

Pursuant to Executive Order 2022-22 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 2022-22 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 November 17, 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 website (www.lakecountyha.org).

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held November 17, 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:
Lorraine Hocker, Executive Director/CEO
Ofelia Navarro, Deputy Director
Jackie Petritis, Accounting Manager
Quieshala Little, Director of Human Resources & Operations
Elena Lara, Executive Secretary
Valerie Rogers, Executive Secretary

Other Guests participating in this Board Meeting via teleconference:

Thuc-Nhi Dinh, Director of BDO
Aaron Harris, PHA Senior Consultant BDO
Nicole Hannigan CPA Manager BDO Finance
Damien Kelly, CFO of Joliet Housing Authority
Asia Dzierzynski, Senior Accountant of Joliet Housing Authority
Paul Mazur, LCHA Staff Accountant
LaShaundra Barnes, Guest
Jordan Mailer, 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, November 15, 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 12:33 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. November 17, 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 other public comments.

MINUTES – 10/20/22 REGULAR MEETING

After discussion, Commissioner Nozicka moved, seconded by Commissioner Idleburg to approve the Minutes of the October 20, 2022, Regular Board 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

Manager of Accounting Jackie Petritis provided a financial report. The list of bills for November 2022 was also provided. (See Exhibits 09, 10)

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

- The process of year-end close is underway. We will utilize the grace period making the submission due by December 15th.
- We did accrue from the Capital Fund and Operating grant as they were not drawn down by September 30th and needed to be recognized in this fiscal year.
- The allocation of salaries is still to be reviewed for alignment with budget and actual associated department.
- The FY 2023 budget will be completed and presented to the Board at the December 2022 meeting.
- Damien Kelly of Joliet Housing Authority will be reviewing the financial report to the Board going forward.

After discussion, Commissioner Idleburg moved, seconded by Commissioner Nozicka 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 November 2022 are provided. See Department Reports for the Exhibits.

Public Housing Maintenance, Procurement	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 , Mainstream Vouchers & FUP ³	Heidi Semenek, Director of FSS & Special Programs (Exhibit 05)
Housing Counseling and FERA ⁴	Elizabeth Werning Manager of Housing Counseling & Ofelia Navarro, Deputy Director (Exhibit 06)
Human Resources.....	Quieshala Little, Human Resources/Operations Director (Exhibit 07)
FOIA/OMA ⁵ , Travel-Training.....	Elena Lara, Executive Secretary/FOIA & OMA (Exhibit 08)

Other Matters

1. By Executive Order 2022-22 signed 11/10/22, Governor Pritzker extended the State's COVID-19 Disaster Declaration over all counties in Illinois for another 30 days (expiring 12/09/22). Accordingly, the Board of Commissioners Meeting on 11/17/22 will be a virtual meeting through Zoom.
2. LCHA staff enjoyed celebrating the fall holidays on November 14, 2022, with our public housing senior residents by hosting a holiday feast. Staff and residents came together, shared food, smiles, and laughter.
3. We are happy to report the parking lot paving project for the main office was done on November 10 and 11, 2022 and looks great.

¹ Project-Based Vouchers
² Family Self-Sufficiency Program
³ Family Unification Program
⁴ Federal Emergency Rental Assistance
⁵ Freedom of Information Act. Open Meetings Act.

NEW BUSINESS

Resolution 2023-04 Approval of the 2023 Schedule of Regular Board Meetings

The schedule of Regular and Annual Board meetings of the Board of Commissioners for CY 2023 was presented for the Board's approval.

To help mitigate and reduce any unnecessary exposure and spread of Coronavirus Disease 2019 (COVID-19), in accordance with Public Act 101-0640 and until the rescission of the Gubernatorial Disaster Proclamation, meetings will be held by audio conference without the physical presence of a quorum of the LCHA Commissioners. Access codes for the audio conferences will be published on LCHA's website.

Meetings will be physically attended at the Central Office, 33928 North US Highway 45, Grayslake, IL by at least one member of Lake County Housing Authority's chief administrative officers, unless not feasible due to the disaster.

Meetings will begin no earlier than 12:30 p.m. or as soon as a quorum of Commissioners is established. The July date is earlier (July 6, 2023) to meet HUD reporting requirements for our PHA plan.

After discussion, Commissioner Nozicka introduced the following Resolution:

RESOLUTION 2023-04

APPROVAL OF THE 2023 SCHEDULE OF REGULAR BOARD MEETINGS

WHEREAS, 5 ILCS 120/2.02(a) and 2.03 of the Illinois Open Meetings Act requires LCHA to give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and to state the regular dates, times, and places of such meetings; and

WHEREAS, Lake County Housing Authority wishes to notify any news medium that has filed an annual request for notice of meetings in accordance the requirement of the Open Meetings act; and

WHEREAS, Lake County Housing Authority encourages community members to stay informed on current issues and business actions pertaining to public housing in Lake County, IL; and

WHEREAS, the Board of Commissioners of Lake County Housing Authority have reviewed and wishes to approve the calendar year 2023 Schedule of Regular Board Meetings.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Lake County Housing Authority hereby approves of the calendar year 2023 Schedule of Regular Board Meetings as set forth below; and

BE IT FURTHER RESOLVED, Lake County Housing Authority, by permission of Public Act 101-0640 signed by Governor Pritzker on 6/12/20, continues to follow social distancing requirements and Governor Pritzker's Stay-At-Home order and will conduct all scheduled Board Meetings germane to the public health disaster, as audio-only teleconferences to protect the health, safety, and welfare of the staff and public.

Minutes of the Regular Board Meeting

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During 2023, unless noted otherwise (*), the regular monthly meeting of the Board of Commissioners of the Housing Authority of the County of Lake, IL, will be held each third Thursday of the month at the Lake County Housing Authority offices, 33928 North Route 45, Grayslake, Illinois and are scheduled to begin at 12:30 p.m. Exceptions noted by asterisk (*). The meeting will be called to order no earlier than 12:30 p.m. when a quorum of commissioners is present. Exceptions noted by asterisk (*).

Date

January 19, 2023

February 16, 2023

March 16, 2023

April 20, 2023

May 18, 2023

June 15, 2023

Date

July 6, 2023, Annual and Regular*

August 17, 2023

September 21, 2023

October 19, 2023

November 16, 2023

December 21, 2023

(See Exhibit 11)

After discussion Commissioner Nozicka moved, seconded by Commissioner Idleburg to adopt Resolution 2023-04.

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 November 17, 2022.

Resolution 2023-05 Accepting Grant Funds from Lake County's Emergency Rental Assistance Program, And Approving and Authorizing the Execution of The Program Funding Agreements: FERA 2106, FERA 2136, LCRA 2205 and LCRA 2206

The purpose of the Lake County Rental Assistance (FERA & LCRA) Program is to provide direct financial assistance and services to Lake County residents who have been financially impacted during the COVID-19 emergency. LCHA is contracted to review, process and provide payments to eligible applicants.

FERA 2136, LCRA 2205 and LCRA 2206 are a continuation of/or supplemental to the original FERA 2106 grant. Lake County generates new grant agreements based on the source of the funding they receive. For clarity's sake, FERA 2106 and FERA 2136 have expired, and funds have been entirely dispersed. We are asking the Board's approval of all Agreements for complete transparency and historical documentation.

After discussion, Commissioner Idleburg introduced the following Resolution:

RESOLUTION NO. 2023-05

ACCEPTING GRANT FUNDS FROM LAKE COUNTY'S EMERGENCY RENTAL ASSISTANCE PROGRAM, AND APPROVING AND AUTHORIZING THE EXECUTION OF THE PROGRAM FUNDING AGREEMENTS: FERA 2106, FERA 2136, LCRA 2205 AND LCRA 2206

WHEREAS, the Lake County Housing County ("LCHA") has been awarded a grant (the "Grant") from Lake County (the "County") program administrator of the Emergency Rental Assistance Program (the "Program"), as that Program is authorized by the United States Government*, and governed by the Program guidelines described in the term sheet, as may be amended from time to time; and

WHEREAS, LCHA shall enter into the Funding Agreements (the "Agreements") with the County, wherein the County agrees to make the Grant to LCHA in an amount not to exceed the following:

	Initial	Expires	Full Grant
FERA 2106	3/22/2021	9/30/2022	\$2,000,000.00
FERA 2136	2/11/2022	10/7/2022	\$5,000,000.00
LCRA 2205	10/22/2022	12/31/2024	\$425,767.74
LCRA 2206	10/21/2022	12/31/2024	\$1,574,232.26

which shall be used by LCHA to cover expenses which are necessary expenditures for rental assistance incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); all in accordance with the terms and conditions set forth in the Agreements. A copy of the Agreements is incorporated herein by reference as Exhibits 13, 14, 15, 16; and

WHEREAS, LCHA will use the Grant funds solely and exclusively for eligible activities in connection with the Program and for no other purpose; and

WHEREAS, the Board of Commissioners of LCHA deem it to be in the best interests of LCHA, its residents, business owners, property owners and the public to accept the Grants and enter into the Agreements;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of LCHA authorize the Executive Director, and/or her designee, to accept and execute the Grants and to execute and enter into the Funding Agreements for the Programs and any and all amendments, modifications and supplements thereto, and to execute and deliver such additional documents, instruments and certificates as may be necessary or desirable for LCHA to perform its obligations under the Agreements.

(See Exhibits 12, 13, 14, 15, 16)

*FERA 2106

The United States Government pursuant to Section 501(a) of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Emergency Rental Assistance Program, hereinafter ERA Program)

FERA 2136

The United States Government pursuant to Section 3201 of the American Rescue Plan Act, 2021, Pub. L. No. 117-2 (Emergency Rental Assistance, hereinafter ERA)

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LCRA 2205

The United States Government pursuant to Section 501(a) of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Emergency Rental Assistance Program, hereinafter ERA Program)

LCRA 2206

The Coronavirus State and Local Fiscal Recovery Funds (“SLRF”) program under the American Rescue Plan Act (“ARPA”), Subtitle M of Title IX of Pub. L. 117-2), which amends Title VI of the Social Security Act (42 U.S.C. 801 et seq.) by adding sections 602 and 603 to establish the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund

After discussion Commissioner Idleburg moved, seconded by Commissioner Mull to adopt Resolution 2023-05.

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 November 17, 2022.

Resolution 2023-06 Approval of 2023 Staff Wage Increase & 2022 Bonus Range Calculation

The evaluation process for staff has begun. The Board was provided with the proposed Staff wage increases for 2023 and bonuses for 2022 for consideration. (Resolution 2023-06, Exhibits 17, 18, 19, 20)

Director of Human Resources Quieshala Little explained administration took into consideration the heightened inflation for all consumer categories and that the Consumer Price Index jumped to 8.2% over a year ago. She further explained LCHA maintained the employee cost share of health coverage for the coming year.

The Board requested staff to review the proposed 2023 wage increase taking into consideration the financial reality as well as employee retention.

After discussion, the Board opted to table Resolution 2023-06 until the next Regular Board Meeting.

Resolution 2023-07 Rescinding Resolution 2022-54 Authorization to Submit the Section 18 Disposition Application and Execute Sales Contracts for Five (5) Properties in The Communities of Antioch, Beach Park, Grayslake and Island Lake - AMPS 4 & 5

- Originally the home in Grayslake was vacant due to recurring water/flooding problems in the basement. Home needed extensive repairs, and we decided to sell/dispose of the property.
- Then based on location (closeness of home to LCHA main office) we decided to complete the repairs. We also found solution to water issue that was less extensive than we originally had thought.

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION 2023-07

RESCINDING RESOLUTION 2022-54
AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION AND
EXECUTE SALES CONTRACTS FOR FIVE (5) PROPERTIES IN THE COMMUNITIES OF
ANTIOCH, BEACH PARK, GRAYSLAKE AND ISLAND LAKE - AMPS 4 & 5

WHEREAS, at the Authority’s Regular Board Meeting on September 15, 2022, authorization was granted to submit the Section 18 Disposition Application and execute sales contracts for five (5) properties in the communities of Antioch, Beach Park, Grayslake and Island Lake - AMPS 4 & 5; and

WHEREAS, some of the primary considerations for submitting the Section 18 Disposition Application are the condition of the unit and proximity to LCHA’s central office in Grayslake; and

WHEREAS, the property in the Village of Grayslake referenced in Resolution 2022-54, requires extensive work and is closest to LCHA’s central office; and

WHEREAS, based on these factors, LCHA leadership staff decided not to sell the property in the Village of Grayslake at this time; and

WHEREAS, leadership staff determined one (1) additional property in the Village of Antioch should be considered for the Section 18 Disposition Application as it meets these primary factors; and

WHEREAS, the HUD required letter of support from the Village of Antioch was not received prior to the Board of Commissioners approving the Section 18 Disposition Application on September 15, 2022; and

WHEREAS, LCHA leadership staff wishes to rescind Resolution 2022-54 in its entirety and reintroduce a new resolution accurately representing the properties and acknowledging all letter of support from village officials have been received;

NOW, THEREFORE, BE IT RESOLVED, that the Authorization to Submit the Section 18 Disposition Application and Execute Sales Contracts for Five (5) Properties in The Communities of Antioch, Beach Park, Grayslake and Island Lake - AMPS 4 & 5 approved at the September 15, 2022, Regular Board Meeting by Resolution 2022-54 be and is hereby rescinded.

(See Exhibit 21)

After discussion Commissioner Mull moved, seconded by Commissioner Nozicka to adopt Resolution 2023-07.

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 November 17, 2022.

Resolution 2023-08 Authorization to Submit the Section 18 Disposition Application and Execute Sales Contracts for Five (5) Properties in The Communities of Antioch, Beach Park and Island Lake – AMPs 4 & 5

- While it was taking so long to receive the Environmental Reviews back from LCCD, we resolved issue with home in Antioch. We also then received the letter of support from municipality to sell home in Antioch.
- We would rather submit a batch of home to HUD/SAC with 5 homes, vs. submitting 4 homes and then 1 home. (At this point everything is completed that is necessary to be done prior to submitting an application to HUD/SAC. (Resolution 2023-07, Exhibit 22)

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION 2023 - 08

AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION AND EXECUTE SALES CONTRACTS FOR FIVE (5) PROPERTIES IN THE COMMUNITIES OF ANTIOCH, BEACH PARK AND ISLAND LAKE - AMPS 4 & 5

WHEREAS, the Lake County Housing Authority (LCHA) owns Five (5) single-family residential properties in the communities of Antioch, Beach Park and Island Lake; 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 22)

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After discussion Commissioner Mull moved, seconded by Commissioner Idleburg to adopt Resolution 2023-08.

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 November 17, 2022.

Commissioner Roundtable – Discussion

Commissioner Mull apologized for her absence at some meetings. She explained her work schedule is demanding and difficult to adjust.

The Board noted the times and schedule of future meetings will still be discussed especially considering the return of in-person meetings.

There being no further business to come before the Board, Commissioner Idleburg moved, seconded by Commissioner Mull 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 1:02 p.m.

Kevin Considine
Vice Chair
Board of Commissioners
Lake County Housing Authority

Lorraine Hocker, Executive Director/CEO