principles in compliance with the Act;

NOW, THEREFORE, BE IT RESOLVED that the Employee Handbook be and is hereby amended by deleting Section 38. ANTI-HARASSMENT POLICY in its entirety and replacing it with the following:

38. ANTI- HARASSMENT & SEXUAL HARASSMENT POLICY

Harassment because of religion, race, color, national origin, sex, age, height, weight, handicap, disability, marital status or other legally protected status is unlawful discrimination and is prohibited by federal law and the Employer. The Employer will not tolerate any form of harassment.

For the purposes of this policy, “harassment” means unwelcome verbal communication or physical contact because of religion, race, color, national origin, sex, age, height, weight, handicap, disability,

marital status or other legally protected status, which unreasonably interferes with a person's work performance or which creates an intimidating, hostile or offensive work environment.

The Employer is committed to maintaining a workplace free from sexual harassment. This policy is designed to protect all employees, applicants, guests or other persons visiting the Employer's premises. Sexual harassment is prohibited whether directed towards men or women. Reprisals or retaliation against individuals filing complaints under this policy will not be tolerated. Complaining employees will enjoy the protection of any and all applicable whistleblower statutes, including, but not limited to, Illinois P.A. 100-0554, the Whistleblower Act and the Illinois Human Rights Act. Employees who violate this policy will be subject to discipline, up to and including possible discharge. Other persons who violate this policy will be subject to expulsion from the Employer's premises. Any supervisor or manager who receives a complaint and does not act upon it under the procedures set out herein will also be subject to discipline, up to and including possible discharge.

"Harassment" includes "sexual harassment," which means unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal or physical conduct or communication of a sexual nature when:

- submission to such conduct or communication is made either explicitly or implicitly a term or condition of the individual's employment;
- submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or
- such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of harassment may include one or more of the following:

- Physically touching an Employee in an offensive manner;
- Making suggestive or derogatory comments or gestures about a person's religion, race, color, national origin, age, sex, height, weight, handicap, disability, marital status or other legally protected status;
- Displaying magazines, cartoons or jokes which are derogatory about a person's religion, race, color, national origin, age, sex, height, weight, handicap, disability, marital status or other legally protected status;
- Telling jokes which are derogatory about a person's religion, race, color, national origin, age, sex, height, weight, handicap, disability, marital status or other legally protected status.

Examples of sexual harassment may include one or more of the following:

- Unwelcome social advances such as repeated uninvited requests for social dates, dinners or any other non-business-related activity where the invitee has indicated that he/she is not willing to accept such invitations.
- Sexual advances or propositions or threats;
- Continuing to express interest after being informed that the interest is unwelcome;
- Suggestive or insulting comments or sounds, including whistling;
- Commentary about an individual's body;

- Distribution or display of written or graphic sexual material such as sexually oriented magazines or posters, nude pictures or sexually explicit writings of any kind.
- Obscene gestures;
- Unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movement, unwanted sexual intercourse or other unwanted sexual acts, sexual assault or battery.

The above list is not meant to be exhaustive, but is included to provide examples of prohibited action. The Employer does not condone, either explicitly or implicitly, and will not tolerate harassment of any kind by anyone in the organization or others including clients, vendors, and independent contractors, applicants for employment or visitors to the work place.

Employees are to be considerate to both their colleagues as well as anyone else that they may interact with while representing the Lake County Housing Authority in an official business capacity.

Harassment claims are not only limited to within the workplace. Claims may be brought against the agency by anyone if, while on duty, an Authority representative made any comments, actions or acted in such a way that he/she became uncomfortable.

Complaint Procedure — Any person who feels sexually harassed by a supervisor, manager, co-worker, subordinate or other person should take the following course of action:

Tell the offending individual(s) to stop the harassment. State your objection to the action and the specific behavior to which you object. If this discussion does not resolve the problem or if you fear reprisals will result from such discussion, or if you feel uncomfortable confronting the harassing individual, proceed to the next step.

Inform your supervisor of the situation, or if it is the supervisor who is the harasser, or if you are uncomfortable telling your supervisor, inform the Human Resources or inform the Executive Director. Any complaint made pursuant to this policy may be made in confidence at the request of the complaining employee.

All complaints received by anyone in management will be directed to Human Resources for investigation unless the complaining employee specifically requests otherwise. During the course of the investigation, the complaining employee's identity, as far as possible, will be withheld from all involved parties. The Employer will attempt to protect the privacy of the complaining employee and to protect the integrity and reputation of anyone who may be wrongly accused of sexual harassment.

The Employer is responsible for fostering a workplace free from harassment, for discouraging employment related harassment and for implementing and enforcing this policy. This responsibility is continuing, whether or not complaints of harassment have been brought to the attention of the Employer.

Any person who feels that he or she has been subjected to harassment, who is aware of conduct prohibited under this policy, or who feels that he or she has been retaliated against for having brought a complaint of or having opposed harassment and/or for having participated in the complaint process is encouraged to bring the matter to the attention of Human Resources or designee.

The Employer will investigate all allegations of harassment promptly. To protect the interests of the complainant, the person complained against, witnesses, and any other person who may report an incident of harassment and all other persons affected will be questioned. ***Confidentiality will be maintained to the extent practicable and appropriate under the circumstances.***

The Employer will conduct a prompt, thorough and impartial investigation within 10 days using the following procedures:

- Interviewing the complainant, both at the time the complaint is initially presented and at the time the complaint is reduced to writing;
- Interviewing all witnesses identified by the complainant and reducing their statements to writing, either by requesting that the witnesses do so or by reducing their statements to writing to be signed or otherwise acknowledged by the witnesses;
- Reviewing any documentary or other evidence submitted by the complainant;
- Interviewing the alleged harasser and reducing his or her statement to writing;
- Interviewing all witnesses identified by the alleged harasser and reducing their statements to writing, either by requesting that the witnesses do so or by reducing their statements to writing to be signed or otherwise acknowledged by the witnesses;

- Interviewing other potential witnesses who may have observed the conduct alleged or who may possess knowledge regarding the allegation under investigation and reducing their statements to writing, either by requesting that the witnesses do so or by reducing their statement to writing to be signed or otherwise acknowledged by the witnesses;
- Reviewing any documentary or other evidence submitted by the alleged harasser;
- Informing all witnesses including the complainant and the alleged harasser of the confidentiality of the investigation;
- Completing a written determination of the validity of the complaint.

If the accused harasser is the Executive Director inform the Chairman of the Board of the situation. In that event the Board Chairman shall serve in the role(s) usually performed by the Executive Director regarding complaints of sexual harassment.

Resolving the Complaint-- Human Resources or designee shall present the findings to the Executive Director. The Executive Director will recommend a penalty, if appropriate, to Human Resources and the alleged harassing employee's immediate supervisor. As soon as possible thereafter, Human Resources and the harasser's immediate supervisor will tell the harassing employee what, if any, discipline will result. Only the accused harassing employee and the complaining employee will be told of the final disposition of the complaint.

If, as a result of an investigation, it is determined that a violation of this policy has occurred, the Employer will take prompt and appropriate remedial action to eliminate the policy violation and ensure that it does not reoccur.

Such remedial action may include:

- Disciplinary action of the harasser up to and including termination;
- Restoration to an individual of any employment benefits or employment status impaired as a result of the harassment or the exercise of the right to make a complaint of harassment, to

- oppose harassment or to participate in an investigation under this policy;
- Removal from the individual's personnel record or other records of the Employer of any documents containing adverse or negative references to the complainant flowing from the policy violation;
- Other appropriate measures to assure that any individual adversely affected by the filing of a complaint, participation in any complaint proceeding or opposition to harassment is restored to the position held prior to the policy violation;
- Removal of the effects of the policy violation in the workplace, such as the removal of offensive graffiti or posters or similar objects of harassment, the elimination of unwanted physical contact or verbal communication;
- Other appropriate measures to assure that this policy, and the Employer's commitment to enforcing this policy, is reiterated in the workplace, such as republication of the policy and in-house training relating this policy.

If as a result of the investigation, it is determined that no violation of this policy has occurred, the Employer will:

- Inform the complainant and the alleged harasser of the results of the investigation and the reasons for its finding of no policy violation;
- Advise the complainant and the alleged harasser that the Employer is committed to the enforcement of this policy and will not tolerate harassment or retaliation of any sort;
- Notwithstanding the determination that no policy violation has occurred, advise all individuals that there will be no retaliation for making a complaint of harassment, opposing harassment or participating in an investigation under this policy;
- Advise the complainant to provide additional information relating to any policy violations in the future;
- Take appropriate measures to assure that this policy, and the Employer's commitment to enforcing this policy, is reiterated in the workplace, such as republication of the policy and in-house training relating to the policy.

If, as a result of the investigation, it is determined that there is insufficient information from which to make a determination whether a policy violation has occurred, the Employer will:

- Inform the complainant and the alleged harasser of its finding that no determination can be made;
- Advise the complainant and the alleged harasser that the Employer is committed to the enforcement of this policy and will not tolerate harassment of any sort.
- Notwithstanding the determination that there is insufficient information from which to determine that a policy violation has occurred, advise all individuals that there will be no retaliation for making a complaint of harassment, opposing harassment or participating in an investigation under this policy;
- Advise the complainant to provide additional information relating to any policy violations in the future;
- Take appropriate measures to assure that this policy, and the Employer's commitment to enforcing this policy, is reiterated in the workplace, such as republication of the policy and in-house training relating to the policy.

Note

The Employer recognizes that in some instances the question of whether a particular action or incident is sexual harassment or a purely personal, social relationship without harassing intent or effect requires a factual determination based on all of the circumstances. Given the nature of this type of harassment, the Employer also recognizes that false allegations of sexual harassment can have serious effects on the lives and careers of innocent men and women. Any employee found to have knowingly made a false report of sexual harassment will be subject to discipline, up to and including discharge.

While the Employer will not tolerate sexual harassment against anyone in any form and will discipline any employee engaged in such conduct, the Employer asks that all employees continue to act responsibly to establish a pleasant working environment free of sexual harassment.

You are encouraged to report circumstances that may involve sexual harassment to your supervisor, Human Resources or to the Executive Director, even though the circumstances involve the possible harassment of another employee.

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2018-15.

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Optional Prepaid Legal Services for Staff

Mr. Northern explained this is an informational item. Previously, LCHA staff had the opportunity to elect self-paid, prepaid legal services supported by LCHA payroll deduction. The service was discontinued.

Mr. Northern has re-introduced the services through LegalShield and offered contact information to any Board member who may be interested.

(Continued on next page.)

Bids

Capital Fund

1. Unit Turnaround – 1525 27th Street, Unit 410, Zion – AMP 2

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-16

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 1525 27TH STREET, UNIT 410, ZION – 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>
Charleston Building Services, LLC	Unit Turnaround	1525 27 th Street, Unit 410, Zion/AMP 2	Not To Exceed \$9,500.00

(See Exhibit 20)

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2018-16.

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Operating Fund

1. Vehicle Purchase – 2017 Ford Focus – Resident Services - AMPs 2 & 3

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-17

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

VEHICLE PURCHASE – 2017 FORD FOCUS – RESIDENT SERVICES – AMPS 2 & 3

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

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

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

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Victor Ford	2017 Ford Focus	Resident Services - AMPs 2 & 3	\$15,885.00

(See Exhibit 21)

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2018-17.

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

2. Fee Accountant – Agency Wide

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-18
(OPERATING)
INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
FEE ACCOUNTANT – 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>
Hawkins, Ash, CPAs., LLC	Fee Accountant	Agency Wide	\$2,665.00/Month

(See Exhibit 22)

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2018-18.

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Associated Bank Grant Fund

1. Podcast System – Community Education

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-19
(ASSOCIATED BANK GRANT FUND)
INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
PODCAST SYSTEM – COMMUNITY EDUCATION

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>
Padcaster	Podcast Equipment and/or Software	Community Education	\$1,163.98

(See Exhibit 23)

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2018-19.

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

2. iPad – Community Education

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-20
(ASSOCIATED BANK GRANT FUND)
INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
IPAD FOR COMMUNITY EDUCATION

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>
WE Sales	IPad	Community Education	\$753.96

(See Exhibit 24)

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2018-20.

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Commissioner Roundtable - Discussion

This segment provided for discussion items introduced by Commissioners. No discussion was introduced.

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

At 1:03 p.m. Mr. Considine 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: Considine, Helton, Idleburg, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: None. Motion Carries.

The Board returned to open session at 2:14 p.m. and roll call was taken. Present: Considine, Helton, Idleburg, Robinson, Valadez, Jordan. Absent: None.

Approval of 2018 Salary Increase and Bonus Rationale & Methodology

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION NO. 2018-21

APPROVAL OF 2018 SALARY INCREASE AND BONUS RATIONALE & METHODOLOGY

After discussion Mr. Considine moved, seconded by Ms. Valadez to approve the 2018 Salary Increase and Bonus Rationale & Methodology as presented excluding the Executive Director/CEO.

(See Exhibit 27)

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Approval of Executive Director/Chief Executive Officer's Increase and/or Bonus

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-22

APPROVAL OF 2018 SALARY & BONUS

FOR THE EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER

After discussion Mr. Robinson moved, seconded by Ms. Valadez to approve the 2018 Salary & Bonus for the Executive Director/Chief Executive Officer as a 7% increase in salary and a 9% bonus based on current salary, with the accolade that the increase and bonus is directly related to the housing authority's consistent high performance rating by HUD, numerous awards of the housing authority and Mr. Northern and all the efforts Mr. Northern exhibited in working on the Marion Jones redevelopment project over a number of years.

Roll Call Vote:

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

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 21, 2017.

Dr. 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, Mr. Idleburg moved, seconded by Mr. Considine to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 2:16 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

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