

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held July 2, 2018, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)  
Sylvia Valadez, Vice Chairman  
Scott Helton, Commissioner  
John Idleburg, Commissioner  
Curtis Robinson, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chairman  
Kevin Considine, Commissioner  
(Vacant) Commissioner

Others Present: Keon Jackson, Interim Deputy Director  
Khadija Darr, Director of Finance  
Valerie Rogers, Executive Secretary  
Brian Grach, Authority Attorney  
Brett Ligenza, 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 Saturday, June 30, 2018 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### ROLL CALL

Noting that a quorum of Commissioners was present, Vice Chairman Valadez called the meeting to order at 12:45 p.m. Roll call was taken and the following Commissioners were present: Helton, Idleburg, Robinson, Valadez. Absent: Considine, Jordan. One Commissioner position is vacant.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### PUBLIC COMMENT

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

#### MINUTES – 5/17/18 REGULAR MEETING

MINUTES – 5/17/18 EXECUTIVE SESSION – Personnel Issues, Pending & Probable  
Litigation, Real Estate Transactions

Vice Chairman Valadez noted a transcriber's error on the agenda regarding the Minutes of both the Regular and Executive Sessions. The agenda erroneously stated the Minutes reflected the 6/21/18 meeting and is corrected to be the 5/17/18 meeting. The 6/21/18 meeting was cancelled due to a lack of the quorum of Commissioners.

After discussion, Mr. Idleburg moved, seconded by Mr. Helton, to approve the Minutes of the May 17, 2018 Regular meeting as presented. The Board voted unanimously in favor of the motion. Motion Carries.

After discussion, Mr. Idleburg moved, seconded by Mr. Helton, to approve the Minutes of the May 17, 2018 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 Idleburg 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. Helton moved, seconded by Mr. Idleburg to approve the List of Bills as presented. The Board voted as follows: Ayes: Helton, Idleburg, Robinson, Valadez. Absent and Not Voting: Considine, Jordan. Motion Carries.

#### REPORTS

The following reports were provided for review. Due to the early scheduling of the July Board meeting, the June and July 2018 department reports will be provided the Board in August.

Capital Improvements, .....	Keon Jackson, Interim Deputy Director
Procurement, Maintenance	(See Exhibit 03)
Public Housing Program, LCHA Rentals	
Housing Choice Voucher Program.....	Corinne Jordan, Director of Housing Choice
Voucher, FUP <sup>1</sup> ,.....	(See Exhibit 04)
Repayments & Investigations.....	Jennifer Clemons-Ferguson,
	Asst. Director of Housing Choice Voucher
	(See Exhibit 05)
FSS <sup>2</sup> , Housing Counseling .....	Alecia Boddie, Director of Community Affairs
Resident Services	(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)

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<sup>1</sup> Family Unification Program

<sup>2</sup> Family Self-Sufficiency Program

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

Other Matters

1. LCHA has again been recognized by NAHRO for its efforts in the Housing and Community Development Division. This year LCHA is the recipient of ten (10) Awards of Merit. Since 2009, LCHA has received 54 Awards of Merit and 1 Award of Excellence.

The 2018 Merit Awards will be presented at a reception exclusively for award winners on Friday, July 27<sup>th</sup> from 5:30-6:45 pm, during the NAHRO Summer Conference in San Francisco, CA at the San Francisco Marriott Marquis Hotel.

The 2018 Awards of Merit are being presented for:

Building Beautification Initiative	Senior Prom
Career Night	Smarties Camp
Family Fitness Night	Summer Reading Program
Hidden Figures Youth Outing	Water for Life – Flint Michigan Water
LCHA Junior Chefs	Youth Legislation Camp

2. As per the original schedule, the July 2018 Regular and Annual Board Meeting is being held on Monday, 7/2/18 at 12:30 p.m. This will also be the meeting for the election of officers.
3. Director of Finance, Khadija Darr and Interim ED/CEO Tiffany A. Gonzalez attended “The Big Event: 20 Years of Leading the Innovation Economy”. It is Lake County's single largest gathering of business and civic leaders coming together to continue building on the innovation and growth of the last 20 years. It was held June 1, 2018 at the Grand Marquee Pavilion, Lincolnshire Marriott Resort, Lincolnshire. (See Exhibit 24)
4. HUD’s Uniform Physical Condition Standards for Vouchers (UPCS-V) is a Demonstration Program, implementing an improved inspection standard for HUD’s Housing Choice Voucher (HCV) units. UPCS-V aims to enhance the accuracy, consistency, and objectivity of the inspection process, and provide more information about the condition of individual housing units. Through this initiative, HUD aims to clarify and streamline inspection processes for PHAs and inspectors, while increasing owners and tenants access to detailed information about their homes.

LCHA volunteered to be a part of this pilot program to revise the inspection checklist for the HCV program. There are 250 Housing Authorities participating in the project. LCHA HCV staff participated in an online training on 6/18/18 and an in-house training by HUD staff on 6/21/18 – 6/22/18.

5. LCHA received the official notice from HUD of the Final Closeout of our Capital Funding Program for FYE 9/30/15. (See Exhibit 25)
6. After discussion with Chairman Jordan and by mutual agreement, former LCHA ED/CEO David A. Northern, Sr. and Interim ED/CEO Tiffany A. Gonzalez agreed to rescind the request to HUD for a waiver of the Ethics In Public Contracting, Conflicts of Interest clause allowing us to enter into a temporary consulting contract. An official letter was sent to HUD who readily acknowledged our rescission. (See Exhibit 26)
7. In accordance with HUD regulations 24 CFR Section 903.17, an annual public hearing was conducted on 6/6/18 for LCHA’s PHA Plan for FY 2019. Despite our advertising efforts, there

were no participants and no written requests for information. The summary is attached.  
(See Exhibit 27)

The proposed PHA Plan and all information relevant to the hearing and proposed plan were made available for inspection by the public at the principal office of the PHA during normal business hours and a notice was published (website and local news media) informing the public that the information is available for public review. (See Exhibit 28)

8. The date has been set & preparations begun for a celebration with our staff and their families for the LCHA staff meeting, *Summerfest 2018*. It will be held on Wednesday, August 1<sup>st</sup> from 12:00 noon to 4:00 p.m. at Nippersink Forest Preserve, Shelter D, Round Lake.
9. The 2018 Black Tie Gala was again successful thanks to the hard work and dedications of the FSS team. It received great reviews. It is too early for an estimate of the receipts. Gratitude was expressed to Dr. Jordan, Commissioner Considine and Commissioner Idleburg whose participation in this event delivered a clear message of the significance and importance of the Gala's objective.
10. Each year all applicants on all waiting lists are required to respond to our Annual Update Notice in order to remain on our waiting lists. The 2018 Annual Update was completed, the information entered into our computer system and those not responding have been deactivated. The following is the number of applications that have been removed from the respective properties/program waiting lists.

Beach Haven Towers, RLB - 207

Scattered Sites East - 141

Hawley Manor, Grayslake - 350

Kuester Manor, Wauconda - 237

Millview Manor, Antioch - 245

Orchard Manor, Antioch - 245

Shiloh Towers, Zion - 294

Warren Manor, Gurnee - 405

Scattered Sites West - 133

Section 8/Housing Choice Voucher – 1,558

11. HUD has launched *Strong Families*, a new effort in coordination with Public Housing Authorities, federal partners and service organizations to support families living in HUD-assisted housing by connecting them to resources that expand economic opportunity and promote engagement with their children. In support of this initiative, LCHA hosted a "Strong Families" Resource Fair on June 27, 2018 at 11:00 a.m. at Shiloh Park in Zion. It was well received and the spirit of "Strong Families" was evident. (See Exhibit 29) Commissioner Idleburg commented on the expressions of gratitude he received from many of the families attending.

## NEW BUSINESS

### Approval of Training/Travel Expense Reports 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. Interim Executive Director/CEO Tiffany A. Gonzalez  
City Club of Chicago, Chicago, IL. 4/16/18
2. Commissioner John Idleburg  
NAHRO 2018 Washington Conference, Washington, DC. 4/20/18-4/24/18
3. Interim Executive Director/CEO Tiffany A. Gonzalez  
NAHRO 2018 Washington Conference, Washington, DC. 4/20/18-4/24/18
4. Commissioner John Idleburg  
PHADA 2018 Annual Convention & Exhibit., New Orleans, LA. 5/6/18-5/9/18
5. Interim Executive Director/CEO Tiffany A. Gonzalez  
PHADA 2018 Annual Convention & Exhibit., New Orleans, LA. 5/6/18-5/9/18
6. Interim Executive Director/CEO Tiffany A. Gonzalez  
Nan McKay & Assoc., Moving to Work Conf., Washington, DC. 5/1/18-5/2/18

After discussion, Mr. Idleburg introduced the following Resolution:

**RESOLUTION NO. 2018-60**

**APPROVAL OF TRAINING/TRAVEL EXPENSE REPORTS**

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to approve the six (6) Training/Travel Expense Reports as presented.

(See Exhibits 09, 10, 11, 12, 13 14)

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

Approval of & Authorization to Submit CFP Five-Year Action Plan-FY 2018-FY 2022

Approval of and Authorization to Submit LCHA's Annual CFP Budget - FY 2018

Approval of and Authorization to Submit LCHA's Annual PHA Plan - FY 2019

Interim Deputy Director Keon Jackson noted a transcriber's error on the agenda regarding Agenda Item C: Approval of and Authorization to Submit LCHA's Annual CFP Budget - FY 2019. The Fiscal Year for LCHA's Annual CFP Budget should be FY 2018.

LCHA is required to submit a Capital Fund Program (CFP) Five-Year Action Plan to HUD for approval on its Capital Fund Program open grants. LCHA uses a rolling Five-Year Action Plan and therefore, submits the Five-Year document annually.

The CFP Five-Year Action Plan must describe the capital improvements necessary to ensure long-term physical and social viability of the PHA's public housing developments, including the capital improvements to be undertaken within the five-year period, their estimated costs, status of environmental review, and any other information required for participation in the CFP, as prescribed by HUD. In order to be entitled to fungibility, PHA's must have an approved Five-Year Action Plan. Except in the case of emergency/disaster work, the PHA shall not spend Capital Funds on any work that is not included in an approved CFP Five-Year Action Plan and its amendments.

The Annual PHA Plan provides a source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low income families. After 45 days' notice, LCHA held a Resident Advisory Board meeting and public hearing as required discussing changes in the goals, objectives, or policies of the housing agency.

After discussion, Mr. Idleburg introduced the following Resolution:

**RESOLUTION 2018-61**

**APPROVING AND AUTHORIZING THE SUBMISSION OF**

**THE CAPITAL FUND PROGRAM (CFP) FIVE-YEAR ACTION PLAN (2018-2022);**

**THE CAPITAL FUND PROGRAM (CFP) FY 2018 BUDGET AND**

**THE FY 2019 ANNUAL PHA PLAN**

WHEREAS, pursuant to 24 CFR 903 and 905, the Housing Authority of the County of Lake (LCHA) is required to submit a Capital Fund Program Five-Year Action Plan, a Capital Fund Program FY 2018 Budget and a PHA Annual Plan; and

WHEREAS, LCHA has been determined to be a *High Performing* PHA under the Public Housing Assessment System (PHAS) as of the last annual assessment of the PHA before the submission of the Five-Year or Annual Plans and therefore authorized to submit a streamlined Annual Plan; and

WHEREAS, the attached FY 2019 Annual PHA Plan has been drafted in consultation with the Authority's Resident Advisory Board; and

WHEREAS, the requisite public notices and hearings have been given and held; and

WHEREAS, the Interim Executive Director/Chief Executive Officer has prepared said plans as attached, and requests that the Board of Commissioners of the Housing Authority of the County of Lake approve and authorize submission to the US Department of Housing and Urban Development;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake Approves and Authorizes the Submission of The PHA FY 2019 Annual Plan, The Capital Fund Program Five-Year Action Plan (2018-2022) and the Capital Fund Program FY 2019 Budget to the U.S. Department of Housing and Urban Development as presented; and

BE IT FURTHER RESOLVED that the Chairman is authorized and directed to sign the PHA Certifications of Compliance with the PHA Plans and Related Regulation Board Resolution to accompany the PHA Plan.

(See Exhibits 30, 31, 32)

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2018-61.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

Amending The Low Rent Admissions and Continued Occupancy Policy (ACOP)

The Admissions and Continued Occupancy Policy has been amended to be in compliance with HUD's smoke-free environment policy for all its residents.

The policy prohibits the use of "prohibited tobacco products" in all indoor areas, including individual living units, common areas, administrative office buildings, and outdoor areas within 25 feet of those areas. The smoke-free policy must be included in the applicable PHA plans and tenant leases.

LCHA is amending the Admissions & Continued Occupancy Plan, Smoke Free Policy with the addition of the identification of the evidence of prohibited tobacco products. The same language will be added to the Smoke Free Lease Addendum. The ACOP will be effective 10/1/18.

After discussion, Mr. Helton introduced the following Resolution:

**RESOLUTION 2018-62**  
**AMENDING THE LOW RENT ADMISSION AND**  
**CONTINUED OCCUPANCY PLAN (ACOP)**

WHEREAS from time to time it is reasonable and necessary to revise administrative plans; and

WHEREAS HUD has mandated all public housing developments in the U.S. are required to provide a smoke-free environment for their residents by July 30, 2018; and

WHEREAS HUD's rule prohibits lit tobacco products (cigarettes, cigars or pipes) in all living units, indoor common areas, administrative offices and all outdoor areas within 25 feet of housing and administrative office buildings; and

WHEREAS LCHA implemented a Smoke Free Policy in 2011, it is being amended to establish non-discriminatory clauses and policies for universal compliance of all public housing occupants by identifying some of the evidences of the use of the prohibited tobacco products; and

WHEREAS the smoke-free policy must be included in the applicable PHA plans and tenant leases;

NOW, THEREFORE, BE IT RESOLVED that the Low Rent Admissions and Continued Occupancy be and is hereby amended by adding the following sentence to the end of Paragraph 4:

“Evidence of the use of the prohibited tobacco products (ashes, smell of smoke, cigarette butts, and/or smoke stained walls) is considered a violation of this policy.”

BE IT FURTHER RESOLVED that these Amendments shall become effective October 1, 2018.

APPENDIX 7  
**SMOKE FREE POLICY**

Effective January 1, 2011 the LCHA Corporate office at 33928 N. U.S. Highway 45 in Grayslake, Illinois will become a smoke free campus prohibiting smoking anywhere on LCHA property.

Effective May 1, 2011 all buildings in Asset Management Projects 2 and 3 which include Shiloh Tower, Warren Manor, Hawley Manor, Beach Haven Tower, Millview Manor, Orchard Manor, and John Kuester Manor will become entirely smoke free prohibiting smoking anywhere inside the building including tenant occupied and unoccupied units.

All leases and contracts will be updated to reflect the smoke free policy and effective dates. Violation of the smoking policy will result in a \$100.00 fee for a first violation, \$300.00 fee for a second violation, and the third violation will result in termination from the program and requirement to pay the cost for painting and cleaning of the areas affected by smoking. In partnership with Smoke Free Illinois and the Lake County Health Department, LCHA will offer free smoking cessation classes.

Effective October 1, 2017, the use of prohibited tobacco products is limited to areas 25 feet away



from public housing buildings. Prohibited tobacco products are defined as the use of items that involve the ignition and burning of tobacco leaves, such as: cigarettes, cigars, pipes and water pipes (also known as hookahs). **Evidence of the use of the prohibited tobacco products (ashes, smell of smoke, cigarette butts, and/or smoke stained walls) is considered a violation of this policy.** (Sentence added)

(See Exhibit 33)

After discussion Mr. Helton moved, seconded by Mr. Idleburg to adopt Resolution 2018-62.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

Amending the Public Housing Smoke Free Lease Addendum

The Public Housing Lease Addendum must also be amended to include the identification of the evidence of prohibited tobacco products.

After discussion, Mr. Idleburg introduced the following Resolution:

**RESOLUTION 2018-63**

**AMENDING THE SMOKE FREE LEASE ADDENDUM**

WHEREAS from time to time it is reasonable and necessary to revise administrative plans; and

WHEREAS HUD has mandated all public housing developments in the U.S. are required to provide a smoke-free environment for their residents by July 30, 2018; and

WHEREAS HUD's rule prohibits lit tobacco products (cigarettes, cigars or pipes) in all living units, indoor common areas, administrative offices and all outdoor areas within 25 feet of housing and administrative office buildings; and

WHEREAS LCHA implemented a Smoke Free Policy in 2011, it is being amended to establish non-discriminatory clauses and policies for universal compliance of all public housing occupants by identifying some of the evidences of the use of the prohibited tobacco products; and

WHEREAS the smoke-free policy must be included in the applicable PHA plans and tenant leases;

NOW, THEREFORE, BE IT RESOLVED that the Smoke Free Lease Addendum be and is hereby amended by adding the following sentence to the end of Number 2:

“Evidence of the use of the prohibited tobacco products (ashes, smell of smoke, cigarette butts, and/or smoke stained walls) is considered a violation of this policy.”

BE IT FURTHER RESOLVED that these Amendments shall become effective October 1, 2018.

**Lake County Housing Authority  
Smoke-Free Lease Addendum**

**2. Prohibited Tobacco Products:** Prohibited tobacco products are defined as the use of items that involve the ignition and burning of tobacco leaves, such as: cigarettes, cigars, pipes and water pipes (also known as hookahs). **Evidence of the use of the prohibited tobacco products (ashes, smell of smoke, cigarette butts, and/or smoke stained walls) is considered a violation of this policy.**  
(Sentence added.)

(See Exhibit 34)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-63.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

Authorization to Destroy Executive Session Audio Recordings Prior To January 1, 2017

Interim Deputy Director Keon Jackson noted a transcriber's error on the agenda regarding Agenda Item C: Authorization to Destroy Executive Session Audio Recordings Prior To January 1, 2016. It should read, "Authorization to Destroy Executive Session Audio Recordings Prior to January 1, 2017." Resolution 2017-110 was approved on 7/5/17 to destroy audio recordings prior to 1/1/16.

On 1/18/18 by Resolution 2018-23 the Board approved the destruction of Executive Session Recordings prior to 7/1/2016 and upheld the provision for a semi-annual review of Executive Session Recordings further eligible for destruction in accordance with the Open Meetings Act. Six (6) additional audio recordings are now eligible and recommended for destruction.

After discussion, Mr. Idleburg introduced the following Resolution:

**RESOLUTION NO. 2018-64**

**AUTHORIZATION TO DESTROY**

**EXECUTIVE SESSION AUDIO RECORDINGS PRIOR TO 1/1/2017**

**IN ACCORDANCE WITH THE OPEN MEETINGS ACT**

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (a), a verbatim audio or video recording is required for all closed sessions; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act; and

WHEREAS, the Executive Session Audio Recordings prior to January 1, 2017 have been retained for at least 18 months after the making of the recording; and

WHEREAS, the written Minutes of the Executive Sessions prior to January 1, 2017 have been approved by a majority of a quorum of the Board of Commissioners; and

WHEREAS, the adoption of this Resolution signifies the authorization of destruction by the entity which held the meeting; and

WHEREAS, this Resolution has been voted upon in an open, public forum;

NOW THEREFORE, BE IT RESOLVED that all Executive Session Audio Verbatim Recordings prior to January 1, 2017 will be erased or destroyed; and

BE IT FURTHER RESOLVED, the Board of Commissioners will review qualifying Executive Session Audio Recordings forward on a semi-annual basis.

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2018-64.

Roll Call Vote:

Ayes: .....Helton, Idleburg, Robinson, Valadez  
 Nays: .....None  
 Absent: .....Considine, Jordan  
 Abstain: .....None  
 Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
 Chairman

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Keon Jackson  
 Acting Secretary/Treasurer  
 Interim Deputy Director

Approval of and Authorization to Transfer Cost Centers for Previously Approved Bids

1. Resolution 2014-99 Approved 4/17/14  
 Unit Painting Services – As Needed Basis – AMP 2  
 A & L Painting, Unit Painting Services, As Needed Basis, \$295.00/Unit  
 Transfer Cost Center from Operating Fund/AMP 2 to either Operating or Capital Fund/AMP 2
  
2. Resolution 2015-126 Approved 8/20/15  
 Unit Painting – As Needed Labor – Midlothian Manor, AMPs 2 & 3
 

Chaser	Unit Painting	Midlothian Manor,	Studio	\$700.00
Painting	Labor	AMPs 2 & 3	1 Bedroom	\$700.00
			2 Bedroom	\$800.00
			Annual Increase	5%
J & J Property	Unit Painting	Midlothian Manor,	Studio	\$600.00
Investments	Labor	AMPs 2 & 3	1 Bedroom	\$750.00
			2 Bedroom	\$850.00
			Annual Increase	

Transfer Cost Center from Operating Fund/Midlothian Manor, AMPs 2 & 3  
 to either Operating or Capital Fund/Midlothian Manor, AMPs 2 & 3
  
3. Resolution 2017-27 Approved 11/17/16  
 Hourly Maintenance Services Contract, As Needed, All AMPs  
 Dean Investments & Chaser Construction, Hourly Maintenance, All AMPs,  
 \$35.00/hour + 10% markup on materials  
 Transfer Cost Center from Operating Fund/All AMPs to either Operating or Capital Fund/All AMPs
  
4. Resolution 2017-143 Approved 9/30/17  
 Supplemental Hourly Labor Services As Needed, Agency Wide  
 Bee Liner Lean Services, Supplemental Hourly Maintenance Services,

Agency Wide, \$32.50/hour plus 10% Markup on Materials  
 Transfer Cost Center from Operating Fund/Agency Wide to either Operating or Capital  
 Fund/Agency Wide

Director of Finance Khadija Darr explained the Resolution is correct as presented but the agenda item is incorrect. The agenda item “Transfer Cost Centers for Previously Approved Bids” should state the option to allocate funds to either Operating or Capital Funds.

After discussion, Mr. Idleburg introduced the following Resolution:

**RESOLUTION NO. 2018-65**

**APPROVAL OF AND AUTHORIZATION TO**

**TRANSFER COST CENTERS FOR PREVIOUSLY APPROVED BIDS**

**WHEREAS**, from time-to-time an approved resolution may require amendments, corrections, deletions or additions; and

**WHEREAS**, such changes will neither change the essential economic terms of the resolution, nor impose greater liability upon LCHA than set forth in the original resolution; and,

**WHEREAS**, LCHA strives to maintain an operational balance between the deployment of public housing operating funds and public housing capital funds; and

**WHEREAS**, charges have been made to the capital expenditures ( including but not limited to; capital improvements, site enhancements, unit turn around activities) currently carried out by the Supplemental Hourly Labor Services contracts to the public housing operating fund or to the capital fund rather than solely to public housing operating funds as was initially board approved; and

**WHEREAS**, authorizing the agency to do so would provide flexibility on a case by case basis which class of funds to deploy thus allowing the agency to sustain favorable cash balances as well as operating reserves;

**NOW, THEREFORE, BE IT RESOLVED**, upon approval of the Board, the following Transfer of Cost Centers will immediately take affect:

1. Resolution 2014-99 Approved 4/17/14  
 Unit Painting Services, As Needed Basis, AMP 2  
 A & L Painting, Unit Painting Services, As Needed Basis, \$295.00/Unit  
 Transfer Cost Center from Operating Fund/AMP 2 to either Operating or Capital Fund/AMP 2
  
2. Resolution 2015-126 Approved 8/20/15  
 Unit Painting, As Needed Labor, Midlothian Manor, AMPs 2 & 3
 

Chaser	Unit Painting	Midlothian Manor,	Studio	\$700.00
Painting	Labor	AMPs 2 & 3	1 Bedroom	\$700.00
			2 Bedroom	\$800.00
			Annual Increase	5%

J & J Property Investments	Unit Painting Labor	Midlothian Manor, AMPs 2 & 3	Studio 1 Bedroom 2 Bedroom	\$600.00 \$750.00 \$850.00
Annual Increase				

Transfer Cost Center from Operating Fund/Midlothian Manor, AMPs 2 & 3 to either Operating or Capital Fund/Midlothian Manor, AMPs 2 & 3

3. Resolution 2017-27 Approved 11/17/16  
Hourly Maintenance Services Contract, As Needed, All AMPs  
Dean Investments & Chaser Construction, Hourly Maintenance, All AMPs,  
\$35.00/hour + 10% markup on materials  
Transfer Cost Center from Operating Fund/All AMPs to either Operating or Capital Fund/All AMPs
4. Resolution 2017-143 Approved 9/30/17  
Supplemental Hourly Labor Services As Needed, Agency Wide  
Bee Liner Lean Services, Supplemental Hourly Maintenance Services,  
AgencyWide, \$32.50/hour plus 10% Markup on Materials  
Transfer Cost Center from Operating Fund/Agency Wide to either Operating or Capital Fund/Agency Wide

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-65.

Roll Call Vote:

Ayes: .....Helton, Idleburg, Robinson, Valadez  
Nays: .....None  
Absent: .....Considine, Jordan  
Abstain: .....None  
Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

Bids

Capital Fund

1. Unit Turnaround – 422 E. Oak, Mundelein – AMP 4

After discussion, Mr. Robinson introduced the following Resolution:

**RESOLUTION NO. 2018-66**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 422 EAST OAK STREET, 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	422 East Oak Street, Mundelein/AMP 4	\$24,000.00

(See Exhibit 15)

After discussion Mr. Robinson moved, seconded by Mr. Idleburg to adopt Resolution 2018-66.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

Minutes of the Regular Board Meeting

July 2, 2018

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2. Unit Turnaround – 26273 N. Violet, Mundelein – AMP 4

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-67**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 26273 NORTH VIOLET DRIVE, 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	26273 North Violet Drive, Mundelein/AMP 4	\$22,200.00

(See Exhibit 16)

After discussion Mr. Robinson moved, seconded by Mr. Idleburg to adopt Resolution 2018-67.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

4. Unit Turnaround - 26376 West Blackhawk Avenue Ingleside – AMP 5

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-68**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 26376 W. BLACKHAWK, INGLESIDE – AMP 5**

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 Services	Unit Turnaround	26376 W. Blackhawk, Ingleside/AMP 5	Not To Exceed \$46,300.00

(See Exhibit 35)

After discussion Mr. Robinson moved, seconded by Mr. Idleburg to adopt Resolution 2018-68.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

4. Unit Turnaround - 18664 West Westwood Place Gurnee – AMP 4

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-69**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 18664 W. WESTWOOD PLACE, GURNEE – 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>
Dean Investments	Unit Turnaround	18664 W. Westwood Place, Ingleside/AMP 4	Not To Exceed \$32,450.00

(See Exhibit 36)

After discussion Mr. Robinson moved, seconded by Mr. Idleburg to adopt Resolution 2018-69.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

LCHA Rentals

1. Unit Turnaround - 115 Ferndale, Round Lake Beach

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-70**

**(LCHA RENTALS)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 115 FERNDALE, ROUND LAKE BEACH**

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	115 Ferndale, Round Lake Beach	\$19,999.50

(See Exhibit 17)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-70.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

Operating Fund

1. Sexual Harassment Training – All Staff – Agency Wide

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-71**  
**(OPERATING)**  
**INFORMAL BID AWARD FOR PURCHASE OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**SEXUAL HARASSMENT TRAINING 2018**

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>
HUB International Midwest Limited	Sexual Harassment Training 2018	Agency Wide	\$2,375.00

(See Exhibit 18)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-71.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

2. Printers, Copiers, Maintenance & Supplies – Agency Wide

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-72**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**COPIERS & PRINTERS – EQUIPMENT & MAINTENANCE – 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>SCORE</u>
ISBS	Copiers & Printers Equipment & Maintenance	Agency Wide	492.5

(See Exhibit 19)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-72.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

3. Financial Institution for Energy Performance Contract – AMPs 2 & 3

Director of Finance Khadija Darr stated LCHA has a long standing relationship with PNC Bank; they submitted most favorable rates, less fees and provided an option for annual payments instead of quarterly.

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-73**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
ENERGY PERFORMANCE CONTRACT FINANCING**

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>
PNC Equipment	EPC Financing	AMPs 2 & 3	4.120%

(See Exhibit 20)

After discussion Mr. Helton moved, seconded by Mr. Idleburg to adopt Resolution 2018-73.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

4. VOIP Service & Maintenance – Agency Wide ..... Ex. 21

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-74**  
**(OPERATING)**  
**INFORMAL BID AWARD FOR PURCHASE OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**VOIP SERVICES – 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>
Allied Telecom	Annual VOIP Services	Agency Wide	\$8,465.52

(See Exhibit 21)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-74.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

5. HCV Specialist Training – HCV

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-75**  
**(OPERATING)**  
**INFORMAL BID AWARD FOR PURCHASE OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**HCV SPECIALIST TRAINING - 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>
Nan McKay & Associates, Inc.	HCV Specialist Training 10 Participants (Minimum)	In House - HCV Staff	2 <sup>nd</sup> Lowest Bidder \$10,000.00

(See Exhibit 22)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-75.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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

\_\_\_\_\_  
Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

6. Background & Criminal Check Services – Agency Wide

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-76**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**BACKGROUND & CREDIT SCREENING SERVICES – 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>
Better NOI	Background & Credit Screening	Agency Wide	\$15.00/Service

(See Exhibit 23)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-76.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

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 1:14 p.m. Mr. Robinson 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, Valadez. Nays: None. Absent and Not Voting: Considine, Jordan. Motion Carries.

The Board returned to open session at 1:53 p.m. and roll call was taken. Present: Helton, Idleburg, Robinson, Valadez. Absent: Considine, Jordan.

Semi-Annual Review of Executive Session Minutes

In accordance with the Open Meetings Act the Executive Session Minutes must be reviewed semi-annually for release to the public. There have been six (6) executive sessions dealing with personnel matters, pending or probable litigation or real estate transactions. All are recommended to remain closed to the public.

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-77**

**SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES**

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, the Act requires a periodic review of Executive Session Minutes to determine whether or not such Minutes may be available for public inspection; and

WHEREAS, the Board of Commissioners has reviewed Executive Session Minutes from the Executive Sessions held on:

- January 18, 2018 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- February 15, 2018 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- March 15, 2018 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- April 5, 2018 .....Personnel Matters;
- April 19, 2018 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- May 17, 2018 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;

NOW, THEREFORE, BE IT RESOLVED that since all six (6) sessions were devoted to Personnel Issues, Pending or Probable Litigation and Real Estate Transactions, none of the sessions are determined to be available for public inspection.

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-77.

Roll Call Vote:

- Ayes: .....Helton, Idleburg, Robinson, Valadez
- Nays: .....None
- Absent: .....Considine, Jordan
- Abstain: .....None
- Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on July 2, 2018.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Keon Jackson  
Acting Secretary/Treasurer  
Interim Deputy Director

ADJOURNMENT

There being no further business to come before the Board, Mr. Helton moved, seconded by Mr. Idleburg to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:55 p.m.

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Dr. H. Lee Jordan, Jr.

Chairman

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Keon Jackson

Acting Secretary/Treasurer

Interim Deputy Director