

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held April 19, 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
Scott Helton, Commissioner
John Idleburg, Commissioner

Absent: Kevin Considine, Commissioner
Curtis Robinson, Commissioner
(Vacant) Commissioner

Others Present: Tiffany A. Gonzalez, Interim Executive Director/CEO
Keon Jackson, Interim Deputy Director
Khadija Darr, Director of Finance
Valerie Rogers, Executive Secretary
Brian Grach, Authority Attorney
Paul Soberano, 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, April 17, 2018 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org.

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:37 p.m. Roll call was taken and the following Commissioners were present: Helton, Idleburg, Valadez, Jordan. Absent: Considine, Robinson. One Commissioner position is vacant.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

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

MINUTES – 3/15/18 REGULAR MEETING

MINUTES – 3/15/18 EXECUTIVE SESSION – Personnel Issues, Pending & Probable
Litigation, Real Estate Transactions

After discussion, Mr. Idleburg moved, seconded by Mr. Helton, to approve the Minutes of the March 15, 2018 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. The Board voted as follows: Ayes: Helton, Idleburg, Valadez, Jordan. Absent and Not Voting: Considine, Robinson. Motion Carries.

MINUTES – 4/5/18 SPECIAL MEETING
MINUTES – 4/5/18 EXECUTIVE SESSION – Personnel Issues

After discussion, Mr. Idleburg moved, seconded by Ms. Valadez, to approve the Minutes of the April 5, 2018 Special Meeting and Executive Session-Personnel Issues as presented. The Board voted as follows: Ayes: Helton, Idleburg, Valadez, Jordan. Absent and Not Voting: Considine, 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.

Vice Chairman Valadez 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 Ms. Valadez moved, seconded by Mr. Idleburg to approve the List of Bills as presented. The Board voted as follows: Ayes: Helton, Idleburg, Valadez, Jordan. Absent and Not Voting: Considine, Robinson. Motion Carries.

REPORTS

The following reports were provided for review.

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

¹ Family Self-Sufficiency Program

² Family Unification Program

³ Freedom of Information Act. Open Meetings Act.

Other Matters

1. Ms. Gonzalez reported as in the past, the Lindenhurst Early Childhood Development Center assembled Easter Baskets for families in the community and donated 40 for distribution to our clients. LCHA is grateful for their generosity.
2. Ms. Gonzalez recapped, the FY 2017 financial audit conducted by independent contractor Goldie Roberts, CPA was concluded with no audit findings. Ms. Gonzalez stated LCHA has received the final report. (See Exhibit 08)
3. Ms. Gonzalez distributed LCHA's 2018 First Quarter Report. (See Exhibit 28)
4. Ms. Gonzalez explained LCHA held the required Resident Advisory Board meeting on April 4, 2018 for the purpose of inviting comment on our PHA Plan effective 10/1/18. Two sessions were held; 1:00 p.m. at Shiloh Towers, Zion (4 attended) and 6:00 p.m. at Beach Haven Towers, Round Lake Beach (1 attended).

The only proposed change to the Admissions & Continued Occupancy Plan, Smoke Free Policy is the addition of the identification of the evidence of prohibited tobacco products. The same language will be added to the Public Housing Smoke Free Lease Addendum. The proposed effective date of the amended policy is 10/1/2018. Residents will be required to sign the amended Smoke Free Lease Addendum at their lease renewals. The RAB summary was distributed. (See Exhibit 09)

5. Ms. Gonzalez attended the YWCA Lake County 2018 Economic Empowerment Summit on April 7, 2018 at the University Center in Grayslake. The keynote speaker was Chief Jennifer Witherspoon. Presentations included topics reinforcing an inclusive community: To do everything that it can to respect all its citizens, give them full access to resources and promote equal treatment and opportunity. I attended the sessions Developing the Leader Within You and Breaking Down Barriers to Communicating Effectively About Race. (See Exhibit 10)
6. Ms. Gonzalez attended the 2018 Lake County Leaders Roundtable meeting on April 11, 2018. The Northwest Roundtable was held at the Village of Round Lake Beach Cultural and Civic Center. It is attended by county board members, legislators, local mayors, village managers, township supervisors, school superintendents and others to share ideas on the important issues facing our communities and how we can to collaborate to address them. The discussion of the day: *What keeps you up at night?*
7. On April 14, 2018 Ms. Gonzalez attended a Summit on Economy, Environment and Education (E3) hosted by Rep. Brad Schneider. It joined thought leaders and local experts from across Illinois's 10th Congressional District for a day long conversation on issues and solutions facing our community. It was held at the Chicago Botanic Garden in Glencoe. (See Exhibit 11)

OLD BUSINESS

Brookstone and Regency at Coles Park - Update

Interim Deputy Director Keon Jackson reported progress continues despite minor set-backs. He stated some issues were presented and resolved involving permits and the City of North Chicago as well as other issues with unions. He was satisfied all have been settled and forward movement is once again the norm. He estimated Regency at Coles Park to be 40% complete and Brookstone at Coles Park to be 20%

complete. He relayed the impressive visual progress of both projects and encouraged the Commissioners to drive by. He referenced the pictures in the LCHA 2018 Quarter 1 Update.

Ms. Gonzalez said letters have been sent to former Marion Jones residents to explore interest in being placed on the Brookstone and/or Regency waiting lists. She stated additional notices were sent to applicants on the HCV waiting list.

NEW BUSINESS

Consulting Agreement – David A. Northern, Sr. - Discussion

Ms. Gonzalez explained LCHA submitted a revised waiver request to HUD along with a proposed Consulting Agreement with David A. Northern, Sr. The proposed Consulting Agreement, with changes as specified by HUD, was tendered without signatures pending HUD's approval. Although the Board approved the transition plan presented by Mr. Northern at the 2/15/18 Board Meeting, we are waiting for HUD's final review of the proposed Consulting Agreement before proceeding. (See Exhibit 12)

The Board was unanimous in expressing complete confidence in the current administration and staff at Lake County Housing Authority and felt assured, regardless of the determination of the Waiver Request, Mr. Northern would be immediately forthcoming with any advisory/guidance requested on LCHA matters.

Change in Bank Signatories

1. ADP – Payroll Checks
2. Wellspring Software – Accounts Payable Checks
3. The Illinois Funds – Money Market Fund – 2 Accounts
4. First Midwest Bank – LCHA & AIM
5. PNC Bank

The Executive Director/CEO and the Deputy Director changed effective 4/2/18 and therefore LCHA must change the signing authority with the various institutions.

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION 2018-44

AUTHORIZATION TO UPDATE PRIMARY SIGNATORIES

FOR BANK AND VENDOR CREDIT ACCOUNTS

WHEREAS, David A. Northern, Sr., Executive Director/Chief Executive Officer has terminated employment effective 3/30/18; and

WHEREAS, David A. Northern, Sr., Executive Director/CEO is one of the primary signatories on the attached bank and vendor credit accounts on behalf of the Housing Authority of the County of Lake, IL; and

WHEREAS, the Board of Commissioners for the Housing Authority of the County of Lake, Illinois has selected and announced Tiffany A. Gonzalez to be the Interim Executive Director/Chief Executive Officer effective 4/2/18;

NOW, THEREFORE, BE IT RESOLVED that David A. Northern, Sr. ceases to operate as Authorized Signatory effective with the close of business on 3/30/18; and

BE IT FURTHER RESOLVED that the Board of Commissioners of LCHA hereby grants authorization for the signatories shown in the attached bank & vendor accounts be updated as presented.

(See Exhibits 13, 14, 15, 16, 17, 18, 19)

After discussion Mr. Idleburg moved, seconded by Ms. Valadez to adopt Resolution 2018-44.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

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

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.

1. David A. Northern, Sr.-Benoit Group, Washington, DC. 3/16/18-3/18/18

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION NO. 2018-45

APPROVAL OF TRAINING/TRAVEL REPORT EXPENSES

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

(See Exhibit 20)

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

Write-Off Collection Losses

1. Public Housing Program
2. Housing Choice Voucher Program

Ms. Gonzalez stated writing off bad debts is a periodic event. All have been terminated, skipped, evicted, etc. and sent to the collection agency. Until recently, we had been executing this process on an annual basis at the end of the fiscal year. We have begun implement this process twice per year in order to remove debt from our financial books sooner.

Ms. Gonzalez explained HUD maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. LCHA adds these uncollectible debts to HUD's national list.

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018 –46
AUTHORIZATION FOR SEMI-ANNUAL FY 2018
COLLECTION LOSSES – PUBLIC HOUSING

WHEREAS, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant’s location is unknown;

THEREFORE, BE IT RESOLVED that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority’s collection company.

<u>Account #</u>	<u>Amount</u>	<u>Amp</u>
#0404-5	\$21.87	2
#0495-9	\$3,349.85	2
#0245-4	\$794.98	3
#0262-6	\$490.45	3
#0377-6	\$4,878.50	3
#0398-6	\$2,585.03	4
#0584-6	\$2,384.84	4
#0461-8	\$93.51	5
#0576-7	\$8,746.81	5
#0586-3	\$483.92	5
#0001-3	\$2,985.67	Rentals

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-46.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018 –47

AUTHORIZATION FOR SEMI-ANNUAL FY 2018

COLLECTION LOSSES – HOUSING CHOICE VOUCHER

WHEREAS, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant’s location is unknown;

THEREFORE, BE IT RESOLVED that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority’s collection company.

<u>PROGRAM</u>	<u>AMT Owed</u>
S8	\$2,268
S8	\$1,462
S8	\$451
S8	\$3,681
S8	\$2,376
S8	\$543
	\$10,781

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-47.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

Minutes of the Regular Board Meeting

April 19, 2018

Page 9 of 22

Bids

Capital Fund

1. Security Camera Addition & Replacement – Shiloh Towers – AMP 2

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-48

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

SECURITY CAMERAS – ADDITION & REPLACEMENT – SHILOH TOWERS - 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 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>
Eyes On U	Security Camera Addition & Replacement	Shiloh Towers AMP 2	Not To Exceed \$33,107.00

(See Exhibit 23)

After discussion Ms. Valadez moved, seconded by Mr. Helton to adopt Resolution 2018-48.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

2. Unit Turnaround – 26271 N. Violet Dr., Mundelein – AMP 4

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-49

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 26271 N. VIOLET, MUNDELEIN – 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 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>
Bee Liner Lean Services	Unit Turnaround	26271 N. Violet, Mundelein/AMP 4	Not To Exceed \$19,997.08

(See Exhibit 24)

After discussion Ms. Valadez moved, seconded by Mr. Helton to adopt Resolution 2018-49.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

Minutes of the Regular Board Meeting

April 19, 2018

Page 13 of 22

3. Unit Turnaround - 10350 California Ave., Beach Park – AMP 4

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-50

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 10350 CALIFORNIA AVENUE, 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 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>
Charleston Building Services	Unit Turnaround	10350 California Ave., Beach Park/AMP 4	Not To Exceed \$35,400.00

(See Exhibit 25)

After discussion Ms. Valadez moved, seconded by Mr. Helton to adopt Resolution 2018-50.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

Minutes of the Regular Board Meeting

April 19, 2018

Page 15 of 22

4. Unit Turnaround - 26127 N. Oak, Mundelein – AMP 4

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-51

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 26127 N OAK, MUNDELEIN – 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 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>
Bee Liner Lean Services	Unit Turnaround	26127 N. Oak., Mundelein/AMP 4	Not To Exceed \$38,021.50

(See Exhibit 26)

After discussion Ms. Valadez moved, seconded by Mr. Helton to adopt Resolution 2018-51.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

Capital, Operating & LCHA Rentals

1. Tree Trimming Services – All AMPs, CO & LCHA Rentals

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-52
(CAPITAL, OPERATING & LCHA RENTALS)
INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
TREE TRIMMING SERVICES – AS NEEDED BASIS – ALL AMPS, CO & LCHA RENTALS

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>
Tree "R" US, Inc.	Tree Trimming Services – As Needed	All AMPS, CO & LCHA Rentals	Not To Exceed \$100,000.00

(See Exhibit 29)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-52.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

Operating Fund

1. Development and Technical Services – As Needed – Agency Wide

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-53

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
2018 DEVELOPMENT & FINANCIAL ADVISORY SERVICES**

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>
CVR Associates, Inc.	2018 Development & Financial Advisory Services	Agency Wide	\$54,000.00

(See Exhibit 30)

After discussion Mr. Idleburg moved, seconded by Ms. Valadez to adopt Resolution 2018-53.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan.

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

Change Order

Operating

1. Resolution 2018-34 Approved 2/15/18
Executive Director Search Firm
The Organizational Leadership Edge - \$8,775.00
CO #1: Additional On Site Meeting – Add \$700.00

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION NO. 2018-54

APPROVAL OF OPERATING FUND CHANGE ORDER

(See Exhibit 27)

After discussion Mr. Idleburg moved, seconded by Ms. Valadez to approve the Operating Fund Change Order as presented.

Roll Call Vote:

Ayes:Helton, Idleburg, Valadez, Jordan

Nays:None

Absent:Considine, Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 19, 2018.

Dr. H. Lee Jordan, Jr., Chairman

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

Commissioner Roundtable - Discussion

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

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

At 1:18 p.m. Mr. Idleburg moved, seconded by Mr. Helton, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Helton, Idleburg, Valadez, Jordan. Nays: None. Absent and Not Voting: Considine, Robinson. Motion Carries.

Minutes of the Regular Board Meeting

April 19, 2018

Page 22 of 22

The Board returned to open session at 1:50 p.m. and roll call was taken. Present: Helton, Idleburg, Valadez, Jordan. Absent: Considine, Robinson.

ADJOURNMENT

There being no further business to come before the Board, Mr. Idleburg moved, seconded by Ms. Valadez to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:50 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

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