

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held May 17, 2018, at Hawley Manor, 22 Hawley Street, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)  
Kevin Considine, Commissioner  
Scott Helton, Commissioner  
John Idleburg, Commissioner  
Curtis Robinson, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chairman  
Sylvia Valadez, Vice Chairman  
(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  
Tyler Schimanski, 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, May 15, 2018 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030, at Hawley Manor, 22 Hawley Street, Grayslake, IL 60030 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. Helton moved, seconded by Mr. Idleburg, to appoint Commissioner Kevin Considine to serve as the Acting Chairman for this Board meeting in the absence of the Chair and Vice Chair. The Board voted unanimously in favor of the motion. Motion Carries.

Noting that a quorum of Commissioners was present, Acting Chairman Considine called the meeting to order at 12:33 p.m.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### PUBLIC COMMENT

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

#### MINUTES – 4/19/18 REGULAR MEETING

MINUTES – 4/19/18 EXECUTIVE SESSION – Personnel Issues, Pending & Probable  
Litigation, Real Estate Transactions

After discussion, Mr. Robinson moved, seconded by Mr. Idleburg, to approve the Minutes of the

April 19, 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 Robinson conducted a review of the bills. The list of bills and financial report was provided by Director of Finance Khadija Darr. (See Exhibits 01, 02)

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

#### REPORTS

The following reports were provided for review.

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

#### Other Matters

1. Ms. Gonzalez noted, as per the original schedule, this Board meeting is being held at Hawley Manor, 22 Hawley Street, Grayslake. Ms. Gonzalez was pleased for the opportunity to acquaint the Board with one of our properties. She thanked Property Manager Alona Miller for her presentation on its history and the subsequent tour of the facility.

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

<sup>2</sup> Family Unification Program

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

2. Tiffany Gonzalez stated LCHA received the official notice from HUD of the Final Closeout of our Capital Funding Program for FYE 9/30/17. (See Exhibit 13)
3. Ms. Gonzalez said LCHA purchased tickets to the Alpha Kappa Alpha Sorority Annual Mother's Day Luncheon on May 5, 2018. It was held at the Wedgewood North Shore at Midlane Golf Resort in Wadsworth, IL. Three (3) LCHA's public housing seniors were selected to attend. The proceeds benefit high school students via scholarships. (See Exhibit 14)
4. Ms. Gonzalez announced the HUD OIG review resumed on May 1, 2018 and will continue until further notice. There are multiple auditors onsite; therefore they will occupy the community room.
5. Ms. Gonzalez reported she has had additional discussions with John Gerut from HUD regarding the temporary consulting contract with David Northern. The request for a waiver has not been denied and appears to have been passed along to the next approving official.
6. Ms. Gonzalez explained traditionally, the Board packets have been released on the Friday prior to the Board meeting. This practice began when we were still producing paper packets and sending them via US Mail. It allowed sufficient time to arrive to the Commissioners.

The current practice allows the packets to be digitally transmitted and arrive instantaneously. She discussed releasing the packets on the Monday before the Board meeting. This would allow a margin for necessary changes and/or additions. She inquired if it unnecessarily shortened the Board's time to review the materials. The consensus of the Board was acceptable to a later release.

7. Dr. Jordan, Commissioner Idleburg, Interim Deputy Director Keon Jackson and Ms. Gonzalez attended the NAHRO 2018 Washington Conference, Washington, DC. Dr. Jordan, Commissioner Idleburg and Keon met with Congressman Schneider's and Senator Tammy Duckworth's office. They discussed development, programs and funding needs of LCHA. Ben Carson, Secretary of HUD addressed the attendees. Ms. Gonzalez attended numerous sessions on development, funding, and upcoming housing reform.
8. Ms. Gonzalez attended the Nan McKay & Associates, Inc., Moving To Work (MTW) Conference, Washington, DC. Moving to Work is a HUD designation that allows flexibility of HUD regulations and funding fungibility. This is the first time this conference was open to non-MTW agencies. It is expected HUD will issue a NOFA<sup>4</sup> by the end of the year to allow HA's to apply for this designation. LCHA was one of five agencies to attend that were not already MTW agencies. The conference allows the MTW agencies to share their experiences to assist each other. Numerous HUD representatives were in attendance. Ms. Gonzalez was able to network with those who are in the fore front of MTW. Many were excited and offered to assist LCHA when the application process begins.
9. Commissioner Idleburg, Director of Finance Khadija Darr and Ms. Gonzalez attended the PHADA 2018 Annual Conference, New Orleans, LA. Ms. Gonzalez completed two (Financial Management and PHAS/SEMAP courses) of the requirements for the Executive Director Education Program at this conference. This is an 18 month program through Rutgers University. In addition, Ms. Gonzalez is a member of the Bollinger Scholarship Committee. These scholarships are awarded through PHADA to a high school senior and PHA residents. The committee evaluates the applications and has several other duties at the conference.

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<sup>4</sup> Notice of Available Funding

The conference sessions from all of the above focused on upcoming changes and potential changes to the PHAS/SEMAP certifications, the FSS programs, development strategies, rent determination, strategies to generate non-federal funds, changes to the current PIC system and etc.

10. Ms. Gonzalez presented the initiative "Pizza & Police." The first location will be at Shiloh Towers in Zion on May 21, 2018. The rotation will be visiting all senior buildings to foster relationships with the police and our senior residents. (See Exhibit 15)
11. Ms. Gonzalez noted she will meeting with Commissioner Billy McKinney with the City of Zion in June for a general discussion of our housing programs. Commissioner Considine questioned LCHA's relationship with the municipalities where we have clients. Ms. Gonzalez responded her long-term goal is to meet with each municipality to review our programs and open communication lines.

## OLD BUSINESS

### Brookstone and Regency at Coles Park - Update

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

- EST % OF COMPLETION Regency: 50%
- EST % OF COMPLETION Regency: 25%

### **WORK IN PROGRESS - REGENCY**

- Roofing felt 90% complete, shingles 10% installed
- Electrician locating boxes, another bending conduit unit
- Electricians installing conduit
- HVAC workers

### **WORK IN PROGRESS - BROOKSTONE**

- Concrete finishers. Saw cutting
- Plumbing and electrical underground
- Plumbing underground
- Roofers framing/sheathing
- 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 YouthBuild.
- 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

Energy Performance Contracting Program (EPC) - Update

We are moving to the next phase of the EPC. Our request seeking formal written approval from the Chicago HUD Field Office for LCHA to pursue the implementation of the energy program was put on hold until they received the attorney's letter of approval of the Energy Service Agreement (ESA). The letter was finally received 2 weeks ago. Next step will be to hear from HUD with any questions related to the submission.

LCHA is then to select a financial lender for this project. The financial lenders are requiring a Section 30 HUD Approval prior to the release of any EPC money (this is very common).

Explanation of Section 30 is below if you need it:

When a Public Housing Authority (PHA) requests an Energy Performance Contract (EPC) approval from the U.S. Department of Housing and Urban Development (HUD), it can also be required to submit a Section 30 approval request. EPCs incentivize reductions in the costs of utilities through the financing of Energy Conservation Measures (ECMs). A PHA's EPC may require a financing of ECMs that involves a security interest or other encumbrance in public housing (real or personal property).

In these cases, PHAs are required to obtain written approval from HUD for the security interest or encumbrance pursuant to Section 30 of the U.S. Housing Act of 1937 (1937 Act). In situations where ownership of the equipment resides with the PHA and a lien or other encumbrance is proposed or currently exists on the equipment, a Section 30 approval is necessary.

NEW BUSINESS

Approval of Memorandum of Agreement between Lake County Housing Authority & Catholic Charities

Ms. Gonzalez explained this non-financial cooperative agreement encourages and allows both agencies to better serve its clients. Our partnership has been beneficial and it is recommended to continue. The contract period is from July 1, 2018 – June 30, 2019. (See Exhibit 08)

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-55**

**APPROVAL OF MEMORANDUM OF AGREEMENT BETWEEN**

**LAKE COUNTY HOUSING AUTHORITY AND CATHOLIC CHARITIES**

After discussion Mr. Idleburg moved, seconded by Mr. Helton to approve the Memorandum Of Agreement Between Lake County Housing Authority and Catholic Charities as presented.

(See Exhibit 08)

Roll Call Vote:

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

Nays: .....None

Absent: .....Jordan, Valadez

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 17, 2018.

\_\_\_\_\_  
Commissioner Kevin Considine, Acting Chairman

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

**Approval of 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. The attached *Expense Report Forms* are presented for your approval.

1. Dr. H. Lee Jordan, Jr.  
2018 NAHRO Washington Conference, Washington, DC. 4/23/18-4/25/18

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-56**

**APPROVAL OF TRAINING REPORT EXPENSES**

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

(See Exhibit 09)

Roll Call Vote:

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

Nays: .....None

Absent: .....Jordan, Valadez

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 17, 2018.

\_\_\_\_\_  
Commissioner Kevin Considine, Acting Chairman

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

**Authorization to Dispose of Obsolete Items – Obenauf Auction Service**

Periodically LCHA assembles outdated technology, surplus items and unused equipment to be disposed of through an auction service. We have contacted Obenauf Auction Service about their upcoming Lake County municipal auction on June 2, 2018. They will handle most of the details and forward a check to LCHA after the auction wraps up, deducting a 5% commission. We only need to bring the equipment to the Lake County Fairground. (See Exhibit 10)

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-57**

**AUTHORIZATION TO DISPOSE OF OBSOLETE ITEMS – OBENAUF AUCTION SERVICE**

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to authorize the disposal of obsolete items as shown in the list presented through Obenauf Auction Service.

(See Exhibit 10)

Roll Call Vote:

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

Nays: .....None

Absent: .....Jordan, Valadez

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 17, 2018.

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Commissioner Kevin Considine, Acting Chairman

\_\_\_\_\_  
Tiffany A. Gonzalez  
Secretary/Treasurer, Interim Executive Director/CEO

Bids

Operating Fund

Ms. Gonzalez explained the FUP and Voucher Mainstream Notices of Funding Availability (NOFA) released by HUD. (See Exhibit 11)

1. Grant Writing Services – NOFA FUP Program Vouchers

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-58**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**GRANT WRITING SERVICES – NOFA FUP VOUCHERS - HCV**

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>
Comprehensive Grant Management	Grant Writing Services-NOFA	FUP Vouchers-HCV	\$2,500.00

(See Exhibit 16)

After discussion Mr. Helton moved, seconded by Mr. Idleburg to adopt Resolution 2018-58.

Roll Call Vote:

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

Nays: .....None

Absent: .....Jordan, Valadez

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 17, 2018.

\_\_\_\_\_  
Commissioner Kevin Considine, Acting Chairman

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

2. Grant Writing Services – NOFA Mainstream Vouchers

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-59**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**GRANT WRITING SERVICES – NOFA MAINSTREAM VOUCHERS - HCV**

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>
Comprehensive Grant Management	Grant Writing Services-NOFA	Mainstream Vouchers-HCV	\$2,500.00

(See Exhibit 12)

After discussion Mr. Helton moved, seconded by Mr. Idleburg to adopt Resolution 2018-59.

Roll Call Vote:

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

Nays: .....None

Absent: .....Jordan, Valadez

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 17, 2018.

\_\_\_\_\_  
Commissioner Kevin Considine, Acting 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 1:16 p.m. Mr. Helton moved, seconded by Mr. Idleburg, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Helton, Idleburg, Robinson, Considine. Nays: None. Absent and Not Voting: Jordan, Valadez. Motion Carries.

The Board returned to open session at 2:00 p.m. and roll call was taken. Present: Helton, Idleburg, Robinson, Considine. Absent: Jordan, Valadez.

ADJOURNMENT

There being no further business to come before the Board, Mr. Idleburg moved, seconded by Mr. Helton to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 2:01 p.m.

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Commissioner Kevin Considine  
Acting Chairman

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