

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held September 27, 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  
Kevin Considine, Commissioner  
Scott Helton, Commissioner  
John Idleburg, Commissioner  
Diana O'Kelly, Commissioner

Absent: 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  
Cindi Herrera, Consultant  
Robert Wysocki, Lake County Deputy Sheriff

Posting of the notice of this rescheduled 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, September 25, 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). (See Exhibit 43)

#### ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:32 p.m. Roll call was taken and the following Commissioners were present: Considine, Helton, Idleburg, O'Kelly, Jordan. Absent: 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.

Elaine Schein, resident of Warren Manor began speaking of her experiences with work orders not being completed in a timely manner and the poor communication on the status of her issues. Ms. Schein asked Sherie Palmer from Warren Township to complete Ms. Schein's narrative of her problems. Ms. Palmer further detailed long delays and incompetent work Ms. Schein experienced.

Suzanne Simpson of Warren Township related complaints she received from Warren residents regarding poor administration both in office and maintenance staff. She reported incidents of complete neglect and/or apathetic attitudes. She further noted incidents of illegal activities at Warren as reported by the Lake County Sheriff's office.

No others requested to be heard.

MINUTES – 8/16/18 REGULAR MEETING

MINUTES – 8/16/18 EXECUTIVE SESSION – Personnel Issues, Pending & Probable  
Litigation, Real Estate Transactions

MINUTES – 8/25/18 SPECIAL MEETING

MINUTES – 8/25/18 EXECUTIVE SESSION – Personnel Issues

MINUTES – 9/6/18 SPECIAL MEETING

MINUTES – 9/6/18 EXECUTIVE SESSION – Personnel Issues

After discussion, Mr. Helton moved, seconded by Mr. Idleburg, to approve the Minutes of the August 16, 2018 Regular Meeting and Executive Session Personnel Issues, Pending & Probable Litigation, Real Estate Transactions; Minutes of the August 25, 2018 Special Meeting and Executive Session Personnel Issues; and Minutes of the September 6, 2018 Special Meeting and Executive Session Personnel Issues as presented. The Board voted as follows: Ayes: Considine, Helton, Idleburg, O’Kelly, Jordan. Absent and Not Voting: 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.

Prior to the meeting Chairman Jordan conducted a review of the bills. The list of bills and financial report was provided by Director of Finance Khadija Darr. (See Exhibits 14, 15)

Khadija explained public housing rent collections are at 97%. She stated the HCV program received \$1.5 M, less funding than the \$2.1 M expected forcing LCHA to cover the shortage from our operating reserves and subsequently request the shortage from our HUD held reserves.

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

#### REPORTS

The following reports for August 2018 were provided for review.

Capital Improvements, .....	Keon Jackson, Interim Deputy Director
Procurement, Maintenance	(See Exhibit 01)
Public Housing Program, LCHA Rentals	
Housing Choice Voucher Program.....	Corinne Jordan, Dir. of Housing Choice Voucher
FUP <sup>1</sup> ,	(See Exhibit 02)
Repayments & Investigations.....	Jennifer Clemons-Ferguson,
	Asst. Director of Housing Choice Voucher
	(See Exhibit 03)

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<sup>1</sup> Family Unification Program

FSS <sup>2</sup> , Housing Counseling ..... Resident Services	Alecia Boddie, Director of Community Affairs (See Exhibit 04)
Human Resources.....	Lefran Elgezdi, Human Resources Manager (See Exhibit 05)
FOIA/OMA <sup>3</sup> , Travel-Training .....	Valerie Rogers, Executive Secretary/FOIA & OMA (See Exhibits 06)

Other Matters

Ms. Gonzalez reported:

1. On 8/17/18 Pizza with Police was held at Kuester Manor in Wauconda. The Wauconda Police Dept. was well represented. The officers gave water bottles to residents. Chief Wermes spoke to residents regarding safety concerns and welcomed LCHA to partner with them on future endeavors.
2. On 8/18/18, Lake County Housing Authority hosted its Back to School Community Empowerment Resource Fair. At this event over 275 backpacks and supplies that were given from a single donor, Sigma Gamma Rho Sorority Incorporated, were issued to pre-registered housing participants with children. More than 325 community family members joined us that day as we had the entire family come out and enjoy the festivities.

There were also many community partners in attendance with resource materials such as CAP, Oak Street Health, YouthBuild Lake County, Grayslake Fire Dept., Lake County Sheriff, Mayor of Grayslake Pfizer and many others.

The children enjoyed a bouncy house, food and drinks, cotton candy, and snow cones. This event is designed to bridge the gap between the community resources throughout the entire county while giving families a fun way to connect.

3. Ms. Gonzalez attended the *Multi Chamber County Wide Legislative Summit* held on 8/30/18 at the DoubleTree in Mundelein. The featured speakers were Lake County Acting Chair Carol Calabresa and Lake County Partners President & CEO Kevin Considine. (See Exhibit 07)
4. Ms. Gonzalez attended the Opioid Documentary Film Screening of “Chasing the Dragon: The Life of an Opiate Addict” hosted by Congressman Brad Schneider on 8/30/18 held at the Sullivan Community Center in Vernon Hills. After the screening Ms. Gonzalez met with Bill Gentes, Project Coordinator, at the Lake County Health Department & Lake County Opioid Initiative. We are collaborating to bring Opioid awareness workshops to LCHA senior buildings.
5. Ms. Gonzalez attended the Public Housing Authority Director’s Association (PHADA) Legislative Conference in Washington, DC, Sept. 9-11, 2018. Ms. Gonzalez met with representatives from Senator Durbin’s office; they discussed LCHA programs and funding needs. In addition, Ms. Gonzalez completed the 6<sup>th</sup> and 7<sup>th</sup> installment (Ethics & Planning for Change) of PHADA/Rutgers University’s Executive Director Education Program (EDEP) and passed both exams. There are 4

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

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

more classes remaining before Ms. Gonzalez receives her certification. As follow up to legislative advocacy, upon her return from DC, she sent letters to Senator Durbin, Senator Duckworth and Representative Schneider requesting continued support of the FY19 THUD Budget. The House has yet to approve.

6. On 9/1/18 Ms. Gonzalez met with Mary Lockhart White of Community Action Partnerships of Lake County in Waukegan. Beginning this October, CAPS will provide set dates and times to provide LIHEAP application processing in LCHA senior buildings. In addition, CAPS has various job training programs and will partner with LCHA to provide services to LCHA's FSS program.
7. Ms. Gonzalez attended a meeting held at Lake County Central Permit Center in Libertyville with Brenda O'Connell, Continuum of Care, John Egan, DCFS and Catholic Charities. They discussed ways to strengthen our rate for client retention of our existing FUP program. In addition they discussed the recent FUP application for additional Vouchers. HUD has recently added a new category of eligibility that will expand the number of clients we serve. We are currently awaiting notification to determine if LCHA was granted the additional award. It is to be announced late September 2018.
8. Ms. Gonzalez attended Mano A Mano's inauguration of Round Lake's newest bike rack on 9/19/18. In collaboration with the Round Lake Area Bicycle Club, Mano a Mano was awarded a Community Empowerment Grant from the Round Lake Area BEST Coalition. BEST advocates for services, programs, and resources that will improve the quality of life for area residents. Together, they purchased a bike rack to encourage community members to use this healthy, economical, and environmentally friendly form of transportation. (See Exhibit 08)
9. LCHA has been notified by HUD of an increase of the HCV ongoing Admin Fee proration. At this time it is estimated that the Admin Fee pro-ration will increase from 76% to 80% though that number may change through the end of the year depending on national leasing. (See Exhibit 09)
10. LCHA was notified by HUD of the closeout of our FY 2015 Family Self Sufficiency Program grant. They found it to be in compliance with the provisions of the Grant Management Handbook and verified by our Auditor. (See Exhibit 10)
11. Ms. Gonzalez was excited to announce LCHA received a \$423,534 grant from HUD for the 2017 Mainstream (Section 811) Voucher Grant. (See Exhibits 11, 12)  
  
Mainstream Voucher eligibility means:
  - Vouchers must be used to assist non-elderly persons with disabilities and their families.
  - Non-elderly person with disabilities must be at least 18 years of age and less than 62 years of age.
  - The eligible household member DOES NOT need to be the head of household.
  - Eligibility for the voucher is determined at the time the voucher is first issued to the family.  
Non-elderly persons with disabilities who turn 62 after receiving their voucher will not lose assistance.
12. HUD provided our Housing Assistance Payments'(HAP) cash reconciliation as of June 30, 2018. The reconciliation entails the comparison of HAP funds disbursed to LCHA and HAP expenses that LCHA reported in the Voucher Management System (VMS) for the months of January through June 2018. The specific calculations for LCHA are attached and explained on the HAP

Reconciliation and Descriptions. The cash reconciliation enclosure portrays the total estimated HUD-held reserves as June 30, 2018 after the reconciliation. (See Exhibit 13)

13. The Illinois Association of Housing Authorities (IAHA) gives recognition to an Illinois Housing Authority and HUD Official for their outstanding achievement in housing. Lake County Housing Authority has been selected for its outstanding achievement means, techniques or procedures that are not in common practices among other agencies or officials. Family Literacy Night with the Family Self Sufficiency Program has received the Outstanding Achievement for Creativity Award that was announced on September 20th at IAHA's Annual Meeting.

#### OLD BUSINESS

##### Brookstone and Regency at Coles Park - Update

Consultant Cindi Herrera presented a PowerPoint review of the Brookstone & Regency projects to supplement the comprehensive development report distributed. (See Exhibits 16, 17)

#### NEW BUSINESS

##### Reaffirmation of Selection of Executive Director/Chief Executive Officer

In our commitment to transparency and open government, the Board of Commissioners is asked to reaffirm all actions taken at any Special meeting at the next regularly scheduled meeting. Therefore, we ask the Board to reaffirm its action on Resolution 2018-87, stating, "Selection of Executive Director/Chief Executive Officer" taken at the 9/6/16 Special Board Meeting with the amendment of the contract salary to \$130,000 annually, forty hours of additional Paid Time Off and the potential for a \$5,000 incentive bonus.

After discussion, Ms. O'Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-88**

**REAFFIRMATION OF SELECTION OF**

**EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER**

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to Reaffirm Lorraine Hocker as the Executive Director/Chief Executive Officer for Lake County Housing Authority as indicated by Resolution 2018-87 approved on 9/6/18.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

**Reaffirmation of ED/CEO Contract**

Previously, the Board, along with LCHA Attorney Grach and consultant Stan Quy, discussed the points of a potential employment arrangement for the newly selected ED/CEO. The clear goal was for an agreement to be made that is amenable to all parties involved. Chairman Jordan fronted the negotiations and the resulting draft proposal was circulated to the Board to collect comments.

After discussion, Ms. O’Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-89**

**REAFFIRMATION OF ED/CEO CONTRACT**

After discussion Ms. O’Kelly moved, seconded by Mr. Helton to Reaffirm the Employment Contract with Lorraine Hocker for the position of Executive Director/Chief Executive Officer as presented.

(See Exhibits 18A & B)

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

**Election of Vice Chairman**

The office of the Vice-Chairman is currently vacant. As per the By-Laws:

SECTION 8. VACANCIES Should the office of the Chairman or Vice-Chairman be vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Authority shall appoint a successor, as aforesaid.

Commissioner John Idleburg volunteered to fill the position. No other nominations were presented.

After discussion, Ms. O’Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-90**

**ELECTION OF VICE CHAIRMAN**

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to elect Commissioner John Idleburg Vice Chairman of the Board of Commissioners for Lake County Housing Authority to fill the unexpired term of said office.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

**Appointment of Secretary/Treasurer**

The Executive Director, under the By-Laws, serves as the Board’s Secretary/Treasurer coterminously with employment as the Executive Director/CEO. As the ED/CEO has changed, this needs to be introduced at this time for appointment by the Board.

After discussion, Ms. O’Kelly introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-91**

**APPOINTMENT OF SECRETARY/TREASURER – BOARD OF COMMISSIONERS**

After discussion Ms. O’Kelly moved, seconded by Mr. Helton to appoint Executive Director/Chief Executive Officer, Lorraine Hocker as the Secretary/Treasurer for the Board of Commissioners as of 10/1/18 in accordance with LCHA By-Laws.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

**Reaffirmation of MOU – Employee Connections/Community Youth Employment Program**

At the 8/16/18 meeting this MOU was introduced but tabled due to insufficient information. An essential part of the Family Self Sufficiency Program is referring participants to beneficial services. This MOU with Employee Connections is invaluable in linking our clients with needed resources.

After discussion, Ms. O’Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-92**

**APPROVAL OF AND REAFFIRMATION OF THE MOU –**

**EMPLOYEE CONNECTIONS/COMMUNITY YOUTH EMPLOYMENT PROGRAM**

After discussion Ms. O’Kelly moved, seconded by Mr. Helton to approve and reaffirm the Memorandum of Understanding (MOU) with Employee Connections/Community Youth Employment Program as presented.

(See Exhibit 19)

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

**Approval of MOU – Arden Shore Child & Family Services – Mental Health Collaborative Project**

Lake County Housing Authority is seeking approval to participate in the Mental Health Collaborative by providing housing assistance management for clients presenting needs for housing vouchers and self-sufficiency services. This does not mean Lake County Housing Authority will be providing any vouchers or services. Lake County Housing Authority will assist by providing information and possible resources, information or workshops for potential clients. The Mental Health Collaborative Project is an interagency program consisting of four long-standing social service providers in Lake County in Illinois that have come together to create a mental health collaboration model. (See Exhibit 20)

After discussion, Ms. O’Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-93**

**APPROVAL OF MOU – ARDEN SHORE CHILD & FAMILY SERVICES –  
MENTAL HEALTH COLLABORATIVE PROJECT**

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to approve the Memorandum of Understanding (MOU) with Arden Shore Child & Family Services for the Mental Health Collaborative Project as presented.

(See Exhibit 20)

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

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

1. Interim Executive Director/CEO Tiffany A. Gonzalez  
NAHRO 2018 Summer Conference, San Francisco, CA. 7/27/18 – 7/29/18
2. Dr. H. Lee Jordan, Jr., Chairman  
PHADA 2018 Legislative Forum, Washington, DC. 9/9/18 – 9/13/18

Commissioners and the Executive Director/CEO must complete and submit a Travel Authorization Form or an Expense Report Form to the Board for approval by a roll call vote at an open meeting.

After discussion, Mr. Idleburg introduced the following Resolution:

**RESOLUTION NO. 2018-94**

**APPROVAL OF TRAINING REPORT EXPENSES**

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to approve the Training Report Expenses as presented.

(See Exhibits 21, 22)

Roll Call Vote:

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

Nays: .....None

Absent: .....None

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

**Authorization for FY 2018 Collection Losses – Housing Choice Voucher**

Twice per annum it is the policy of the Lake County Housing Authority to write-off all uncollectible accounts upon Board approval insofar as the fiscal operating budget permits. The accounts that have been prepared to be written off are inclusive of the Housing Choice Voucher Program, Managed Properties, as well as the Public Housing entities.

After discussion, Ms. O’Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018 –95**

**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.

<b><u>PROGRAM</u></b>	<b><u>AMT Owed</u></b>
S8	\$3,982
S8	\$5,647
S8	\$1,045
S8	\$1,305
S8	\$10,926
S8	\$2,010
S8	\$1,640
S8	\$4,579
S8	\$8,116
S8	\$3,572
S8	\$10,562
	\$53,384

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to adopt Resolution 2018-95.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

Authorization for FY 2018 Collection Losses – Public Housing

After discussion, Ms. O’Kelly introduced the following Resolution:

**RESOLUTION NO. 2018 –96**  
**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>
#0349-3	\$12.87	2
#0510-6	\$8.89	2
#0358-6	\$368.98	2
#0145-9	\$3,603.95	2
#0165-7	\$175.86	2
#0167-7	\$553.94	2
#0158-8	\$205.92	2
#0167-8	\$138.00	2
#0328-4	\$1,125.95	3
#0361-4	\$389.50	3
#0567-6	\$749.09	4
#0386-7	\$2,147.82	4
#0541-11	\$4,541.09	4
#0568-8	\$2,722.78	4
#0557-5	\$54.34	4
#0544-6	\$1,187.87	4
#0520-5	\$2,569.75	4
#0532-7	\$1,994.37	5
#0018-2	\$226.87	Rentals
#0003-14	\$6,215.13	Rentals
#0007-01	\$890.60	Rentals
	\$29,883.57	

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to adopt Resolution 2018-96.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

Approval of FY 2018 Agency Operating Budget Revision

In a manner as prescribed by HUD, at the close of the current fiscal year and prior to the beginning of the upcoming fiscal year, the Finance Department makes all necessary adjustments to the current operating budget based on fiscal trends. Concurrently the budget for the forthcoming fiscal year is also prepared based on foreseen, predicated, fiscal activity. We ask that the Board of Commissioners please review and approve the adjusted FY 2018 budget as well as the FY 2019 Projected Budget by means of resolution.

After discussion, Ms. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-97**

**APPROVAL OF FY 2018 AGENCY OPERATING BUDGET REVISION**

After discussion Mr. Considine moved, seconded by Mr. Helton to approve the FY 2018 Agency Operating Budget Revision as presented.

(See Exhibit 24)

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

Approval of FY 2019 Agency Operating Budget

After discussion, Ms. Considine introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-98**

**APPROVAL OF FY 2019 AGENCY OPERATING BUDGET**

After discussion Mr. Considine moved, seconded by Mr. Helton to approve the FY 2019 Agency Operating Budget as presented.

(See Exhibit 25)

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

**Approval of Employee Health Insurance Options 2018-19**

Open enrollment for LCHA staff insurance/benefit options is underway. With the exception of Flexible Spending Accounts (FSA), all insurances become effective 11/1/18.

**MEDICAL**

- BC/BS overall renewal rate has decreased by -5.3% over current premiums. With the current cost sharing level, this represents an overall annual premium **decrease** of \$39,067.00 for the Housing Authority. This decrease in premiums will be effective 11/1/2018. The LCHA benefit year runs from 11/1/2018 until 10/31/2019.
- The employee medical premiums should remain the same, and the premium savings should be passed to the Authority.
- **RECOMMENDATION: Remain with the same cost sharing level. Pass the renewal rate premium savings to the Authority since the Authority has previously absorbed rate increases.**

**DENTAL**

- Guardian Dental is set to increase 12% over current premiums.
- Current enrollees are happy with the Guardian Dental plan.
- Guardian Dental provides a large network with both PPO and DHMO options.

- This rate increase will be passed directly to the enrolled staff members.
- Dental Premiums are paid 100% by staff.
- **RECOMMENDATION: Pass the dental renewal increase directly to staff, as this benefit is 100% staff paid.**

### **LIFE, STD, LTD**

- Current carrier (Dearborn National) rates are locked in until November 1, 2019.
- **No action is needed.**

### **VISION**

- Current carrier (VSP) rates are locked in until November 1, 2019.
- **No action is needed.**

A few notable LCHA accomplishments in 2018:

- The Housing Authority was designated as a HUD High Performer for the Housing Choice Voucher program.
- The Housing Authority was designated as a HUD High Performer for the Public Housing program.
- The Housing Authority upheld its standard of receiving no audit findings.
- The Housing Authority received ten (10) National Awards of Merit from NAHRO.

Based upon the continuing high level of performance of the Authority, the benefits review team feels comfortable in recommending that the Authority continue the current cost sharing level for this year's benefit renewal and pass any medical premium decrease directly to the Authority. We will revisit the cost sharing level again next year.

After discussion, Ms. O'Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-99**

**APPROVAL OF EMPLOYEE HEALTH INSURANCE OPTIONS 2018-19**

After discussion, Mr. Helton moved, seconded by Mr. Considine to approve the Employee Health Insurance Options, 2018-2019 as presented.

(See Exhibits 26, 27)

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

**Adopting Payment Standards-Housing Choice Voucher Program**

Payment standards are used to calculate the housing assistance payment (HAP) that the PHA pays to the owner on behalf of the family leasing the unit. Each PHA has latitude in establishing its schedule of payment standard amounts by bedroom size. The range of possible payment standard amounts is based on HUD’s published fair market rent (FMR) schedule for the FMR area in which the PHA has jurisdiction. Small Area FMRs are based on Zip Codes and rents charged for standard rental housing in the FMR area. A PHA may set its payment standard amounts from 90 percent to 110 percent of the published FMRs, and may set them higher or lower with HUD approval.

HUD released the FMR schedule on 9/1/18. Page 1 of 14 for HUD’s 2019 Fair Market Rent schedule for Lake County, IL is attached. (See Exhibit 29) The Payment Standards full report can be seen through this link: <https://www.huduser.gov/portal/datasets/fmr.html>.

Director of HCV, Corinne Jordan is recommending as per the following Resolution.

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-100**

**SETTING HOUSING CHOICE VOUCHER PAYMENT STANDARDS**

WHEREAS, HUD has published both Fair Market Rents (FMRs) and Small Area FMRs for Fiscal Year 2019; and

WHEREAS, the Authority must use the Small Area FMRs; and

WHEREAS, the Authority is required to set the Housing Choice Voucher Payment Standards between 90% and 110% of the published Fair Market Rent; and

WHEREAS, Payment Standards are set within this range of the published FMRs to strike a balance between funding limits and improving voucher utilization; and

WHEREAS, the Authority is committed to sustaining opportunity areas to our clients by using the Small Area FMRs that are zip code specific;

NOW, THEREFORE, BE IT RESOLVED that Payment Standards be set as indicated below; and

BE IT FURTHER RESOLVED that these changes in the Payment Standards be made effective with January 1, 2019 annual certifications and November 1, 2018, for new contracts.

**PROPOSED VOUCHER PAYMENT STANDARDS**

<b>Zip</b>	<b>0</b>	<b>1BR</b>	<b>2 BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5 BR</b>
60002	821	950	1109	1413	1691	1944
60010	1233	1413	1638	2088	2493	2867
60011	1001	1155	1342	1705	2035	2339
60013	1001	1155	1342	1705	2035	2339
60015	1233	1413	1638	2088	2493	2867
60020	830	960	1120	1420	1700	1955
60021	902	1045	1210	1540	1837	2112
60030	1012	1166	1364	1727	2068	2378
60031	1122	1287	1507	1914	2288	2631
60035	1320	1520	1770	2250	2690	3093
60040	1060	1220	1420	1810	2160	2484
60041	946	1089	1276	1617	1936	2226
60042	1035	1179	1368	1737	2079	2392
60044	1120	1290	1500	1910	2280	2622

60045	1320	1520	1770	2250	2690	3093
60046	927	1053	1224	1557	1863	2143
<b>Zip</b>	<b>0</b>	<b>1BR</b>	<b>2 BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5 BR</b>
60047	1125	1278	1485	1890	2259	2599
60048	1111	1287	1496	1903	2266	2605
60050	900	1030	1200	1530	1830	2104
60051	936	1071	1242	1584	1890	2174
60060	1056	1221	1419	1804	2156	2479
60061	1265	1463	1694	2156	2585	2972
60064	820	950	1110	1410	1690	1943
60069	1320	1520	1770	2250	2690	3093
60073	980	1130	1310	1670	2000	2300
60074	1056	1210	1408	1793	2145	2466
60079	837	963	1116	1422	1701	1956
60081	1098	1251	1449	1845	2205	2537
60083	1233	1413	1638	2088	2493	2867
60084	870	1000	1160	1480	1770	2035
60085	821	950	1109	1413	1691	1944
60087	830	960	1120	1420	1700	1955
60088	1160	1287	1503	1908	2277	2619
60089	1130	1300	1510	1920	2300	2645
60096	900	1035	1197	1521	1818	2091
60099	821	950	1109	1413	1691	1944

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2018-100.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

Adopting New Tenant Paid Utility Allowance Schedule

An internal survey was conducted for rate changes in electric, gas, water, sewer, and trash. The survey compared rates from the last time a change was required to current rates. Electric and Trash were changed in 2015. Gas, Water and Sewer utility allowances were changed in 2017. The data provided supports a decrease in the Gas, and an increase in the Sewer utility allowances. The change in Electric, Water and Trash rates were under the 10% threshold.

**Electric**..... ComEd delivery service charges increased in both Multi-family units and Single Family units by an average of 6% between 2015 and 2018. No change is required.

**Gas**..... The cost of gas usage was averaged between Nicor and North Shore gas. The rates decreased by 11% since 2017. This requires a change in gas utility allowances.

**Trash**..... Three different refuse companies were contacted and rates were averaged for the 12 various municipalities served. The average rate increased 9% since 2015. No change is required.

**Water**..... Rates were averaged between 12 different municipalities. The average change was 6.75% since 2017. No change is required.

**Sewer**..... Rates were averaged between 14 different municipalities. The average increase was 11.6% since 2017. This requires a change of 12% (rounded) in sewer utility allowances.

**Appliances**..... Rental units in LCHA's jurisdiction are typically leased with owner provided ranges and refrigerators. The cost of a family to own their own refrigerator and/or range/stove remains unchanged.

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION 2018-101**

**ADOPTING NEW TENANT PAID UTILITY ALLOWANCE SCHEDULE**

WHEREAS, the Authority is required to assess the adequacy of its tenant paid utility allowance schedule annually; and

WHEREAS, the assessment has been completed and a finding made that there be a decrease in gas by 11%; an increase in Sewer by 12%; and no change in Electric, Trash, Water, or Appliances is warranted;

NOW, THEREFORE, BE IT RESOLVED that the attached tenant paid utility allowance schedule be approved effective January 1, 2019 for annual certifications and November 1, 2018 for new contracts; and

BE IT FURTHER RESOLVED that the new schedule shall also be approved for the Public Housing Program subject to the receipt and consideration of resident comment.

(See Exhibit 30)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2018-101.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

**Contingent Commitment of Project Based Vouchers From The Regional Housing Initiative  
Zion Woods in Deerfield**

LCHA joined the Regional Housing Initiative (RHI) in 2002 originally committing 19 of LCHA’s project based vouchers (PBV) to the RHI pool. In 2009, 2012, 2015 and 2016 additional PBVs were committed bringing the combined total to 56. Through RHI, all 56 PBVs are currently being used in our jurisdiction for the benefit of families in our community.

Recently, Zion Woods in Deerfield applied and was conditionally approved by the Regional Housing Initiative to receive Project Based Vouchers. Zion Woods is 25 new units of affordable housing for families and persons with disabilities. (See Exhibits 31, 32)

Minutes of the Regular Board Meeting

September 27, 2018

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The developer for Zion Woods, Housing Opportunities Development Corp. (HODC) and Brinshore Development LLC is requesting five (5) PBVs from the RHI pool.

As this project is in our jurisdiction, we are proposing the contingent commitment of five (5) LCHA PBVs be committed from the RHI pool. Resolution attached.

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION 2018-102**

**CONTINGENT COMMITMENT OF PROJECT BASED VOUCHERS**

**TO THE REGIONAL HOUSING INITIATIVE – ZION WOODS, DEERFIELD**

WHEREAS the Lake County Housing Authority has joined with the Regional Housing Initiative (RHI); and

WHEREAS the purpose of RHI is to increase housing opportunities for low income families in the jurisdiction of all Housing Authorities within RHI by project-basing vouchers; and

WHEREAS RHI did solicit owner applications for such project-basing; and

WHEREAS the RHI Selection Panel has met to rank potential projects and determined the following projects are to be awarded project-based vouchers as indicated here:

Zion Woods, Deerfield .....(Lake County, IL) ..... 5 Project-Based Vouchers;  
and;

WHEREAS the Selection Panel has recommended to the Lake County Housing Authority that five (5) vouchers be allocated to the project within the LCHA jurisdiction;

NOW, THEREFORE BE IT RESOLVED, that the Lake County Housing Authority hereby allocates five (5) project-based vouchers to Zion Woods in Deerfield; and

BE IT FURTHER RESOLVED that the term of the vouchers be fifteen (15) years subject to HUD appropriations.

(See Exhibit 33)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2018-102.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

Authorizing Special Board Meeting – 10/29/18 – Executive Session – Self Evaluation

The Board wishes to hold a Special Board Meeting on 10/29/18 with an Executive Session for the sole purpose of self-evaluation, practices and procedures with a representative of Nan McKay and Associates of which LCHA is a member. Nan McKay and Associates is the leading company in the affordable housing industry. It provides training, consulting, management and other services to housing authorities nationwide.

The closed session is in accordance with 5 ILCS 120/2, Sec. 2. Open meetings. (c) Exceptions, “A public body may hold closed meetings to consider the following subjects: (16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.”

After discussion, Mr. Considine introduced the following Resolution:

**RESOLUTION NO. 2018-103**

**AUTHORIZATION FOR SPECIAL BOARD MEETING – 10/29/18 – SELF EVALUATION**

After discussion Mr. Considine moved, seconded by Mr. Idleburg to authorize a Special Board Meeting to be held 10/29/18 at 8:00 a.m. for Self-Evaluation. The location will be the Central Office, 33928 N. US Highway 45, Grayslake, IL 60030.

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2018-103.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

Bids

Capital Fund

1. Unit Turnaround - 10209 West Crissy Avenue, Beach Park, IL - AMP 4

After discussion, Mr. Considine introduced the following Resolution:

**RESOLUTION NO. 2018-104**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 10209 W. CRISSY 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>
Dean Investments	Unit Turnaround	10209 W. Crissy Ave., Beach Park/AMP 4	Not To Exceed \$26,000.00

(See Exhibit 34)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2018-104.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

2. Unit Turnaround 38386 N. Wilson Avenue, Beach Park – AMP 4

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-105**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 38386 N. WILSON 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 Services	Unit Turnaround	38386 N. Wilson Ave., Beach Park/AMP 4	Not To Exceed \$31,000.00

(See Exhibit 35)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2018-105.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

3. Unit Turnaround 26476 W. Highway 83, Mundelein – AMP 4

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-106**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 26476 WEST HIGHWAY 83, 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	26476 West Highway 83., Mundelein/AMP 4	Not To Exceed \$15,750.00

(See Exhibit 36)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2018-106.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

LCHA Rentals

1. Unit Turnaround – 33553 North Idlewild, Gages Lake

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-107**

**(LCHA RENTALS)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 33553 NORTH IDLEWILD, GAGES LAKE**

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>
Bee Liner Lean	Unit Turnaround	33553 N. Idlewild, Gages Lake	\$19,500.00

(See Exhibit 37)

After discussion Mr. Helton moved, seconded by Mr. Considine to adopt Resolution 2018-107.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

Operating Fund

1. Inspection Services – Housing Quality Standards - HCV

After discussion, Ms. O’Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-108**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**INSPECTION SERVICES – HOUSING QUALITY STANDARDS - 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>
The Organizational Leadership Edge	Executive Director Search Firm	Agency Wide	\$8,775.00 Expenses Included

(See Exhibit 38)

After discussion Ms. O’Kelly moved, seconded by Mr. Helton to adopt Resolution 2018-108.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

2. FSS Training – All AMPs, HCV

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-109**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**FAMILY SELF SUFFICIENCY (FSS) TRAINING – ALL AMPS, 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>
NAHRO	FSS Training	All AMPs, HCV	Not To Exceed \$5,245.00

(See Exhibit 39)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2018-109.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

3. Financial Audit Services – All AMPs, HCV & CO ..... Ex. 40

After discussion, Ms. O’Kelly introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-110**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
ANNUAL AUDIT 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>
Barrale Renshaw Sailor Khan LLC	Annual Audit Services	COCC, All AMPs HCV Program	\$14,850.00

(See Exhibit 40)

After discussion Ms. O'Kelly moved, seconded by Mr. Considine to adopt Resolution 2018-110.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O'Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

4. Website Services - All AMPs, HCV & CO

After discussion, Ms. O'Kelly introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-111**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**WEBSITE REDESIGN SERVICES – ALL AMPS, HCV, COCC**

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>
Brooks, Jeffrey Marketing	Website Redesign Services	All AMPs, HCV, COCC	\$19,605.00

(See Exhibit 41)

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to adopt Resolution 2018-111.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

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 Approved 4/19/18  
CO #2: Additional On Site Meeting – Add \$600.00 ..... Ex. 42

After discussion, Ms. O’Kelly introduced the following Resolution:

**RESOLUTION NO. 2018-112**

**APPROVAL OF OPERATING FUND CHANGE ORDER**

(See Exhibit 42)

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to approve the Operating Fund Change Order as presented.

Roll Call Vote:

Ayes: .....Considine, Helton, Idleburg, O’Kelly, Jordan  
Nays: .....None  
Absent: .....Robinson  
Abstain: .....None  
Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 27, 2018.

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

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

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items as initiated by members of the Board.  
Commissioner O’Kelly

Commissioner O’Kelly inquired as to the procedure for responding to public comments. Ms. Gonzalez advised investigations would be conducted and appropriate action would be taken on a case by case basis.

No other topics of discussion were presented.

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

At 2:00 p.m. Ms. O’Kelly 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: Considine, Helton, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Idleburg, Robinson. Motion Carries.

The Board returned to open session at 2:44 p.m. and roll call was taken. Present: Considine, Helton, O’Kelly, Jordan. Absent: Idleburg, Robinson.

Authorization for Special Board Meeting – 8/25/18 – Personnel Issue

Chairman Jordan proposed to hold a Special Board Meeting on Saturday, 8/25/18 at 8:30 a.m. The sole purpose of the meeting will be the discussion of a personnel issue. A vote regarding the personnel issue, in open session, may be possible.

After discussion, Ms. O’Kelly introduced the following Resolution:

**RESOLUTION NO. 2018-86**

**AUTHORIZATION FOR SPECIAL BOARD MEETING – 8/25/18 – PERSONNEL ISSUE**

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to authorize a Special Board Meeting to be held 8/25/18 at 8:30 a.m. for a Personnel Issue. The location will be the Central Office, 33928 N. US Highway 45, Grayslake, IL 60030.

Roll Call Vote:

Ayes: .....Considine, Helton, O’Kelly, Jordan

Nays: .....None

Absent: .....Idleburg, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 16, 2018.

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Dr. H. Lee Jordan, Jr., Chairman

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

ADJOURNMENT

There being no further business to come before the Board, Ms. O'Kelly moved, seconded by Mr. Considine to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 3:21 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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