

The Special Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held April 5, 2018, 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 (Arrived at 6:37 p.m.)
Kevin Considine, Commissioner
Scott Helton, Commissioner
John Idleburg, Commissioner
Curtis Robinson, Commissioner

Absent: (Vacant) Commissioner

Others Present: Tiffany A. Gonzalez, Interim Executive Director/CEO
Keon Jackson, Interim Deputy Director
Valerie Rogers, Executive Secretary

Posting of the notice of this Special Meeting and the agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The agenda was posted prior to 6:00 p.m. on Tuesday, April 3, 2018 at the Central Office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Lake County Housing Authority website, www.lakecountyha.org. In addition, notice of the Special meeting and agenda were sent to the news media, in particular, to the news media requesting notice of such meetings. (See Exhibit 01)

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 6:18 p.m. Roll call was taken and the following Commissioners were present: Considine, Helton, Idleburg, Robinson, Jordan. Absent: Valadez. One Commissioner position is vacant.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Jordan opened the floor for public comment. One request was voiced.

David Kalk identified himself as a resident of 22 Hawley, Grayslake. He distributed a paper copy of his intended comments as well as verbalized his concerns. His comments addressed another tenant in his building and alleged smoking violations within his building. (See Exhibit 02) He exited the meeting at the conclusion of his comments.

NEW BUSINESS

Review of the ED Recruitment and Selection Process
Preparation of the Marketing/Outreach Strategy and Plan
Review of the Position Announcement

Chairman Jordan introduced Stan Quy and Carol Bower from The Organizational Leadership Edge (TOLE), the company contracted to conduct the search for LCHA's Executive Director/Chief Executive Officer. Mr. Quy distributed his Scope of Services and the draft position announcement for the Executive Director. (See Exhibits 03, 04)

He explained his objective is to ascertain the Board's ideal candidate, the credentials and skillsets of the candidate, their abilities and background and the vision for the organization.

Mr. Quy explained his Scope of Services which should take about 12 weeks:

Level 1: Planning for the Search and Selection Process

Task 1 Services: Conferencing on the Scope of Services

Task 2 Services: Interviewing the Board and Executive Director

Task 3 Services: Affirming the Vision, Mission, Values and Goals

Task 4 Services: Formulating the Ideal Candidate Profile (ICP)

Task 5 Services: Preparing the Marketing and Outreach Plan/Announcement

Task 6 Services: Modifying the Position Description and Defining a Compensation Package

Task 7 Services: Structuring Succession Planning and Transitioning

Level 2: Marketing, Batching and Screening Applicants

Task 1 Services: Implementing the Marketing and Outreach Plan

Task 2 Services: Batching and Screening the Applicants

Task 3 Services: Preparing the Rating/Ranking Criteria

Task 4 Services: Reducing the Applicants to Best Qualified Candidates

Level 3: Interviewing and Scoring Best Qualified Candidates

Task 1 Services: Interviewing the Best Qualified Candidates

Task 2 Services: Rating and Ranking the Best Qualified Candidates

Task 3 Services: Recommending Finalists for Board Consideration

Task 4 Services: Scheduling the Finalist Interviews

Level 4: Completing Background Check/Interviewing Finalists

Task 1 Services: Completing the Background Checks

Task 2 Services: Formulating the Finalist Interview Questions

Task 3 Services: Completing the Finalists Interviews

Task 4 Services: Selecting the Preferred Candidate

Level 5: Negotiating a Contract/Transitioning

Task 1 Services: Firming Up a Contract with the Selected Candidate

Task 2 Services: Transitioning/Succession Planning with the New Executive Director

Task 3 Services: Continuing the Process

Task 4 Services: Preparing a Record of Decision

The full Board will be appraised as to each phase and the reasoning for steps taken. Mr. Quy explained he will do the initial screening for ineligible applicants. A screening committee of two Commissioners and Mr. Quy will then be assembled to do a rating and ranking of the eligible candidates. The full Board will be included for interview of the final applicants.

Mr. Quy reviewed the position announcement. He recommended the candidate either have his Executive Director certification or would obtain it within one year.

Vice Chairman Valadez arrived at 6:37 p.m.

Mr. Quy discussed the advertising of the position; our website, NAHRO, PHADA and through the State of Illinois. Applications are to be submitted to Mr. Quy and Executive Secretary Valerie Rogers.

Executive Session – Personnel Matters

At 6:45 p.m. Mr. Considine moved, seconded by Mr. Idleburg, to go into Executive Session to discuss Personnel Matters. 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 7:35 p.m. and roll call was taken. Present: Considine, Helton, Idleburg, Robinson, Valadez, Jordan. Absent: None.

ADJOURNMENT

There being no further business to come before the Board, Mr. Robinson moved, seconded by Mr. Considine to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 7:36 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

Tiffany A. Gonzalez
Interim Secretary/Treasurer
Interim Executive Director/CEO