

**Lake County Housing Authority
Board of Commissioners**

**Minutes of the Regular Meeting
August 17, 2023**

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held August 17, 2023, at the Lake County Housing Authority, 33928 N. U.S. Highway 45, IL 60030.

Present: (Physically present unless noted otherwise)
LaShaundra Barnes, Commissioner (virtual)
Kevin Considine, Vice Chairman
John Idleburg, Commissioner
Susan Malter, Commissioner
Beverly Mull, Commissioner
Dr. Charles Nozicka, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chairman

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Damien Kelly, Chief Financial Officer
Michelle Perkins, Operations Deputy
Valerie Rogers, Executive Secretary
Katrina Gofron-Ellison, Executive Assistant
Christine Pryor, Senior Human Resources Generalist
Jackie Petritis, Senior Staff Accountant
Paul Mazur, Staff Accountant

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 15, 2023, at the principal office: 33928 North US Highway 45, Grayslake, IL 60030 and on the organization's website, www.lakecountyha.org.

ROLL CALL

Noting that a quorum of Commissioners was present, Vice Chair Considine called the meeting to order at 12:37 p.m. Roll call was taken, and the following Commissioners were present: Barnes, Considine, Idleburg, Malter, Mull, Nozicka. Absent: Jordan.

Prior notice was received by Commissioner Barnes in accordance with the open meeting act rules (5 ILCS 120/7) to attend the meeting virtually via Zoom due to a family emergency. Commissioner Malter moved, seconded by Commissioner Idleburg to approve her attendance electronically. The Board voted unanimously in favor of the motion. Motion passed.

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. August 17, 2023, 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 – 6/26/23 ANNUAL MEETING

Commissioner Idleburg moved, seconded by Malter, to approve the Minutes of the June 26, 2023 Annual Board Meeting. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull. Abstain: Nozicka. Nays: None. Ineligible to Vote: Barnes. Motion Carries.

MINUTES – 6/26/23 REGULAR MEETING

Commissioner Malter moved, seconded by Commissioner Mull, to approve the Minutes of the June 26, 2023 Regular Board Meeting. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull. Abstain: Nozicka. Nays: None. Ineligible to Vote: Barnes. Motion Carries.

FINANCE REPORT AND APPROVAL OF BILLS

The list of bills for June and July 2023 was provided. Contracting CFO Damien Kelly relayed the following financial summary:

- Up to the month we spend monies are considered either budgeted or forecasted. July is already over so it shows the actuals. The FY2023 Consolidated Budget (Revision) is only estimating/projecting August and September so the budget is more accurate than it was at the start of the fiscal year since we're only two months away from the end of the fiscal year.
- For July 2023 actuals, HCV (Housing Choice Voucher) is showing a negative net loss of approximately \$218k (more details to follow when the revision is discussed), Public Housing is at \$46k net income, Housing Counseling (CHC) is at \$6k net income, business activity net income is at \$17k, and central office cost center is at \$36k.
- The FY2023 July Actuals was compared to the FY Consolidated Budget (Revision) and the difference between the budgeted actuals and the forecast for August is shown in the FY 2023 Budget vs. Forecast document. In other words, the proposed budget revision is better than where we thought the numbers would be regarding public housing and COCC (Central Office Cost Center). HCV net income forecasted lower than the original revision; however, this is pending full review of past expenditures.
- The FY2023 Budget vs. Forecast is a variance snapshot, it shows the variances to the original budget done in December 2022 to the updated budget revision reviewed today. The CFO presented the final budget revision recommendations.
- Public Housing is proposed to have a \$321,000 net income for the fiscal year which is \$256,000 better than we thought it would be. Housing Counseling budgeted for \$126,000 which is 185,000 less than what was projected because we had a funding program that was originally budgeted last September, we thought it would be higher than what it was, but we will still end up with a positive net income for that program. Business activities projected budget is \$153,000 which is \$6,000 less than we thought it might be. COCC is projected for a net income of \$225,000 which is \$120,000 more than anticipated.
- We don't have a deficit so to speak; HUD holds a considerable amount of money in reserve for HCV. If we need more money, we go to HUD to pull from the reserve. The CFO is in the process of requesting those funds from HUD and believes we should be able to erase that deficit before the end of the fiscal year. We just have to show that we're spending more now in order to request the funds. We're actually projecting a \$300,000 surplus after the monies are recouped.

- Next the CFO reviewed the FY2024 DRAFT Budget for the next fiscal year (starting October 1). CHC (Housing Counseling) is showing a negative projected net income because the program has operated with temp staff in the past but will no longer going forward. The budget will also increase due to a new grant that the program will be receiving.

After discussion, Commissioner Malter moved, seconded by Commissioner Idleburg to approve the list of bills as presented. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, Nozicka. Nays: None. Ineligible to Vote: Barnes. Motion Carries.

REPORTS

The following reports for July 2023 were provided. See Department Reports for the attachments.

- Maintenance & Procurement..... Norma Carlon, Manager of Capital Improvements & Procurement; Maintenance – no report submitted
- Public Housing Brian Snook, Director of Public Housing
- Property Disposition..... Derek Eovaldi, Property Disposition Coordinator
- Housing Choice Voucher, PBV¹, Elena Albarran, HCV Program Manager
Portability & Collections
- FSS² Mainstream Vouchers & FUP³ Heidi Semenek, Director of FSS & Special Pgms
- Housing Counseling and FERA Elizabeth Werning, Manager of Housing Counseling
Ofelia Navarro, Deputy Director (Exhibit 06)
- Information Technology Michelle Perkins, Operations Deputy
- Human Resources..... Christine Pryor, Senior Human Resources Generalist
- FOIA/OMA⁴, Travel-Training Katrina Gofron-Ellison, Executive Assistant/FOIA & OMA Officer

Other Matters

1. Executive Director/CEO, Lorraine Hocker, represented LCHA and contributed to the Live Well Lake County discussion during the quarterly meeting that took place on July 14, 2023.

¹ Project-Based Vouchers

² Family Self-Sufficiency Program

³ Family Unification Program

⁴ Freedom of Information Act. Open Meetings Act.

2. Lorraine had an introductory meeting with Steve Madden, CEO of Libertyville Bank & Trust, and Dane Morgan, President of Waukegan Community Bank and Gurnee Community Bank, and Lake County Partners Board Chair.
3. LCHA was identified by the City of North Chicago as a stakeholder for their Housing Authority focus group. As part of that process, Lorraine provided input during the meeting at North Chicago city hall on July 26.
4. LCHA is hosting our second annual back to school/community resource fair. Services we will provide at the fair are free of charge to the community. These include a backpack for as many children as we can provide, a box of school supplies, various health screenings (diabetes, lead, blood pressure, etc.), numerous community services, such as preschool/daycare information, resume building, workforce development, affordable housing information, and various other social services, and city, county, state, and federal programs.
5. LCHA is announcing the opening of the 3- and 4-bedroom scattered sites waiting lists and the Shiloh Towers studio apartments waiting list. These waiting lists will be opening September 1st for preapplication and closing September 30, 2023. To Apply Online Starting September 1st, Visit: <https://www.waitlistcheck.com/IL1157>.



Lake County Housing Authority is announcing the opening of the 3 and 4 bedroom scattered sites waiting lists and the Shiloh Towers Studio waiting list.

These waiting lists will be opening September 1st, 2023 for pre-applications and closing September 30, 2023.

Pre-applications received before September 1st will not be accepted. One pre-application per head of household will be allowed. Pre-applications are available online only; no paper pre-applications will be available or accepted.

To Apply Online Starting September 1st, Visit: <https://www.waitlistcheck.com/IL1157>

If you require a reasonable accommodation that prevents you from participating in the online waiting list application process, please submit your request in writing on or before 9/1/2023, including your name, address, and current phone number to:

**Lake County Housing Authority
Attn: Scattered Sites Waiting List Pre-Application
33928 North U.S. Highway 45 Grayslake, IL 60030**

You may also submit this request via email to waitlist@lakecountyha.org.

Applicants should note there is never a fee to apply for rental assistance programs operated by the Lake County Housing Authority.

English and spanish versions of this public announcement can be found on Lake County Housing Authority's Website. Las versiones en ingles y español de este anuncio publico se pueden encontrar en el sitio web de Lake County Housing Authority.

<https://www.lakecountyha.org>



6. Lorraine attended the Village of Lake Zurich Planning Commission meeting held on June 21, 2023. Last night, August 16 they voted to recommend approval next steps of Midlothian Manor to become 24 multi-family units by a vote of 3-2. Next the vote goes to the Village of Lake Zurich Board.
7. Lorraine met with the HUD VA office, our HUD field office representative, Waukegan Housing Authority, and North Chicago Housing Authority to discuss VASH vouchers. We only have six vouchers, and five of our six are leased, but Waukegan and North Chicago are underutilized in VASH, so they were looking for a partnership between our housing authorities. We currently allow applicants to lease up in our jurisdiction, but we will be applying for additional VASH vouchers that may recapture the vouchers that are available and not being utilized.

NEW BUSINESS

A. Resolution 2023-44 Approval of Travel/Training Expenses for Executive Director and/or Commissioners

1. Lorraine Hocker, Executive Director/CEO, and Commissioners
6/26/23 Commissioner Fundamentals by NAHRO, Zion, IL

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 Malter introduced the following Resolution:

RESOLUTION 2023-44

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.

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2023-44.

Roll Call Vote:

Ayes: Considine, Idleburg, Malter, Mull, Nozicka

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2023.

B. Resolution 2023-45 Approval of Project Based Voucher Contract Rosewood Essential Housing LLC, Round Lake

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2023 - 45

APPROVAL OF PROJECT BASED VOUCHER CONTRACT
ROSEWOOD ESSENTIAL HOUSING LLC, ROUND LAKE –
153 PROJECT BASED VOUCHERS

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

WHEREAS, Rosewood Essential Housing, LLC is an experienced housing provider and is developing Rosewood Apartments for families (the Project); and

WHEREAS, Rosewood Essential Housing, LLC is requesting 153 project-based vouchers for utilization at The Project; and

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

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of LCHA hereby authorizes the allocation of Housing Choice Voucher Program project-based voucher assistance for Rosewood Apartments Project, in an amount not to exceed 153 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.

After discussion Commissioner Malter moved, seconded by Commissioner Nozicka to adopt Resolution 2023-45.

Roll Call Vote:

Ayes: Considine, Idleburg, Malter, Mull, Nozicka

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 17, 2023.

C. Commissioner Roundtable – Discussion

Commissioner Malter requested including a glossary at the end of the board packets of common HUD (Housing and Urban Development) acronyms. There was discussion regarding whether any of our highly populated areas with public housing are considered in a food desert. This will be investigated further. The USDA (United States Department of Agriculture) defines a food desert as an area that has either a poverty rate greater than or equal to 20% or a median family income not exceeding 80% of the median family income in urban areas, or 80% of the statewide median family income in nonurban areas. In order to qualify as a food desert, an area must also meet certain other criteria. In urban areas, at least 500 people or 33% of the population must live more than 1 mile from the nearest large grocery store. In rural areas, at least 500 people or 33% of the population must live more than 10 miles from the nearest large grocery store.

D. Executive Session – Personnel Matters and/or Litigation

(5 ILCS 120/2) Sec. 2(c)(1)

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

(5 ILCS 120/1) 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.

At 1:30 p.m. Commissioner Malter moved, seconded by Commissioner Nozicka to go into Executive Session to discuss (5 ILCS 120/1) Sec. 2(c)(11) Litigation and (5 ILCS 120/1) Sec. 2(c)(1) Personnel Matters. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, Nozicka. Nays: None. Absent and Not Voting: Jordan. Ineligible to Vote: Barnes. Motion Carries.

The board returned to open session at 1:41 p.m. and roll call was taken. Present: Barnes, Considine, Idleburg, Malter, Mull, Nozicka. Absent: Jordan.

Vice Chair Considine stated the Board discussed Litigation and Personnel Matters. No action was taken during the Executive Session.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Mull moved, seconded by Commissioner Nozicka to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. The meeting was adjourned at 1:43 p.m.

Kevin Considine
Vice Chair
Board of Commissioners
Lake County Housing Authority

Lorraine Hocker
Executive Director/CEO
Secretary