

Pursuant to Executive Order 2023-01 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 2023-01 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/84311060120> or Telephone 1 312-626-6799 and Enter Meeting ID 843 1106 0120.

Consequently, the January 19, 2023, 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 January 19, 2023, 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
 Beverly Mull, Commissioner
 Dr. Charles Nozicka, Commissioner

Absent: None

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

Lorraine Hocker, Executive Director/CEO
Michelle Perkins, Operations Director
Ofelia Navarro, Deputy Director
Quieshala Little, Director of Human Resources & Operations
Jackie Petritis, Accounting Manager
Paul Mazur, LCHA Staff Accountant
Valerie Rogers, Executive Secretary

Other Guests participating in this Board Meeting via teleconference:

Damien Kelly, CFO of Joliet Housing Authority
Asia Dzierzynski, Senior Accountant of Joliet Housing Authority
Chris Brown, Webit IT Services

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, January 17, 2023, at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org.

Minutes of the Regular Board Meeting

January 19, 2023

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ROLL CALL

Noting that a quorum of Commissioners was present, Chair Dr. Jordan called the meeting to order at 12:30 p.m. Roll call was taken, and the following Commissioners were present: Considine, Idleburg, Malter, Mull, Nozicka, Jordan. Absent: None. 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. January 19, 2023, are to be read at the appropriate time in the agenda. No public comments were received.

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

MINUTES – 12/15/22 REGULAR MEETING

MINUTES – 12/15/22 EXECUTIVE SESSION –

(5 ILCS 120/1) Sec. 2(c)(11) – Litigation

(5 ILCS 120/1) Sec. 2(c)(1) – Personnel Matters

After discussion, Vice Chair Considine moved, seconded by Commissioner Dr. Nozicka to approve the Minutes of the December 15, 2022, Regular Board Meeting and Executive Session-Litigation and Personnel Matters. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, Nozicka, Jordan. Nays: None. Absent and Not Voting: None. Motion Carries.

FINANCE REPORT AND APPROVAL OF BILLS

The list of bills for December 2022 was provided.

Contracting CFO Damien Kelly relayed the following summary for November 2022:

- AMP 2 & 3 are solid with \$24,000 and \$13,000.
- AMP 4 & 5 showed slimmer margins last month. They now reflect a one-time, retroactive salary adjustment decreasing the margin. An increase will be seen in the coming months as it stabilizes. Overall Public Housing has \$52,000 in net-income.
- HCV has negative net-income/loss. HUD subsidy received this month decreased by \$180,000 but December & January will increase.
- Other programs are solid.
- Compared to November Revised budget we are down by \$6,000 but mostly due to HUD decrease in HCV subsidy (HAP).
- Forecast for the rest of the year is close to the revised budget.

After discussion, Commissioner Mull moved, seconded by Commissioner Dr. Nozicka to approve the list of bills as presented. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, Nozicka, Jordan. Nays: None. Absent and Not Voting: None. Motion Carries. (See Exhibits 09, 10)

REPORTS

The following reports for December 2022 were provided. See Department Reports for the Exhibits.

Maintenance, Procurement.....	Zachary Stone, Director of Facilities Norma Carlon, Manager of Capital Improvements & Procurement (Exhibit 01)
Public Housing	Brian Snook, Director of Public Housing (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 Pgms (Exhibit 05)
Housing Counseling and FERA	Elizabeth Werning Manager of Housing Counseling Ofelia Navarro, Deputy Director (Exhibit 06)
Human Resources.....	Quieshala Little, Human Resources/Operations Director (Exhibit 07)
FOIA/OMA ⁴ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA (Exhibit 08)

Other Matters

1. By Executive Order 2023-01 signed 1/6/23, Governor Pritzker extended the State's COVID-19 Disaster Declaration over all counties in Illinois for another 30 days (expiring 2/4/23). Accordingly, the Board of Commissioners Meeting on 1/19/23 will be a virtual meeting through Zoom.
2. PCs for People is a national nonprofit social enterprise working to get low-cost quality computers and internet into the homes of individuals, families, and nonprofits with low income. By recycling and then refurbishing computers, PCs for People provides a valuable service to businesses, families, and the planet by keeping computers out of landfills and repurposing them to advance digital inclusion.

¹ Project-Based Vouchers

² Family Self-Sufficiency Program

³ Family Unification Program

⁴ Freedom of Information Act. Open Meetings Act.

PCs for People will be hosting a PC/laptop distribution event at the Midlothian Manor office⁵ on January 27, 2023. This is always a popular event for our tenants and the community. Free/low-cost PC's will be available to anyone who has federally funded housing (vouchers or public housing), OR SNAP, OR Medicaid, OR SSI, OR Vet Benefits, OR those whose household income falls below 135% of the federal poverty guidelines. Anyone in Lake County who qualifies (including LCHA Employees) is encouraged to join.

Registration is required for this event, as PCs for People will be bringing only as many computers as are reserved. (See Exhibit 09)

3. Christopher Brown, Chief Information Security Officer at WEBIT Services has provided an IT overview of LCHA. WEBIT Services, Inc., our contracted vendor for Informational Technology security and support. (See Commissioner Roundtable Discussion & Exhibit 10)

NEW BUSINESS

Resolution 2023-13 Approval of Travel/Training Expenses for Executive Director and/or Commissioners

1. Lorraine Hocker, Executive Director/CEO
Housing Agency Procurement Assistance, Procurement & Contracts Management,
Franklin, TN. 10/11/22 – 10/13/22

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. The attached Expense Report Forms are presented for your approval.

After discussion, Vice Chair Considine introduced the following Resolution:

RESOLUTION 2023-13

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;

⁵ Midlothian Manor, 22843 W. North Lakewood Lane, Lake Zurich, IL 60047

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 13, 14)

After discussion Vice Chair Considine moved, seconded by Commissioner Malter to adopt Resolution 2023-13.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Nozicka, 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 January 19, 2023.

Resolution 2023-14 Accepting Grant Funds from Lake County Affordable Housing Program (“LCAHP”) Landlord Outreach Program and Reaffirming Authorization of the Execution of the Grant Agreement

The County of Lake has awarded a grant of up to \$75,000 from the Lake County Affordable Housing Program to the Lake County Housing Authority to hire a Landlord Liaison to conduct a Landlord Outreach Program.

The Lake County Housing Authority will hire the Landlord Liaison to create a county landlord outreach program, adding to the rental units in Lake County available to be utilized by the recipients of various voucher programs.

The primary purpose of this position is to develop deep and mutually beneficial relationships with potential and current landlords participating in the Housing Choice Voucher program. The Landlord Liaison will help expand the number of units available to HCV participants by marketing the program and being a primary point of contact for landlords partnering with the Lake County Housing Authority to house participating families. The Landlord Liaison will collaborate with other Department staff to ensure landlords receive exemplary service through all interactions with and in furtherance of the goals of the Lake County Housing Authority.

After discussion, Commissioner Dr. Nozicka introduced the following Resolution:

RESOLUTION 2023-14

ACCEPTING GRANT FUNDS FROM LAKE COUNTY AFFORDABLE HOUSING PROGRAM (“LCAHP”) LANDLORD OUTREACH PROGRAM AND REAFFIRMING AUTHORIZATION OF THE EXECUTION OF THE GRANT AGREEMENT

WHEREAS, the need for affordable housing in Lake County is documented through the Lake County Consolidated Plan; and

WHEREAS, the Housing Authority of the County of Lake (“LCHA”), an Illinois unit of local government, is committed to building its capacity to provide affordable housing and community

development programs to the residents of Lake County as documented by the LCHA mission and bylaws; and

WHEREAS, Lake County (the County) is providing its own revenue sources from the Lake County General Funds to fund the Lake County Affordable Housing Program (“LCAHP”) Landlord Outreach Program; and

WHEREAS, the County conducted a competitive application and review process for the LCAHP Landlord Outreach Program and LCHA submitted an application for consideration of a LCAHP-assisted housing Program; and

WHEREAS, the County desires to engage LCHA to provide certain assistance in connection with such undertakings of the LCAHP; and

WHEREAS, the County and LCHA wish to establish a county landlord outreach program, adding to the rental units in Lake County available to be utilized by the recipients of Emergency Housing Vouchers (EHV) and Mainstream Vouchers (MS5) Homelessness vouchers; and

WHEREAS, LCHA was subsequently awarded LCAHP grant funds of up to seventy-five thousand and 00/100 dollars (\$75,000) from the Lake County Affordable Housing Program; and

WHEREAS, the County and LCHA enter into this Grant Agreement pursuant to their respective powers to enter into such Agreements, as those powers are defined in the Illinois Constitution and applicable statutes;

NOW, THEREFORE BE IT RESOLVED, all recitals set forth above are incorporated herein and made a part hereof, the same constituting a factual basis for this Agreement, the County and LCHA do mutually agree to the Grant Agreement attached; and

BE IT FURTHER RESOLVED, the Board of Commissioners of Lake County Housing Authority reaffirms the Executive Director of the Authority is hereby authorized to execute and deliver the Agreement on behalf of the Authority, with such changes therein as shall be approved by such officer, such approval to be conclusively evidenced by such officer’s execution thereof.

(See Exhibits 15, 16)

After discussion Commissioner Dr. Nozicka moved, seconded by Commissioner Malter to adopt Resolution 2023-14.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Nozicka, 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 January 19, 2023.

Resolution 2023-15 Approval of Letter of Support and Memorandum of Understanding between Lincoln Avenue Capital & LCHA for the Development of Starling Senior Apartments, Lake Villa by Lincoln Avenue Capital

LCHA has been in discussions with Lincoln Avenue Capital for the development of Starling Senior Apartments (Lake Villa, IL), a 40-unit senior housing development. In accordance with the LCHA's Administrative Plan, 24 C.F.R. § 983.51, we can support this development by providing fifteen (15) project-based vouchers.

LCHA wishes to support Lincoln Avenue Capital's Starling Senior Apartments proposal as it helps meet the need for high quality senior housing in Lake County, especially for extremely low-income seniors. The demand for affordable housing in Lake County is high as reflected in the long waiting lists that currently exist at the senior housing development in the area. Starling Senior Apartments is an important step towards helping to meet the enormous demand for such housing, and we are confident that Lincoln Avenue Capital has the expertise and track record to bring the development to fruition. If approved, LCHA will provide Starling Senior Apartments with fifteen (15) project-based vouchers.

After discussion, Commissioner Idleburg introduced the following Resolution:

RESOLUTION 2023-15

APPROVAL OF PROJECT BASED VOUCHER CONTRACT
STARLING SENIOR APARTMENTS, LAKE VILLA –
FIFTEEN (15) PROJECT BASED VOUCHERS

WHEREAS, Lake County Housing Authority (LCHA) seeks to increase the supply of affordable housing with necessary and appropriate supportive services for lower-income seniors; and

WHEREAS, Lincoln Avenue Capital is an experienced housing provider and is developing Starling Senior Apartments, Lake Villa, IL (the Project); and

WHEREAS, the Lincoln Avenue Capital is requesting a letter of support from LCHA to the Illinois Housing Development Authority (IHDA) to obtain a preliminary determination of eligibility for receipt of Tax Credits; and

WHEREAS, the Lincoln Avenue Capital is requesting fifteen (15) LCHA project-based vouchers for utilization at The Project; and

WHEREAS, the Project will have all units affordable for senior residents with incomes at or below 60% of the Area Median Income; and

WHEREAS, Starling Senior Apartments, by competitive process, is awaiting the award of Community Development Block Grant (CDBG) funds by the County of Cook; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of LCHA hereby authorizes the letter of support to IHDA and the allocation of Housing Choice Voucher Program project-based voucher assistance for the Starling Senior Apartments Project, in an amount not to exceed fifteen (15) units; and

BE IT FURTHER RESOLVED, the Board of Commissioners hereby authorizes the Executive Director of LCHA to take all such action, to execute all such required documents, including an Agreement to Enter into Housing Assistance Payment Contract, and to make any required submissions with respect to the final award of the LCHA subsidy; and

BE IT FURTHER RESOLVED, this award is subject to final underwriting and review by LCHA, the satisfaction by the respondent of the respective program requirements, and any conditions identified in any LCHA notice of award; and

BE IT FURTHER RESOLVED, the Board of Commissioners hereby authorizes the Executive Director of LCHA to make any required submissions to HUD and any other agency with respect to the final award of the LCHA subsidies.

(See Exhibits 17, 18, 19)

After discussion Commissioner Idleburg moved, seconded by Commissioner Malter to adopt Resolution 2023-15.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Nozicka, 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 January 19, 2023.

Resolution 2023-16 Amending The HCV Administrative Plan – Chapter 16-II. B Unit-By-Unit Exceptions

LCHA is requesting to update LCHA’s Administrative Plan's Unit by Unit exceptions when increasing Payment Standard to 110% of FMR.

HUD permits the PHA to establish payment standards between 90-110% of the area FMR. Once the payment standards are set, they are applicable at move in and recertification. There are instances where families who are disabled require an increased payment standard for units with certain modifications, or because of their disability requires a unit that exceeds the established payment standard.

In these cases, a reasonable accommodation may be requested to increase the FMR to 110%. LCHA’s administrative plan states that increases between 110% - 120% of the FMR require HUD approval. However, 24 CFR 982.503 indicate the PHA may increase the payment standard to 120% without HUD approval. This change makes our administrative plan’s policy compliant and permits us to increase payment standard as an accommodation up to 120 % without submitting approval to HUD.

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2023-16

AMENDING THE HCV ADMINISTRATIVE PLAN

CHAPTER 16-II. B UNIT-BY-UNIT EXCEPTIONS

WHEREAS, LCHA’s Housing Choice Voucher Leadership is requesting to revise the Administrative Plan to update exceptions to increasing the Payment Standard for Reasonable Accommodations; and

WHEREAS, by amending the percent of Fair Market ranges in which LCHA has the authority to approve, staff and residents understand the exceptions to the payment standard changes permitted by HUD for Reasonable Accommodation requests;

NOW, THEREFORE, BE IT RESOLVED, the following Sections are amended as follows; and

BE IT FURTHER RESOLVED, the amended Sections are effective 2/1/2023.

16-II.B. UNIT-BY-UNIT EXCEPTIONS

New language is indicated in red. Deleted language is shown in ~~strikeout~~.

REMOVE:

~~Unit by Unit Exceptions [24 CFR 982.503(c)(2)(ii), 24 CFR 982.505(d), Notice PHH 2010-26]~~
Unit by unit exceptions to the PHA’s payment standards generally are not permitted. However, an exception may be made as a reasonable accommodation for a family that includes a person with disabilities. (See Chapter 2 for a discussion of reasonable accommodations.) This type of exception does not affect the PHA’s payment standard schedule. When needed as a reasonable accommodation, the PHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 110 percent of the applicable FMR for the unit size [HCV GB 7-9]. The PHA may request HUD approval for an exception to the payment standard for a particular family if the required amount falls between 110 and 120 percent of the FMR.

REPLACE WITH:

Reasonable Accommodation Exceptions [24 CFR 982.503(b)(iv), 24 CFR 982.505(d)]

If the family includes a person with disabilities and requires a payment standard above the basic range, as a reasonable accommodation for such person, the PHA may establish a payment standard for the family of not more than 120 percent of the FMR. A PHA may establish a payment standard greater than 120 percent of the FMR by submitting a request to HUD. Any unit approved under an exception payment standard must still meet the reasonable rent requirements found at § 982.507.

(See Exhibit 20)

After discussion Commissioner Malter moved, seconded by Commissioner Idleburg to adopt Resolution 2023-16.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Nozicka, 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 January 19, 2023.

Bids

Operating Fund

1. Resolution 2023-17 Central Office Front Signage – COCC

The Front Office Signage Project #B22010 was posted on the Marketplace, a public bid forum, on 9/21/22 for bids to be received in by 10/10/22. The main purpose of a new sign is to communicate, and convey information designed to assist the public working with LCHA.

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION NO. 2023-17

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
CENTRAL OFFICE FRONT SIGNAGE - 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 bid is approved, and the appropriate staff are authorized to issue purchase orders for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
North Shore Sign	Front Signage	Central Office	\$56,746.00

(See Exhibits 21, 22)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2023-17.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Nozicka, 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 January 19, 2023.

Capital Fund

1. Resolution 2023-20 Window & Siding Replacement – Hawley AMP 2

The Window & Siding bid went out as a Capital Fund restoration process of protecting and extending the life of the Hawley building. Bid # 04-25-25 was posted on the Marketplace, a public bid forum on March 25th, 2022, for bids to be received in by April 25th 2022. The bid was then revised and resubmitted for a new submission date of September 6th, 2022.

After discussion, Vice Chair Considine introduced the following Resolution:

RESOLUTION NO. 2023-20

(CAPITAL FUND)

**FORMAL BID AWARD FOR PURCHASES
OF EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
WINDOW & SIDING REPLACEMENT – HAWLEY MANOR – AMP 2**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation was formally solicited; 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 a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
HX Home Solutions	Window & Siding Replacement	Hawley Manor, Grayslake/AMP 2	\$529,812.84

(See Exhibits 25, 26)

After discussion Vice Chair Considine moved, seconded by Commissioner Idleburg to adopt Resolution 2023-20.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Nozicka, 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 January 19, 2023.

Commissioner Roundtable – Discussion

Discussion included:

Non-emergency work orders-lapse of time to completion.

ED/CEO Lorraine Hocker explained work may be completed but not closed in software in timely manner.

Housing Choice Vouchers expiring without a lease-up.

ED/CEO Lorraine Hocker explained participants are allowed 120-days to locate/lease an acceptable unit. Vouchers expire despite continuous communication and supportive services.

Supportive Services After Termination from HCV & PH Programs

ED/CEO Lorraine Hocker explained all avenues exhausted to retain families on programs beginning with the pre-termination hearing. Behavior, disregard for rules & regulations, more than non-payment causes termination.

Interim Adjustments

ED/CEO Lorraine Hocker explained Interim Adjustments are a re-evaluation of family portion of the rent due to a gain or loss of household income and/or change in household composition anytime between annual recertifications.

LCRA Funding – Can more be done?

Deputy Director Ofelia Navarro explained she has requested a meeting with Penni Raphaelson, Lake County Rental Assistance Grant Administrator to discuss expanding the Lake County Rental Assistance (LCRA) program parameters to extend the months of assistance from 6 months to 12 months and in some instances 15 months (which is the maximum number of months the Treasury allows) based on the applicant's hardship.

Lorraine Hocker introduced Chris Brown from Webit IT Services, LCHA's contracted IT company. Chris provided an overview of LCHA technology. (See Exhibit 10)

- 4th Quarter 2022 addressed 230 help requests from LCHA staff.
- Upgrading memory in PCs – expected to complete by end of January.
- Firewall upgrades in progress – will modernize firewalls in all locations improving security.
- The server running main application HAB is on old version of Windows (2012). Support will be discontinued in Oct. 2023. Options-upgrade 2012 to 2019 or 2022. Investigate getting new server. Server is 6 years old still under warranty within year or 2 should be replaced.
- Possibility of replacing HAB with cloud-based application, may eliminate need for new server but could be cost prohibitive. HAB is migrating to MRI (cloud-based application) but not anticipated until 2025. To cover the span between Oct 2023 and 2025, a web-hosted application could run \$31,000/year as opposed to a new server of \$15,000-\$20,000.
- Consider turning whole main office wireless, currently have old switches and wiring.
- Dropbox contract expiring Oct. 2023. Current cost \$18,000/year-should find more cost-effective alternative.

Further discussion confirmed better cyber security now due to anti-virus solutions, new firewalls, email security and 2 factor authentication on emails. Zero security incidents occurred.

Webit to maintain communication with Contracting CFO Damien Kelly regarding timing of purchases and possible budget revisions.

Executive Session – Litigation, Review of Executive Session Audio Recordings & Executive Session Minutes

(5 ILCS 120/2) Sec. 2(c)(11)

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court...or when the public body finds that an action is probable or imminent.

(5 ILCS 120/2) Sec. 2(c)(21)

Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06

At 1:12 p.m. Commissioner Malter moved, seconded by Commissioner Dr. Nozicka to go into Executive Session to discuss:

(5 ILCS 120/2) Sec. 2(c)(11) Litigation

(5 ILCS 120/2) Sec. 2(c)(21) Review of Executive Session Minutes

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

The Board returned to open session at 1:22 p.m. and roll call was taken. Present: Considine, Idleburg, Malter, Mull, Nozicka, Jordan. Absent: None.

Chair Dr. Jordan stated the Board discussed Litigation and Review of Executive Session Minutes. No action was taken during the Executive Session.

Resolution 2023-18 Authorization to Destroy Executive Session Audio Recordings Prior To July 1, 2021

After discussion, Vice Chair Considine introduced the following Resolution:

RESOLUTION NO. 2023-18

**AUTHORIZATION TO DESTROY
EXECUTIVE SESSION AUDIO RECORDINGS PRIOR TO 7/1/2021
IN ACCORDANCE WITH THE OPEN MEETINGS ACT**

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (a), a verbatim audio or video recording is required for all closed sessions; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act; and

WHEREAS, the Executive Session Audio Recordings prior to July 1, 2021, have been retained for at least 18 months after the making of the recording; and

WHEREAS, the written Minutes of the Executive Sessions prior to July 1, 2021, have been approved by a majority of a quorum of the Board of Commissioners; and

WHEREAS, the adoption of this Resolution signifies the authorization of destruction by the entity which held the meeting; and

WHEREAS, this Resolution has been voted upon in an open, public forum;

NOW THEREFORE, BE IT RESOLVED, that all Executive Session Audio Verbatim Recordings prior to July 1, 2021, will be erased or destroyed; and

BE IT FURTHER RESOLVED, the Board of Commissioners will review qualifying Executive Session Audio Recordings forward on a semi-annual basis.

(See Exhibit 23)

After discussion Vice Chair Considine moved, seconded by Commissioner Dr. Nozicka to adopt Resolution 2023-18.

Roll Call Vote:

Ayes: Considine, Idleburg, Malter, Mull, Nozicka, 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 January 19, 2023.

Resolution 2023-19 Semi-Annual Review of Executive Session Minutes

After discussion, Vice Chair Considine introduced the following Resolution:

RESOLUTION NO. 2023-19

SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, as per the Open Meetings Act, 5 ILCS 120/s.06(d) each public body shall periodically meet to review minutes of all closed meetings; and

WHEREAS, as per the Open Meetings Act, 5 ILCS 120/s.06(d) meetings to review minutes shall occur every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body; and

WHEREAS, a periodic review of Executive Session Minutes is to determine whether or not such Minutes may be available for public inspection; and

WHEREAS, the Board of Commissioners has reviewed Executive Session Minutes from the Executive Session held on:

- July 7, 2022Authorization to Destroy Executive Session Audio Recordings
Prior To January 1, 2021 &Annual Review of Executive Session Minutes
- December 15, 2022.....Litigation & Personnel Matters

NOW, THEREFORE, BE IT RESOLVED that since both (2) sessions were devoted to Closed Session Audio Recordings, Closed Session Minutes and Personnel Matters, all sessions are determined not to be available for public inspection.

(See Exhibit 24)

After discussion Vice Chair Considine moved, seconded by Commissioner Dr. Nozicka to adopt Resolution 2023-19.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Nozicka, 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 January 19, 2023.

There being no further business to come before the Board, Commissioner Malter moved, seconded by Commissioner Mull to adjourn the meeting. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, Nozicka, Jordan. Nays: None. Absent and Not Voting: None Motion Carries. Meeting adjourned at 1:23 p.m.

Dr. H. Lee Jordan, Jr.
Chair
Board of Commissioners
Lake County Housing Authority

Lorraine Hocker
Executive Director/CEO
Secretary