

**Pursuant to Executive Order 2020-15 signed by Governor Pritzker and guidance provided by legal counsel, the Lake County Housing Authority conducted this meeting by audio and video conferencing without a physical quorum present in the boardroom. Executive Order 2021-15, paragraphs 7 and 9 declare the entire State of Illinois as a disaster area per Section 4 of the Illinois EMA Act. Lake County Housing Authority has determined an in-person meeting is not practical or prudent at this time because of the declared disaster. Public access to this meeting was available as follows: Call: 1 312-626-6799 and Enter Meeting ID 893 2281 7211.**

Consequently, the September 23, 2021, Rescheduled Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held as a teleconference via the Zoom platform. A public notice of the meeting and the opportunity for telephonic access by the public has been posted on LCHA's social media and website ([www.lakecountyha.org](http://www.lakecountyha.org)). Notice was also sent to all media requesting notice.

The Rescheduled Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held September 23, 2021, via Zoom and at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

(Commissioners participated in this Board Meeting via teleconference.)

Present: Dr. H. Lee Jordan, Jr., Chairman  
John Idleburg, Commissioner  
Irina Mishalov, Commissioner  
Beverly Mull, Commissioner

Absent: Kevin Considine, Vice Chairman  
Susan Malter, Commissioner

(Physically present at 33928 North US Highway 45, Grayslake, IL 60030.)

LCHA Staff:  
Lorraine Hocker, Executive Director/CEO  
Ofelia Navarro, Deputy Director  
Khadija Darr, Chief Financial Officer  
Valerie Rogers, Executive Secretary

Posting of the notice of this meeting and 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 21, 2021, 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). Notice of the rescheduled meeting was also sent to all media requesting notice. (See Exhibit 18)

## ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:31 p.m. Roll call was taken, and the following Commissioners were present: Idleburg, Mishalov, Mull, Jordan. Absent: Considine, Malter.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Public comments were accepted by email at [publiccomment@lakecountyha.org](mailto:publiccomment@lakecountyha.org) or by leaving a voice message at (847) 223-1170 ext. 2320. Comments received by 9:00 a.m. on September 23, 2021, are to be read at the appropriate time in the agenda. No public comments were received. Chairman Jordan opened the floor for public comment. No one requested to be heard.

MINUTES – 8/31/21 REGULAR MEETING  
MINUTES – 8/31/21 EXECUTIVE SESSION- SECURITY MATTERS, REAL ESTATE  
TRANSACTIONS AND PERSONNEL ISSUES

After discussion, Commissioner Idleburg moved, seconded by Commissioner Mull to approve the Minutes of the August 31, 2021, Regular Meeting and Executive Session-Security Matters, Real Estate Transactions and Personnel Issues. The Board voted as follows: Ayes: Idleburg, Mishalov, Mull, Jordan. Nays: None. Absent and Not Voting: Considine, Malter. Motion Carries.

FINANCE REPORT

The list of bills and financial report were submitted by Chief Financial Officer Khadija Darr. (See Exhibits 08, 09)

CFO Khadija Darr reported: The agency overall is in good standing. All programs are operating at a surplus except the COCC. The COCC struggles but once we do a year end reallocation of resources and recognize revenues not yet recognized we should be in good standing.

After discussion, Commissioner Mull moved, seconded by Commissioner Mishalov to approve the list of bills as presented. The Board voted as follows: Ayes: Idleburg, Mishalov, Mull, Jordan. Nays: None. Absent and Not Voting: Considine, Malter. Motion Carries.

REPORTS

The following reports for August 2021 were provided.

Public Housing .....	Zachary Stone, Director of Facilities (Exhibit 01)
Procurement.....	Zachary Stone, Director of Facilities (Exhibit 02)
Property Disposition.....	Derek Eovaldi, Property Disposition Coordinator (Exhibit 03)
Housing Choice Voucher, PBV <sup>1</sup> , Portability & Collections .....	Jennifer Ferguson, Director of HCV & Compliance (Exhibit 04)

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<sup>1</sup> Project-Based Vouchers

- FSS<sup>2</sup>, Housing Counseling, ..... Heidi Semenek, Director of FSS & Special Programs  
 Mainstream Vouchers & FUP<sup>3</sup> (Exhibit 05)
- Human Resources..... Lefran Elgezdi, Director of Human Resources  
 (Exhibit 06)
- FOIA/OMA<sup>4</sup>, Travel-Training ..... Valerie Rogers, Executive Secretary/FOIA & OMA  
 (Exhibit 07)

NEW BUSINESS

Resolution 2021-86. Authorization for FY 2021 Collection Losses – Public Housing

Bi-annually, 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, Commissioner Mull introduced the following Resolution:

**RESOLUTION NO. 2021-86**

**RESOLUTION AUTHORIZING THE WRITE-OFF OF  
 PUBLIC HOUSING COLLECTION LOSSES FOR THE PERIOD  
 BEGINNING JANUARY 1, 2021 AND ENDING JUNE 30, 2021**

**WHEREAS**, the Housing Authority of the County of Lake has determined that it has exerted all efforts to collect monies owed from former residents; and

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development allows a housing authority to write off any and all monies owed that cannot be collected;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Lake approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of \$15,861.35 for the period beginning January 1, 2021 and Ending June 30, 2021.

<u>Account #</u>	<u>Amount</u>	<u>Amp</u>	
0140-12	\$2,037.98	2	passed away
0154-9	\$2,266.78	2	
0132-13	\$530.80	2	passed away
0207-6	\$285.81	3	

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

<sup>3</sup> Family Unification Program

<sup>4</sup> Freedom of Information Act. Open Meetings Act.

0208-12	\$29.80	3	passed away
0277-11	\$2,673.92	3	
0278-8	\$2,628.69	3	passed away
0329-4	\$1,577.92	3	passed away
0322-6	\$1,050.15	3	passed away
0439-8	\$593.87	3	
0521-11	\$1,666.88	4	
0018-3	\$518.75	rentals	
	<b>\$15,861.35</b>		

(See Exhibit10)

After discussion Commissioner Mull moved, seconded by Commissioner Idleburg to adopt Resolution 2021-86.

Roll Call Vote:

Ayes: .....Idleburg, Mishalov, Mull, Jordan

Nays: .....None

Absent: .....Considine, Malter

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 23, 2021.

Resolution 2021-87. Approval of FY 2022 Agency Operating Budget

In a manner as prescribed by HUD, the budget for the forthcoming fiscal year is prepared based on foreseen, predicated, fiscal activity.

After discussion, Commissioner Idleburg introduced the following Resolution:

**RESOLUTION NO. 2021 - 87**

**APPROVAL OF FY 2022 OPERATING BUDGET**

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Public Housing Agency to approve the Operating Budgets; and

**WHEREAS**, the Commissioners of the Lake County Housing Authority have reviewed the Operating Budget and do find:

- 1) That the proposed expenditures are necessary for the efficient and economical operation of the programs for the purpose of serving low-income families;

- 2) That the financial plan is reasonable in that: (a) It includes sources of funding adequate to cover all proposed expenditures, and (b) It does not provide for use of Federal funding in excess of that payable under the provisions of the Annual Contributions Contract;
- 3) That all proposed rental charges and expenditures will be consistent with the provisions of law and the Annual Contributions Contract; and

**WHEREAS**, The Board of Commissioners of the Lake County Housing Authority hereby certify that the Lake County Housing Authority is in compliance with the Annual Contributions Contract which requires the Housing Authority to, at least once per year, re-examine the income of families receiving assistance; and

**WHEREAS**, The Board of Commissioners of the Lake County Housing Authority hereby certify that the Lake County Housing Authority is in compliance with the requirement of the Annual Contributions Contract, and that rents and utility allowance calculations have been or will be, adjusted in accordance with current HUD requirements and regulations;

**NOW THEREFORE, BE IT RESOLVED** that the Fiscal Year 2022 Operating Budget, copies of such budgets attached hereto, are hereby approved by the Board of Commissioners of the Lake County Housing Authority; and

**BE IT FURTHER RESOLVED**, staff is authorized to execute and submit the necessary documents to HUD's Financial Management Center.

(See Exhibit 11)

After discussion Commissioner Idleburg moved, seconded by Commissioner Mull to adopt Resolution 2021-87.

Roll Call Vote:

Ayes: .....Idleburg, Mishalov, Mull, Jordan  
Nays: .....None  
Absent: .....Considine, Malter  
Abstain: .....None  
Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 23, 2021.

Resolution 2021-88. Adopting Lake County Housing Authority's Moving To Work Application and MTW Plan, and Related Certifications and Confirmations

The Dept. of Housing and Urban Development (HUD) has issued an expansion of the Move to Work (MTW) Demonstration program. Lake County Housing Authority is seeking approval to submit an application to the program that addresses landlord incentives and their effect on landlord participation in the HCV program. There are seven MTW activities that LCHA can potentially use. Two (2) resident/participant meetings were held on 8/16/21 and a public hearing was held 9/1/21.

MTW flexibility will enhance LCHA's ability to develop relationships with landlords in more desirable areas and in turn help its voucher families to thrive, and thus to support the community. MTW flexibilities will help LCHA families to have access to housing options in communities of opportunity through the landlord initiative that will include landlord incentives.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION NO. 2021-88**

**ADOPTING LAKE COUNTY HOUSING AUTHORITY'S MOVING TO WORK APPLICATION AND MTW PLAN, AND RELATED CERTIFICATIONS AND CONFIRMATIONS**

**WHEREAS**, the Moving to Work (MTW) Demonstration Program is a demonstration program operated by the United States Department of Housing and Urban Development (HUD) that gives housing authorities more discretion over local policies and HUD funding to better meet the needs of their local communities and identify new and innovative ways of operating their programs; and

**WHEREAS**, in January 2021, HUD invited housing authorities to submit applications to participate in an expansion of the MTW Demonstration Program, under Cohort #4, which will study landlord incentives to participants in the Housing Choice Voucher Program; and

**WHEREAS**, in August 2021, Lake County Housing Authority (LCHA) prepared a draft application and MTW Plan to be accepted into the MTW expansion under Cohort #4; and

**WHEREAS**, LCHA completed all of the public process requirements described in PIH Notice 2021-03 as part of developing its Application and MTW Plan; and

**WHEREAS**, LCHA considered all public and resident comments received during the application review period as part of finalizing its Application and MTW Plan;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the County of Lake:

- Section 1: Lake County Housing Authority's Application, including the MTW Plan and LCHA's selection of Activities #4a. Vacancy Loss Payment and #4c. Incentive Payments, and certifications contained therein, is approved.
- Section 2: The Board of Commissioners confirms that the public process requirements described in Section 5(C)(i)(c) of HUD Notice PIH 2021-03, Request for Applications under the Moving to Work Demonstration Program for Fiscal Year 2021: COHORT #4 – Landlord Incentives, were met.
- Section 3: The Chair of the Board of Commissioners and Executive Director are authorized to sign all required forms and documents and take other necessary actions in connection with submission of the Application to HUD, including without limitation making any final modifications to the Application.

(See Exhibits 13, 14)

After discussion Commissioner Mull moved, seconded by Commissioner Idleburg to adopt Resolution 2021-88.

Roll Call Vote:

Ayes: .....Idleburg, Mishalov, Mull, Jordan

Nays: .....None

Absent: .....Considine, Malter

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 23, 2021.

Resolution 2021-89. Authorization to Submit the Section 18 Disposition Application and Execute Sales Contract for Eleven (11) Properties in the Communities of Beach Park, Grayslake, Gurnee, Lake Bluff, Lake Zurich and Mundelein – AMPs 4 & 5

LCHA is proceeding with the Demo/Dispo of eleven (11) additional properties. The required resident meeting was held, and we have received support from the correlating local governments. Formal Board approval is now needed to submit the Section 18 application to HUD. The Board is also being asked to grant ED/CEO Lorraine Hocker the authority to act on sales contracts without further deliberation or action from the Board.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION 2021-89**

**AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION AND EXECUTE SALES CONTRACT FOR ELEVEN (11) PROPERTIES IN THE COMMUNITIES OF BEACH PARK, GRAYSLAKE, GURNEE, LAKE BLUFF, LAKE ZURICH AND MUNDELEIN - AMPS 4 & 5**

**WHEREAS**, the Lake County Housing Authority (LCHA) owns eleven (11) single-family residential properties in the communities of Beach Park, Grayslake, Gurnee, Lake Bluff, Lake Zurich and Mundelein; and

**WHEREAS**, LCHA desires to sell the properties to the general public and/or non-profit instrumentalities as it aligns with the PHA's goals and Public Housing reposition strategy; and

**WHEREAS**, as directed by HUD, LCHA conducted a meeting with the Resident Advisory Board and received letters of support from the officials of the correlating local governmental bodies; and

**WHEREAS**, in order to obtain the approval of U.S. Department of Housing and Urban Development (HUD), pursuant to Section 18 of the 1937 Housing Act, 24 CFR part 970 and PIH Notice 2018-04 LCHA needs to submit a disposition application to the Special Applications Center (SAC) office at HUD;

**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 Section 18 Disposition Applications for the properties listed above to the U.S. Department of Housing and Urban Development; and

**BE IT FURTHER RESOLVED**, the LCHA Executive Director is authorized to execute the final form of the agreements and any supporting HUD documents to facilitate the sale of the properties above; and

**BE IT FURTHER RESOLVED**, if the Section 18 applications are accepted and approved by HUD, the Executive Director/CEO is authorized to execute applicable contract sales agreements and take all actions necessary to dispose of the properties shown above without further deliberation or action by the Board of Commissioners of Lake County, IL.

(See Exhibit 15)

After discussion Commissioner Mull moved, seconded by Commissioner Mishalov to adopt Resolution 2021-89.

Roll Call Vote:

Ayes: .....Idleburg, Mishalov, Mull, Jordan

Nays: .....None

Absent: .....Considine, Malter

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 23, 2021.

Bids

Capital & Operating Fund

1. Resolution 2021-90  
Information Technology Service Provider – Agency Wide

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION NO. 2021-90**

**(CAPITAL AND/OR OPERATING FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES - INFORMATION TECHNOLOGY SERVICE PROVIDER – 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 bid is approved, and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
WEBIT Services	Information Technology Service Provider	Agency Wide	\$9,000.00/One-Time \$124,200.00/Annually

(See Exhibits 16, 17)

After discussion Commissioner Mull moved, seconded by Commissioner Idleburg to adopt Resolution 2021-90.

Roll Call Vote:

Ayes: .....Idleburg, Mishalov, Mull, Jordan

Nays: .....None

Absent: .....Considine, Malter

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 23, 2021.

Commissioner Roundtable – Discussion

The Board expressed regret for the rescheduling of the Regular Board meeting of 9/16/21.

Executive Session – Personnel Matters

At 12:46 p.m. Commissioner Mull moved, seconded by Commissioner Mishalov to go into Executive Session to discuss Personnel Matters. The Board voted as follows: Ayes: Idleburg, Mishalov, Mull, Jordan. Nays: None. Absent and Not Voting: Considine, Malter. Motion Carries.

The Board returned to open session at 12:53 p.m. and roll call was taken. Present: Idleburg, Mishalov, Mull, Jordan. Absent: Considine, Malter.

The Board discussed Personnel Matters. No action was taken during the Executive Session.

(Continued on next page.)

ADJOURNMENT

There being no further business to come before the Board, Commissioner Mull moved, seconded by Commissioner Idleburg to adjourn the meeting. The Board voted as follows: Ayes: Idleburg, Mishalov, Mull, Jordan. Nays: None. Absent and Not Voting: Considine, Malter. Motion Carries. Meeting adjourned at 12:54 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer