

Pursuant to Executive Order 2022-17 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 07-22-2022 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 August 18, 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 August 18, 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: Dr. H. Lee Jordan, Jr., Chair
 Kevin Considine, Vice Chair
 John Idleburg, Commissioner
 Susan Malter, Commissioner
 Dr. Charles Nozicka, Commissioner

Absent: Beverly Mull, Commissioner

LCHA Staff physically present at 33928 North US Highway 45, Grayslake, IL 60030.

Lorraine Hocker, Executive Director/CEO
Valerie Rogers, Executive Secretary
Elena Lara, Executive Secretary

Other Guest participated in this Board Meeting via teleconference.

Thuc-Nhi Dinh, Director of BDO
Aaron Harris, PHA Senior Consultant BDO
Michael Simelton, Executive Director of Joliet Housing Authority
Damien Kelly, CFO of Joliet Housing Authority
Asia Dzierzynski, Senior Accountant of Joliet Housing Authority
Charlei Parker, Guest
LaShaundra Barnes, Guest

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, August 16, 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, Chair Dr. H. Lee Jordan, Jr called the meeting to order at 12:30 p.m. Roll call was taken, and the following Commissioners were present: Considine, Idleburg, Malter, Nozicka, Jordan. Absent: Mull. 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 August 16, 2022, are to be read at the appropriate time in the agenda.

On 7/14/22, one public comment was received on a voicemail message.

David Nelson stated he lives next to HUD home 900 Highland Avenue, Wauconda. He complained of Police activity and the smell of garbage at 900 Highland Avenue.

Response: Public Housing management investigated the complaint and spoke with resident and police.

On 08/15/22 one public comment was received in an email.

LaShaundra Barnes commented on various safety, sanitary and health concerns at her home under the Housing Choice Voucher Program.

Response: A special inspection has been completed and a follow-up inspection has been scheduled by the Executive Director.

Chair Dr. Jordan opened the floor for public comment. There were no other public comments.

MINUTES – 07/07/22 ANNUAL MEETING

MINUTES – 07/07/22 REGULAR MEETING

MINUTES – 07/07/22 EXECUTIVE SESSION Authorization to Destroy Executive Session Audio Recordings Prior To January 1, 2021, Annual Review of Executive Session Minutes & Personnel Matters

After discussion, Vice Chair Considine moved, seconded by Commissioner Idleburg to approve the Minutes of the July 07, 2022, Annual, Regular Meeting and Executive Session Authorization to Destroy Executive Session Audio Recordings Prior To January 1, 2021, Annual Review of Executive Session Minutes & Personnel Matters.

The Board voted as follows: Ayes: Considine, Idleburg, Malter, Nozicka, Jordan. Nays: None. Absent and Not Voting: Mull. Motion Carries.

FINANCE REPORT AND APPROVAL OF BILLS

Manager of Accounting Jackie Petritis provided a financial report. The list of bills for August 2022 is also provided. (See Exhibits 08, 09)

Thuc-Nhi Dinh, Director of BDO PHA Finance relayed the following summary for June 2022:

- LCHA has a healthy cash and reserve position Operations are in line with budget The sales of assets in AMPs 4 & 5 is inflating income compared to what has been budgeted.
- Capital Fund operating income is less than budgeted but has not drawn down yet but is in process.
- The allocation of salaries in each fund needs to be reviewed as budget v actual is skewed HCV HAP revenue is budgeted at \$1.2 M more than received due to HUD held reserves.
- The HCV program has \$2.6m in HUD held reserves so HUD decreased funding/held back due to reserves in process of making the accounts payable process more streamlined.
- Working on more comprehensive board reports Working with Accounting Manager Jackie Petritis and the finance team on AP process.
- Reached out to auditors for final FY 2021 audit but no update yet. Working on the FY 2023 budget, missing some items, will send list of open items. Will work on budget next week.

Q: HUD held reserves

A: LCHA is on September Fiscal Year, but the HCV program is funded on calendar year so might not get funded until end of FY but will see funding at end of calendar year. No impact if not realized by end of fiscal year.

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

REPORTS

The following reports for July 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, Mainstream Vouchers & FUP ³	Heidi Semenek, Director of FSS & Special Programs (Exhibit 05)
FERA ⁴ and Housing Counseling.....	Elizabeth Werning Manager of Housing Counseling (Exhibit 06)

¹ Project-Based Vouchers

² Family Self-Sufficiency Program

³ Family Unification Program

⁴ Federal Emergency Rental Assistance

FOIA/OMA⁵, Travel-Training Elena Lara, Executive Secretary/FOIA & OMA
(Exhibit 07)

Other Matters

1. By Executive Order 2022-17 signed 7/22/22, Governor Pritzker extended the State's COVID-19 Disaster Declaration over all counties in Illinois for another 30 days (expiring 8/20/22). Accordingly, the Board of Commissioners Meeting on 8/18/22 was a virtual meeting through Zoom.
2. Representatives of BDO (LCHA's Fee Accountant) presented the new format for reporting financials.
3. In reference to New Business Agenda Item B, Damien Kelly of the Housing Authority of Joliet (HAJ), presented an overview of the timeline for the Finance Department.
4. Our final one! HUD will be conducting REAC Inspections on AMP 4 August 26, 2022. Pre-REAC inspections (and making repairs while on site) have begun. Letters have been sent out to the tenants. AMP 4 are our Scattered Sites East and will include 94 units.
5. A comment was raised regarding the Housing Counseling report on a participant's loan that was sold. Should LCHA be advocating for debtor? Discussing revealed Housing Counseling program acts as mediator and helps mitigate regarding mortgages. Situations where the window of opportunity to assist has passed or the process itself (loan being sold) does not offer advance notice, it limits their intervention. In this case, the housing counselor diligently assisted the client for over nine (9) months resulting in a satisfactory ending for all.

NEW BUSINESS

Resolution 2022-42 Approval of Travel/Training Expenses for Executive Director and/or Commissioners

1. Lorraine Hocker, Executive Director, 6/13/22-6/17/22
Nan McKay & Assoc., Public Housing Management, Niagara Falls, NY

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, Vice Chair Considine introduced the following Resolution:

RESOLUTION 2022-42

**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

⁵ Freedom of Information Act. Open Meetings Act.

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)

After discussion Vice Chair Considine moved, seconded by Commissioner Malter to adopt Resolution 2022-42.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Nozicka, Jordan

Nays:None

Absent:Mull

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2022.

Resolution 2022-43 Approval of Intergovernmental Agreement Between The Housing Authority of the County of Lake and Joliet Housing Authority- Financial Oversight

Damien Kelly, who currently serves as the Chief Financial Officer (CFO) of the Housing Authority of Joliet (HAJ), will present an overview of the timeline for the Finance department. The goal is to bring the accounting functions in-house to minimize the use of the Fee Accountant. Additionally, Damien assessed the current roles and responsibilities of the Finance Team and will make a recommendation.

ED/CEO Lorraine Hocker introduced Michael Simelton, Executive Director/CEO, Housing Authority of Joliet; Damien Kelly, Chief Financial Officer, Housing Authority of Joliet and Asia Dzierzynski, Senior Accountant, Housing Authority of Joliet.

ED/CEO Michael Simelton stated he is happy to collaborate with LCHA. He noted Intergovernmental Agreements (IGA) are widely used by Housing Authorities (HA) as they allow HAs to share resources and realize significant savings. IGAs are permitted by HUD and by IL law. He stated the Board of Commissioners of the Housing Authority of Joliet approved the proposed IGA.

Damien Kelly and Asia Dzierzynski presented an overview of the proposed Intergovernmental Agreement and an outline of the timeline for the four phases with a goal to eventually bringing the finances in-house and progress to independence from a fee accountant. (See Exhibits 13, 14)

After discussion, Vice Chair Considine introduced the following Resolution:

RESOLUTION 2022-43

**APPROVAL OF THE EXECUTION OF
AN INTERGOVERNMENTAL COOPERATION AGREEMENT BY AND BETWEEN
THE HOUSING AUTHORITY OF THE COUNTY OF LAKE AND
THE JOLIET HOUSING AUTHORITY**

WHEREAS, Illinois Housing Authorities may enter into Intergovernmental Cooperation Agreements as provided by provided by 310 ILCS 8.5, 2 CFR 200.317-326 and HUD Procurement Handbook 7460.8; and

WHEREAS, this Intergovernmental Cooperation Agreement is made for reasons of economy and efficiency as each Housing Authority has specific property management and development expertise and experience that may be utilized by the other Housing Authority; and

WHEREAS, the Housing Authority of the County of Lake and Joliet Housing Authority deem it advantageous to both parties to enter into the attached Intergovernmental Cooperation Agreement whereby the positions of both parties are determined and established;

NOW, THEREFORE, BE IT RESOLVED, that Housing Authority of the County of Lake Board of Commissioners approve, that the Housing Authority of the County of Lake enter into the Intergovernmental Cooperation Agreement between the Housing Authority of the County of Lake and Joliet Housing Authority, a copy of which is attached hereto as Exhibit 13; and

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect from and after its passage, contingent upon approval by the Department of Housing and Urban Development (HUD).

(See Exhibits 12, 13, 14)

After discussion Vice Chair Considine moved, seconded by Commissioner Malter to adopt Resolution 2022-43.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Nozicka, Jordan

Nays:None

Absent:Mull

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2022.

Resolution 2022-44 Approval Of The Completely Revised Family Self-Sufficiency Program Action Plan

HUD approved the “New Rule” for the Family Self-Sufficiency Program nationwide which went into effect on June 17, 2022. With the “New Rule” came several changes that are now regulatory; one of which was to update the Lake County FSS Action Plan to reflect the new regulations and policies which is the guide for how Lake County Housing Authority runs its FSS program.

After discussion, Commissioner Idleburg introduced the following Resolution:

RESOLUTION 2022-44

**APPROVAL OF THE COMPLETELY REVISED FAMILY SELF-SUFFICIENCY PROGRAM
ACTION PLAN**

WHEREAS, the proposed FSS Final Rule and Regulations was published on 9/21/2020; and

WHEREAS, the Final Rule implementing the re-authorization of the FSS program was passed as part of the Economic Growth Act in 2018 has been signed by the HUD Secretary and published in the Federal Register on May 17, 2022; and

WHEREAS, the Rule became effective 30 days from the date of publication, which was June 17, 2022, which is the first day that the new policies and regulations may be applied; and

WHEREAS, each PHA which administers an FSS Program has 180 days, until November 14, 2022, to bring all of the new policies into compliance; and

WHEREAS, HUD has mandated that each PHA which administers an FSS Program update their FSS Action Plan to be in compliance with the new regulations; and

WHEREAS, the changes to the Final Rule were so extensive, the Housing Authority of the County of Lake's current HUD-approved FSS Action Plan was completely overhauled to reflect the changes to the said "Final Rule" and must be submitted to HUD on or before September 30, 2022, for approval; and

WHEREAS, the Housing Authority of the County of Lake's Board of Commissioners must approve the updated FSS Action Plan prior to the Plan's submission to HUD; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Amended and Restated FSS Action Plan of the Housing Authority of the County of Lake is hereby adopted, in its entirety, as the FSS Action Plan of the Housing Authority of the County of Lake effective as of 9/1/2022; and

BE IT FURTHER RESOLVED, that previous FSS Action Plans, insofar as such FSS Action Plans conflict with the Amended and Restated FSS Action Plan of 9/1/2022, are hereby rescinded unless a current FSS participant chooses to not sign a new Contract of Participation; they will remain under current FSS Action Plan.

(See Exhibits 15, 16)

After discussion Commissioner Idleburg moved, seconded by Commissioner Malter to adopt Resolution 2022-44.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Nozicka, Jordan

Nays:None

Absent:Mull

Abstain:None

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Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 18, 2022.

Commissioner Roundtable – Discussion

Commissioner Malter spoke regarding NAHRO topic of homelessness. She would like to collect data from the clients that would get evicted and see what resources are out there to help them. The Senator's office is very interested in this data and would like to follow up with it. NAHRO would also like to have 50,000 letters written to the White House, Senators, and to our congressmen to continue to put money into housing.

Do we have anything coming up were a site visit from our congressman or senators would be appropriate?

Answer: Brookstone Regency if we have a ribbon cutting ceremony.

There being no further business to come before the Board, Commissioner Malter moved, seconded by Commissioner Idleburg to adjourn the meeting. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Nozicka, Jordan. Nays: None. Absent and Not Voting: Mull. Motion Carries. Meeting adjourned at 1:14 p.m.

Dr. H. Lee Jordan, Jr.
Chair

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer