

Pursuant to Executive Order 2022-13 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 05-27-2022 declares 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: Zoom platform <https://us02web.zoom.us/j/89322817211> or Telephone 1 312-626-6799 and Enter Meeting ID 893 2281 7211.

Consequently, the June 16, 2022, 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).

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held June 16, 2022, 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: Kevin Considine, Vice Chair
John Idleburg, Commissioner
Beverly Mull, Commissioner
Dr. Charles Nozicka, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chair
Susan Malter, Commissioner

LCHA Staff physically present at 33928 North US Highway 45, Grayslake, IL 60030.
Ofelia Navarro, Deputy Director
Norma Carlon, Manager of Capital Improvements & Procurement

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, June 14, 2022, at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org.

ROLL CALL

Noting that a quorum of Commissioners was present, Vice Chair Considine called the meeting to order at 12:30 p.m. Roll call was taken, and the following Commissioners were present: Idleburg, Mull, Nozicka, Considine. Absent: Jordan, Malter. One (1) commissioner position is vacant.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Public comments were accepted by email at publiccomment@lakecountyha.org or by leaving a voice message at (847) 223-1170 ext. 2320. Comments received by 9:00 a.m. on June 16, 2022, are to be read at the appropriate time in the agenda. No public comments were received.

Vice Chair Considine opened the floor for public comment. There were no public comments.

MINUTES – 4/21/22 REGULAR MEETING

After discussion, Commissioner Mull moved, seconded by Commissioner Idleburg to approve the Minutes of the April 21, 2022, Regular Meeting. The Board voted as follows: Ayes: Idleburg, Mull, Nozicka, Considine. Nays: None. Absent and Not Voting: Jordan, Malter. Motion Carries.

FINANCE REPORT AND APPROVAL OF BILLS

The financial report and list of bills for May and June 2002 were provided by Senior Accounting Specialist Jackie Petritis. (See Exhibits 07, 08, 09)

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

REPORTS

The following reports for May 2022 were provided.

Public Housing	Zachary Stone, Director of Facilities (Exhibit 01)
Procurement.....	Norma Carlon Manager of Capital Improvements & Procurement (Exhibit 02)
Property Disposition	Derek Eovaldi, Property Disposition Coordinator (Exhibit 03)
Housing Choice Voucher, PBV ¹ , Portability & Collections	Jennifer Ferguson, Director of HCV & Compliance (Exhibit 04)
FSS ² , Housing Counseling,	Heidi Semenek, Director of FSS & Special Programs Mainstream Vouchers & FUP ³ (Exhibit 05)
FOIA/OMA ⁴ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA (Exhibit 06)

Other Matters

1. By Executive Order 2022-13 signed 5/27/22, Governor Pritzker extended the State's COVID-19 Disaster Declaration over all counties in Illinois for another 30 days (expiring 6/25/22). Accordingly, the Board of Commissioners Meeting on 6/16/22 will be a virtual meeting through Zoom.

¹ Project-Based Vouchers
² Family Self-Sufficiency Program
³ Family Unification Program
⁴ Freedom of Information Act. Open Meetings Act.

2. LCHA has been notified of our upcoming HUD REAC Inspection scheduled for AMP 2. AMP 2 includes Hawley Manor, Grayslake; Shiloh Towers, Zion and Warren Manor, Gurnee. It will be 6 buildings, 160 units. The REAC inspections are scheduled for June 21, 2022.

As before, we contracted with US Housing Consultants to conduct pre-REAC inspections. The pre-REAC inspections have been conducted and LCHA maintenance is focusing on the areas of concern.

3. The community level of COVID-19 in Lake County is high based on cases and hospitalizations, according to the most recent update from the C.D.C. on May 26, 2022. LCHA recognizes the risks of getting COVID-19 are higher in crowded spaces where people spend long periods of time together in close proximity. Until further notice, to help prevent the spread of the Coronavirus and ensure the health and safety of our clients, residents, staff, and the community, we are closing the Community Rooms in all our senior buildings.
4. Please remember the July 2022 Regular Board Meeting is earlier than usual. The July Board Meeting will be held on **Thursday, July 7, 2022** at 12:30 pm.

NEW BUSINESS

Resolution 2022-32 Approval of Travel/Training Expenses for Executive Director and/or Commissioners

1. Lorraine Hocker, Executive Director
4/20/22-4/22/22 Minnesota NAHRO, HRA Executive Director Boot Camp, Eagan, MN
(See Exhibit 11)
2. Lorraine Hocker, Executive Director.
5/19/22-5/22/22 PHADA 2022 Annual Convention & Exhibition, San Antonio, TX (See Ex. 12)
3. John Idleburg, Commissioner
5/19/22-5/22/22 PHADA 2022 Annual Convention & Exhibition, San Antonio, TX (See Ex. 13)

Pursuant to Public Act 099-0604, The Local Government Travel Expense Control Act, Commissioners and the Executive Director/CEO must 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, Commissioner Nozicka introduced the following Resolution:

RESOLUTION 2022-32

APPROVAL OF TRAVEL REPORT EXPENSES FOR COMMISSIONERS AND/OR EXECUTIVE DIRECTOR

WHEREAS, the Illinois General Assembly enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses; and

WHEREAS, on 2/16/17 By Resolution 2017-54 the Board approved the policy governing the combined travel, meal, and lodging expenses for any one travel event, incurred by its employees and officers to be effective 3/2/17; and

WHEREAS, expenses for travel, meals and lodging of the Executive Director/Chief Executive Officer and any member of the Board of Commissioners of the Lake County Housing Authority may only be approved by roll call vote at an open meeting of the Board of Commissioners of the Lake County Housing Authority;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake hereby grants approval of the Expense Reports as attached here for a member of the Board of Commissioners and/or for the Executive Director.

(See Exhibits 10, 11, 12, 13)

After discussion Commissioner Nozicka moved, seconded by Commissioner Mull to adopt Resolution 2022-32.

Roll Call Vote:

Ayes:Idleburg, Mull, Nozicka, Considine

Nays:None

Absent:Jordan, Malter

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on June 16, 2022.

Resolution 2022-33 Approval of a Memorandum of Understanding Between Lake County Housing Authority & Lake County Workforce Development/Job Center of Lake County

The Lake County Workforce Development Board and LCHA have executed a Memorandum of Understanding since 2019 describing cost sharing, service access, service delivery and other matters essential to the establishment of effective local workforce development services under WIOA⁵ (§678.705). The MOU is between 16 federally funded programs delivered by 16 partner agencies and the Workforce Development Board and has been approved by the Lake County Board. The Agreement needs to be reaffirmed annually by all partners. Lake County Housing Authority wishes to continue with this important partnership and seeks the Board approval.

After discussion, Commissioner Idleburg introduced the following Resolution:

RESOLUTION 2022-33

**APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN
LAKE COUNTY HOUSING AUTHORITY & LAKE COUNTY WORKFORCE
DEVELOPMENT/JOB CENTER OF LAKE COUNTY**

⁵ The Workforce Innovation and Opportunity Act (WIOA) (Pub.L.113-128)

WHEREAS, on July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA); and

WHEREAS, WIOA provides resources, services and leadership tools for the workforce system that improves employer engagement and competitiveness for success in the global marketplace by helping individuals find good jobs, retain employment and advance job-related skill sets; and

WHEREAS, Lake County has been designated as a local workforce development area by the State of Illinois; and

WHEREAS, WIOA requires Lake County to develop and submit workforce compliance plans in order for Lake County to receive WIOA Formula funding; and

WHEREAS, the Memorandum of Understanding, in cooperation with its partners, establishes a collaborative framework encouraging cooperation, collaboration, communication, policy and technical guidance and governance to assist with the efficient and effective participation in the WIOA implementation in Lake County, Illinois; and

WHEREAS, Lake County and the Lake County Workforce Development Board have reviewed and approved the Job Center of Lake County Memorandum of Understanding; and

WHEREAS, Lake County Housing Authority's Family Self Sufficiency Program is a voluntary program for participants who wish to improve their financial situation emphasizing employment as well as education and training; and

WHEREAS, Lake County Housing Authority has had an ongoing partnership with Lake County Workforce Development/Job Center of Lake County for several years and wishes to continue to partner this Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of LCHA hereby approves the Executive Director and/or her designee to execute the Memorandum of Understanding between Lake County Housing Authority and Lake County Workforce Development/Job Center of Lake County in substantially the form attached hereto and incorporated herein by reference.

(See Exhibits 14, 15)

After discussion Commissioner Idleburg moved, seconded by Commissioner Mull to adopt Resolution 2022-33.

Roll Call Vote:

Ayes:Idleburg, Mull, Nozicka

Nays:None

Absent:Jordan, Malter

Abstain:Considine

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on June 16, 2022.

Resolution 2022-34 Authorization to Assume the Housing Assistance Payment Contract For The Colonial Park Apartments from The Chicago Housing Authority & The Regional Housing Initiative

In August of 2022, Lake County Housing Authority entered into an agreement with Chicago Housing Authority (CHA) for the Regional Housing Initiative (RHI). The RHI program was developed to assist with the rehabilitation and preservation of quality housing throughout the Chicago Metropolitan area. The Chicago Housing Authority agreed to provide LCHA with 60 project-based vouchers for Colonial Park Apartments located in Lake County Park City. Per the agreement, LCHA has been conducting all of the administrative work, such as initial lease-up, recertifications, and interims for an admin fee per action processed. Once the action is processed, all documentation collected from the applicant/participant and work processed in HAB, LCHA sends it to CHA for final approval. Unfortunately, there is a delay in processing from CHA and, as a result, causes a delay in HAP payments to Colonial Apartments on behalf of the families. Therefore, CHA has agreed to allow LCHA to assume the vouchers. In doing so, it will allow for timely HAP payments to Colonial Apartments and will help improve LCHA's current HCV utilization.

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION 2022-34

**AUTHORIZATION TO ASSUME THE HOUSING ASSISTANCE PAYMENT CONTRACT
FOR THE COLONIAL PARK APARTMENTS FROM
THE CHICAGO HOUSING AUTHORITY & THE REGIONAL HOUSING INITIATIVE**

WHEREAS, The Chicago Housing Authority (CHA), Lake County Housing Authority (LCHA) and other Illinois housing authorities entered into an Intergovernmental Agreement ("IGA") dated August 22, 2002, amended February 28, 2006, March 2007, October 2009 and April 2011 establishing a Regional Housing Initiative (RHI) to encourage the development, rehabilitation and preservation of quality rental housing throughout the Chicago metropolitan region; and

WHEREAS, Colonial Park Apartments is a two hundred forty (240) unit development located in Lake County's Park City; and

WHEREAS, Colonial Park Apartments was selected under the RHI to receive 60 project-based vouchers and thereafter executed an Agreement to Enter into a Housing Assistance Payment Contract ("AHAP") with LCHA; and

WHEREAS, CHA and LCHA agreed CHA will provide the 60 project-based vouchers for Colonial Park Apartments and therefore LCHA agreed to assign the AHAP to CHA; and

WHEREAS, dysfunctional operational processes have impacted the delivery of voucher assistance to eligible families for Colonial Park Apartments; and

WHEREAS, further problematical operational processes have unreasonably delayed the Housing Assistance Payments to Colonial Park Apartments on behalf of the families currently in residence; and

WHEREAS, HUD expects a high performing PHA to maintain an average HCV utilization rate at or above 98 percent; and

WHEREAS, LCHA wishes to improve its current HCV utilization rate of 92% by assuming all the rights, title and interest of CHA in and to the HAP contract executed by the CHA and adopts all its obligations responsibilities and duties, in and to the HAP contract; and

WHEREAS, CHA supports the transfer of the Housing Assistance Payments Contract for Colonial Park Apartments to LCHA in order to expedite delivery of assistance and timely subsidy payments;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Lake County Housing Authority approves of the assumption of the Housing Assistance Payments Contract for Colonial Park Apartments by LCHA; and

BE IT FURTHER RESOLVED, the Board of Commissioners hereby authorizes the Chief Executive Officer or her designee to establish the effective date of the transfer and to execute any required documents as may be necessary or appropriate to implement the foregoing.

(See Exhibit 16)

After discussion Commissioner Mull moved, seconded by Commissioner Idleburg to adopt Resolution 2022-34.

Roll Call Vote:

Ayes:Idleburg, Mull, Nozicka, Considine

Nays:None

Absent:Jordan, Malter

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on June 16, 2022.

The Foster Youth To Independence Voucher Initiative (FYI) - Discussion

The Foster Youth to Independence (FYI) initiative makes Housing Choice Voucher (HCV) assistance available to Public Housing Agencies (PHAs) in partnership with Public Child Welfare Agencies (PCWAs). Under FYI, PHAs provide housing assistance on behalf of: Youth at least 18 years and not more than 24 years of age (have not reached their 25th birthday) who left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in Section 475(5)(H) of the Social Security Act, and are homeless or are at risk of becoming homeless at age 16 or older.

As required by statute, an FYI voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months.

In addition to providing up to 36 months of rental assistance, youth must be provided supportive services (through PCWAs) to assist the young person on their path to self-sufficiency.

FUP-Youth (FUPY) was a 2016 demonstration program that has not been expanded, but the program itself has been replaced and improved on with FYI and with The Fostering Stable Housing Opportunities (FHSO).

The Fostering Stable Housing Opportunities (FSHO) amendments, made changes to the assistance provided to eligible youth pursuant to the Family Unification Program (FUP). FSHO provides an extension of the assistance provided to eligible youth for up to 24 months beyond the 36-month time limit of assistance if the youth is participating in a Family Self-Sufficiency (FSS) program under section 23 of the U.S. Housing Act of 1937 and for youth who are unable to enroll in an FSS program who engaged in education, workforce development, or employment activities for at least 9 months of the 12-month period preceding the extension.

HUD is providing PHAs with flexibility in applying these requirements and encourages PHAs to consider how they can provide extensions of FUPY/FYI assistance to the broadest population possible consistent with the statutory requirements. In accordance with 24 CFR 982.54(a), PHAs must update their Administrative Plans to include written policies regarding how they will implement the following provisions of FSHO. HUD encourages PHAs to consult with their partnering PCWAs and other groups that work with foster youth when formulating their policies for implementing the requirements.

On 6/6/22, HUD published the competitive notice of funding availability (NOFA) for the fiscal year 2022 Foster Youth to Independence (FYI) Initiative. Funding of approximately \$15,300,000 is available through this notice of funding availability. The application deadline date is August 9, 2022.

The Board requested to discuss this topic at a future meeting when Executive Director/CEO Lorraine Hocker would be present.

Bids

Capital Fund

1. Resolution 2022-35 Parking Lot Paving – All Senior Buildings – AMPs 2 & 3

Due to the wear and tear of all senior buildings and COCC parking lot the bid for Parking Lot Paving went out to bid as a Capital Fund improvement project to provide a smooth and durable all weather traveling surface that benefits vehicles and pedestrians. Over time, weathering has weakened the subbase of all the parking lots, causing the paving to sag and crack. The objective of the bid is to repair all parking lots to protect and prolong the life expectancy of asphalt pavement by filling surface damage and providing a protective layer to keep out damaging UV rays, vehicle fluids, and water.

After discussion, Commissioner Nozicka introduced the following Resolution:

RESOLUTION NO. 2022-35

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

PARKING LOT PAVING – CENTRAL OFFICE & SEVEN SENIOR BUILDINGS – AMPS 2 & 3

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>
Patriot Maintenance, Inc.	Parking Lot Paving	Central Office & Seven (7) Senior Buildings/AMPs 2 & 3	\$310,000

(See Exhibits 17, 18)

After discussion Commissioner Nozicka moved, seconded by Commissioner Mull to adopt Resolution 2022-35.

Roll Call Vote:

Ayes:Idleburg, Mull, Nozicka, Considine

Nays:None

Absent:Jordan, Malter

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on June 16, 2022.

Commissioner Roundtable – Discussion

Dr. Nozicka reported he attended the Commissioners Retreat in St. Louis found it very helpful. He stated it helped in understanding acronyms, the functions of the Authority and an appreciation of what Authority staff undertakes.

There being no further business to come before the Board, Commissioner Mull moved, seconded by Commissioner Nozicka to adjourn the meeting. The Board voted as follows: Ayes: Idleburg, Mull, Nozicka, Considine. Nays: None. Absent and Not Voting: Jordan, Malter. Motion Carries. Meeting adjourned at 12:41 p.m.

Kevin Considine
Vice Chair

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer