

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held February 15, 2018, at Millview Manor, 801 Cunningham, Antioch, IL 60002.

Present: (Physically present unless noted otherwise.)  
Dr. H. Lee Jordan, Jr., Chairman (Arrived 12:44 p.m.)  
Kevin Considine, Commissioner  
Scott Helton, Commissioner  
John Idleburg, Commissioner  
Curtis Robinson, Commissioner

Absent: Sylvia Valadez, Vice Chairman  
(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  
Scott Pacholsky, Lake County Deputy Sheriff

Posting of the notice of this 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, February 13, 2018 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030, at Millview Manor, 801 Cunningham, Antioch, IL 60002 and on the Agency's website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### ROLL CALL

Roll call was taken and the following Commissioners were present: Considine, Helton, Idleburg, Robinson. Absent: Jordan, Valadez. One Commissioner position is vacant.

After discussion, Mr. Idleburg moved, seconded by Mr. Considine, to appoint Commissioner Scott Helton to serve as the Acting Chairman for this Board meeting in the absence of the Chair and Vice Chair. The Board voted as follows: Ayes: Considine, Idleburg, Robinson, Helton. Absent and Not Voting: Jordan, Valadez. Motion Carries.

Noting that a quorum of Commissioners was present, Acting Chairman Helton called the meeting to order at 12:31 p.m.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### PUBLIC COMMENT

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

MINUTES – 1/18/18 REGULAR MEETING  
MINUTES – 1/18/18 EXECUTIVE SESSION

After discussion, Mr. Robinson moved, seconded by Mr. Idleburg, to approve the Minutes of the January 18, 2018 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. 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 Helton 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. Considine moved, seconded by Mr. Robinson to approve the List of Bills as presented. The Board voted as follows: Ayes: Considine, Idleburg, Robinson, Helton. Absent and Not Voting: Jordan, Valadez. Motion Carries.

REPORTS

The following reports are provided for review.

Public Housing Program,.....	Tiffany A. Gonzalez, Deputy Director
LCHA Rentals	(See Exhibit 03)
FSS <sup>1</sup> , 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
FUP <sup>2</sup> ,	(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 <sup>3</sup> , Travel-Training .....	Valerie Rogers, Executive Secretary/FOIA & OMA
	(See Exhibit 08)

---

<sup>1</sup> Family Self-Sufficiency Program

<sup>2</sup> Family Unification Program

<sup>3</sup> Freedom of Information Act. Open Meetings Act.

Other Matters

1. Mr. Northern noted as his priorities have always been with LCHA and in consideration of the change in circumstances, he cancelled his plans and was present for today's meeting, 2/15/18.
2. Mr. Northern noted, as per the original schedule, this Board meeting is being held at Millview Manor, 801 Cunningham, Antioch, IL. Mr. Northern was pleased for the opportunity to acquaint the Board with one of our properties. He thanked Property Manager Aaron Broeski for his presentation on its history and the subsequent tour of the facility. (See Exhibit 09)
3. Mr. Northern announced HUD has confirmed LCHA has been selected to receive a \$223,406 award for the FY 2017 Family Self-Sufficiency Program. This renewal is for four (4) FSS Program Coordinator positions covering both the HCV and public housing programs. He stated we are more than pleased to be able to carry on this valuable service to our clients. (See Exhibit 10)
4. Mr. Northern said he attended the first meeting for the Mercy Housing Lakefront's Lake County Partnership Board on January 30, 2018 at Condell Medical Center.
5. As a member of the Lake County Sheriff's Merit Commission, Mr. Northern was invited to attend the "State of the Sheriff's Office for 2018." The event was held on February 1, 2018 at the DoubleTree by Hilton Libertyville-Mundelein. Prior to addressing his staff and guests, Sheriff Curran invited a distinguished law enforcement professional, Tim McCarthy, to speak as part of a career development - speaker series planned for 2018.
6. Chairman Jordan and Mr. Northern attended the Lake County Municipal League 2018 Legislative Breakfast: Eggs & Issues. It was held February 10, 2018 at the Round Lake Beach Cultural and Civic Center. Mr. Northern said it was a great opportunity to network with elected officials. (See Exhibit 11)
7. In the 10/19/17 ED Report Mr. Northern reported Ball State University Magazine, his alma mater, was featuring an article on him and his family. The publication has been released and is attached. (See Exhibit 12)
8. Mr. Northern congratulated Director of HCV Corinne Jordan and the HCV department for their outstanding achievement! He noted for the 13<sup>th</sup> consecutive year they have obtained and maintained a *High Performer* status from HUD. LCHA has been notified the final SEMAP score for the fiscal year ended 9/30/17 is 93%. (See Exhibit 13)
9. Mr. Northern attended the Red, Black & Green Extravaganza supporting the Waukegan Alumnae Chapter of Delta Sigma Theta Sorority on 2/10/18. The Waukegan Alumnae Chapter is celebrating 36 years of service to the Lake County area. The proceeds of this event will benefit the Lake County community in the form of scholarships, youth programs and other public service activities. (See Exhibit 14)
10. The refreshments for this meeting were provided by the Youthage Culinary Program. Their mission is "Helping youth prepare for real life work experience." Students range in age from 4 to 18. They are based in Mundelein. The culinary program is designed to give youth an opportunity to experience hands on training while preparing them for real life experiences involving food service. The students also learn leadership skills, organizational skills, and how to live healthier life styles. (See Exhibit 15)

11. Mr. Northern reported the HUD Office of Inspector General (OIG) has been onsite since 1/31/18 conducting a review of the HCV program. The mission of the OIG is not only to prevent and detect fraud, waste, and abuse in the programs and operations of HUD but also to identifying best practices.

The auditors have requested and been supplied copious amounts of reports, accompanied staff on inspections and have held interviews with all level of staff as well as Commissioners. Deputy Director Tiffany A. Gonzalez is the primary contact for LCHA and been present for all interactions. All reports have been positive. The OIG team may be onsite through the end of March.

12. Mr. Northern announced it was with much sorrow and trepidation that he advises the Board of his departure from Lake County Housing Authority. He has accepted the position of Executive Director/Chief Executive Officer of the Housing Authority of Champaign County. His last day is anticipated to be 3/31/18.

13. Mr. Northern discussed the FY 2019 proposed HUD budget for funding.

The President unveiled his FY 2019 budget this morning, once again outlining his vision of devastating funding cuts to most HUD programs. The budget proposal outlined by the Office of Management and Budget (OMB) provides only \$39.2 billion for HUD; an 18.3 percent reduction from FY 2017 enacted levels. This funding level is achieved by eliminating all community development programs and the Public Housing Capital Fund, as well as by slashing the Public Housing Operating Fund and other programs.

The Administration's budget focuses on HUD's "commitment to fiscal responsibility by reforming programs to encourage the dignity of work and self-sufficiency while supporting critical functions that provide assistance to vulnerable households." The document references forthcoming legislative reforms that would "produce significant cost savings" and requires those capable of work to shoulder a higher rent burden.

The President also proposes a dramatic disinvestment in our nation's public housing inventory, abolishing the Public Housing Capital Fund and gutting the Public Housing Operating budget by 44 percent. The proposal shifts resources to the Rental Assistance Demonstration program, requesting \$100 million to help with conversions and an expansion of the program by removing both the cap and the deadline for applications.

Eliminating the entire community development function of the HUD mission, the Administration claims programs like the Community Development Block Grant (CDBG) program are "duplicative or have failed to demonstrate effectiveness." The proposal shifts the burden to state and local governments, which the Administration says are "better equipped to respond to local conditions."

Overall, the budget put forth by the Administration works toward the goal of "support[ing] currently assisted households while strategically decreasing the Federal footprint of HUD's rental assistance programs over time."

**Highlights:**

(Note: these FY 2019 funding numbers are compared to FY 2017 enacted, and do not include a potential additional \$2 billion as a result of the budget deal signed into law last Friday.)

- Public Housing Capital Fund: \$0, a \$1.941 billion decrease

- Public Housing Operating Fund: \$2.477 billion, a 44 percent or \$1.6 billion decrease  
Note: the Operating Fund includes an additional \$364 million in additional funds for set-asides that were previously funded through the Capital Fund, such as Jobs Plus. The budget lists top-line funding as \$2.8 billion.
- Rental Assistance Demonstration: \$100 million, a \$100 million increase  
Note: The budget proposes an expansion of the RAD program and eliminates both the cap and September 30, 2020 deadline for submission of applications.
- Choice Neighborhoods: \$0, a \$137.5 million decrease
- Section 8 Housing Assistance Payment Renewals: \$17.514 billion, a 4.6 percent or \$841 million decrease
- Ongoing Administrative Fees: \$1.53 billion, a 6.7 percent or \$110 million decrease
- Family Self-Sufficiency: \$75 million, level funding
- Section 8 Project-Based Rental Assistance: \$10.866 billion, a \$50 million increase
- Community Development Block Grant: \$0, a \$3 billion decrease
- HOME Investment Partnerships: \$0, a \$950 million decrease
- Housing Opportunity for Persons with AIDS: \$330 million, a 7 percent or \$26 million decrease
- Homeless Assistance Grants: \$2.383 billion, level funding

While the President's budget proposal is a critical first step in the appropriations process and sets the tone for the national conversation of budget priorities for the fiscal year, it is purely a political document that does not carry the force of law. Congress controls the nation's purse strings and can choose to adopt or ignore the proposal. (See Exhibit 21)

14. Mr. Northern reported Johnson Controls was onsite last week to conduct an energy conservation workshop on the proposed Energy Performance Contract. Mr. Northern will see the Board is provided with a copy of the PowerPoint presentation that was shown. It identified some of the projects they are proposing, steps LCHA needs to take as an agency and funding sources. Discussion further included increasing local contractor participation.

**Chairman Jordan arrived at 12:44 p.m.**

15. Mr. Northern stated he will be a presenter at the IL Governor's Conference on Affordable Housing taking place on February 21-22, 2018 in Chicago. He encouraged the Board to attend. He relayed the panel session he will be part of will cover spurring the development of affordable housing. It will be a part of the Mayors & Managers track and will have a focus on Lake County.
16. Mr. Northern reported on 2/13/18 he was privileged to be visited and obtain wisdom from his good friend Joseph P. Galvan, HUD Midwest Regional (5) Administrator. He stated it was a powerful discussion around life, leadership, LCHA's development Brookstone & Regency at Coles Park, the HUD Budget, EnVision Centers, Family Self-Sufficiency and the future of affordable housing.

OLD BUSINESS

Brookstone and Regency at Coles Park - Update

It was noted LCHA was recently in the People Voice Newspaper (February 2018 Edition) about the new Redevelopment Project. (See Exhibit 16)

There have been major strides in the construction of the Regency facility. Pictures were circulated documenting the progress. (See Exhibit 27)

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

- EST % OF COMPLETION Regency: 35%
- EST % OF COMPLETION Brookstone: 17%
- Keith Swiney from Motivation Inc. continues to provide reports and recommendations related to section 3, MBE, WBE, DBE compliance concerns.
- General Contractor continues to have conference calls and dialogue with the Black Chamber of Commerce to identify local trade contractors and local Section 3. Carlson Construction is continually making sure they are directly involved with the promotion and advertising the job opportunities when trades are considering hiring additional staff to work on the project. Carlson has requested additional local Section 3 and trade labor in addition to coordinating and obtaining local labor from Youth Build.
- There are scheduled meetings via conference call 2nd Tuesday of month and on site meeting last Thursday of every month (2 week increments).
- LCHA has been documenting the process with photos and meetings.

NEW BUSINESS

Approval of Travel Expenses for Executive Director and/or Commissioners

PHADA 2018 Commissioners' Conference, San Diego, CA – Jan. 7-10, 2018

1. Northern, Sr., David A., Executive Director/CEO.....	Ex. 17
2. Jordan, Jr., Dr. H. Lee, Chairman .....	Ex. 18
3. Valadez, Sylvia, Vice Chairman .....	Ex. 19
4. Idleburg, John, Commissioner .....	Ex. 20

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.

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-31**

**APPROVAL OF TRAVEL/TRAINING EXPENSES**

After discussion Mr. Considine moved, seconded by Mr. Helton to approve the travel expenses as presented.

(See Exhibits 17, 18, 19, 20)

Roll Call Vote:

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

Nays: .....None

Absent: .....Valadez

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 15, 2018.

---

Dr. H. Lee Jordan, Jr., Chairman

---

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

**Commissioner Roundtable - Discussion**

This time scheduled for discussion of non-action items as initiated by members of the Board. No items were presented for discussion.

**Bids**

Director of Asset Management Keon Jackson stated the bid for Cycle Rodding for Senior Buildings is a Capital Fund cost center and not the Operating Fund.

**Capital Fund**

1. Cycle Rodding Senior Buildings

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-32**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF EQUIPMENT, MATERIALS, LABOR**

**AND/OR SERVICES - CYCLE RODDING – SENIOR BUILDINGS - 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 bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or service.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Dean	Cycle	Warren Manor/AMP 2 .....	\$5,500.00
Investments	Rodding	Shiloh Towers/AMP 2.....	\$4,500.00
		Hawley Manor/AMP 2.....	\$6,500.00
		Beach Haven/AMP 3.....	\$7,500.00
		Kuester Manor/AMP 3.....	\$4,500.00
		Orchard Manor/AMP 3 .....	\$4,500.00
		Millview Manor/AMP 3.....	\$4,500.00

(See Exhibit 23)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2018-32.

Roll Call Vote:

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

Nays: .....None

Absent: .....Valadez

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 15, 2018.

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

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



Change Order

Operating Fund

1. Resolution 2017-28  
Information Technology Management – Agency Wide Approved 11/17/16  
Tec Services- \$2,541.66/month  
CO #1: Add Additional Site Visits – Add \$2,658.34/month

After discussion, Mr. Considine introduced the following Resolution:

**RESOLUTION NO. 2018-33**

**APPROVAL OF OPERATING FUND CHANGE ORDER**

(See Exhibit 22)

After discussion Mr. Considine moved, seconded by Mr. Robinson to approve the Operating Fund Change Order as presented.

Roll Call Vote:

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

Nays: .....None

Absent: .....Valadez

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 15, 2018.

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

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

**Executive Session – Personnel Matters, Pending & Probable Litigation, Real Estate Transactions & Review of Executive Session Minutes**

At 1:07 p.m. Mr. Considine moved, seconded by Mr. Idleburg, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions & Review of Executive Session Minutes. The Board voted as follows: Ayes: Considine, Helton, Idleburg, Robinson, Jordan. Nays: None. Absent and Not Voting: Valadez. Motion Carries.

The Board returned to open session at 2:27 p.m. and roll call was taken. Present: Considine, Helton, Idleburg, Robinson, Jordan. Absent: Valadez.

Bids

Operating Fund

1. Executive Director Search Firm

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-34**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
EXECUTIVE DIRECTOR SEARCH FIRM**

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>
The Organizational Leadership Edge	Executive Director Search Firm	Agency Wide	\$8,775.00 Expenses Included

(See Exhibit 24)

After discussion Mr. Idleburg moved, seconded by Mr. Considine to adopt Resolution 2018-34.

Roll Call Vote:

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

Nays: .....None

Absent: .....Valadez

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 15, 2018.

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

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

Authorization to Engage Fox Rothschild LLP Attorneys At Law Regarding HUD HCV Review

After discussion, Mr. Considine introduced the following Resolution:

**RESOLUTION NO. 2018-35**

**AUTHORIZATION FOR GRACH, MASINI, HAZAN & GURYSH**

**TO EXECUTE ENGAGEMENT LETTER – FOX ROTHSCHILD LLP ATTORNEYS AT LAW**

After discussion Mr. Considine moved, seconded by Mr. Idleburg to authorize Grach, Masini, Hazan & Gurysh, LLP, to execute an Engagement Letter on behalf of the Lake County Housing Authority with Fox Rothschild, LLP, as presented, concerning Fox Rothschild providing legal services in regard to an audit of the Lake County Housing Authority by HUD's Office of Inspector General. The Lake County Housing Authority will reimburse Grach, Masini, Hazan & Gurysh, LLP for any fees and costs incurred by Grach, Masini, Hazan & Gurysh, LLP in regard to this Engagement Letter.

(See Exhibit 25)

Roll Call Vote:

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

Nays: .....None

Absent: ..... Valadez

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 15, 2018.

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

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

Approval of Executive Director's Exit & Transition Plan

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-36**

**APPROVAL OF EXECUTIVE DIRECTOR'S EXIT & TRANSITION PLAN**

After discussion Mr. Helton moved, seconded by Mr. Considine to approve the Executive Director's Exit & Transition Plan as presented but changing the Official Last Day of Northern's Contract to being April 2, 2018.

(See Exhibit 26)

Roll Call Vote:

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

Nays: .....None

Absent: ..... Valadez

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 15, 2018.

---

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. Considine moved, seconded by Mr. Helton to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 3:30 p.m.

---

Dr. H. Lee Jordan, Jr.  
Chairman

---

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