



Lake County Housing Authority
Board of Commissioners
Minutes of the Special Meeting
November 21, 2023

The Board of Commissioners of the Lake County Housing Authority held a special meeting on November 21, 2023, at the Lake County Housing Authority located at 33928 N. U.S. Highway 45, Grayslake IL 60030.

Present: Kevin Considine, Vice Chair
LaShaundra Barnes, Commissioner
Susan Malter, Commissioner
Sheriff John Idleburg, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chair
Dr. Charles Nozicka, Commissioner
Beverly Stackhouse, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Ofelia Navarro, Deputy Director (Zoom)
Michelle Perkins, Operations Deputy
Christine Pryor, Senior Human Resources Generalist
Paul Mazur, Staff Accountant

Noting that a quorum of Commissioners was present, Vice Chair Considine called the meeting to order at 8:50 AM. Roll call was taken, and the following Commissioners were present: Barnes, Considine, Idleburg, and Malter. Absent was Jordan, Nozicka and Stackhouse.

Public Comments were accepted by public attendance at the meeting, email at publiccomment@lakecountyha.org or by leaving a voice message at 847.223.1170 x. 2320. No public comments were received.

The minutes for the regular meeting and executive session held on October 19, 2023, were reviewed and approved with as presented. Commissioner Malter moved to approve the minutes. Commissioner Idleburg seconded the motion, and all were in favor. A roll call was taken: Malter, Idleburg, Considine and Barnes.

The Commissioners were presented with the following resolutions:

RESOLUTION 2024-07

APPROVAL OF THE 2024 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 2024 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 2024 Schedule of Regular Board Meetings as set forth below; and

During 2024, 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. 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 (*).

<u>Date</u>	<u>Date</u>
January 18, 2024	July 11, 2024 Annual and Regular*
February 15, 2024	August 15, 2024
March 21, 2024	September 19, 2024
April 18, 2024	October 17, 2024
May 16, 2024	November 21, 2024
June 20, 2024	December 19, 2024

After discussion Commissioner Malter moved, seconded by Commissioner Idleburg, to adopt Resolution 2024-07.

Roll Call by Vote:
Ayes: Barnes, Considine, Idleburg, Malter
Nays: None
Absent: Jordan, Stackhouse, Nozika

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21st day of November 2023.

RESOLUTION 2024-08

AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION
AND
EXECUTE SALES CONTRACTS FOR FOURTEEN (14) PROPERTIES IN THE
COMMUNITIES OF:
ANTIOCH, BEACH PARK, ISLAND LAKE, LAKE VILLA, WAUCONDA
AMPS 4 & 5

WHEREAS, the Lake County Housing Authority (LCHA) owns Fourteen (14) single-family residential properties in the communities of: Antioch, Beach Park, Island Lake, Lake Villa, and Wauconda, in AMP 4 and AMP 5; 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.

After discussion Commissioner Malter moved, seconded by Commissioner Idleburg, to adopt Resolution 2024-08.

Roll Call by Vote:

Ayes: Barnes, Considine, Idleburg, Malter

Nays: None

Absent: Jordan, Stackhouse, Nozika

ADOPTED, and passed by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21st day of November 2023.

Revised

RESOLUTION 2024-05
AMENDING THE HCV ADMINISTRATIVE PLAN
CHAPTER 4-III.B. SELECTION AND HCV FUNDING SOURCES

WHEREAS, Leadership is requesting to amend the HCV Administrative Plan to add expanded use of the EHV Service Fee; and

WHEREAS, PIH Notice 2023-23, Emergency Housing Vouchers (EHV) – Operating Requirements, added two new eligible activities that may be funded with the EHV service fees. This revision also expands the description of several of the existing activities to provide additional uses for the special fees under those specific activities.

NOW, THEREFORE, BE IT RESOLVED, the following section is amended as follows and is effective immediately upon adoption.

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

Payment of Security Deposit and/or Other Approved Fees

LCHA may provide the security deposit and/or other approved move in fees, as noted below including application fees/non-refundable administrative or processing fees/refundable application deposit assistance, holding fees, utility deposit assistance/utility arrears, rental arrears to private landlords for admission. Owner-related uses include owner recruitment and outreach, owner incentive and /or owner retention payments. Other eligible uses include moving expenses (including move-in fees, storage expenses, lock change fees, and deposits), pre-tenancy services and services that support EHV families in fulfilling their family obligations under the EHV program. THE PHA may use the service fee funding to help create customized plans to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental, or utility history, or to connect the family to other community resources that can assist with rental arrears. The PHA may also assist with essential household items and renter's insurance if required by the lease.

The LCHA has the right to assess each request on a case-by-case basis and approve or deny any request at will. At the time of an applicant's initial lease up, a one-time security deposit and/or other approved fees may be paid by the LCHA. No security deposit or fees will be paid by the LCHA for any subsequent lease ups.

The referring agency or landlord will complete a form which lists the requested deposits/fees and provide it to the LCHA. If this request is approved, the referring agency and landlord will be notified that the requested payments will be released. ~~and that the landlord must return the security deposit to the Lake County Housing Authority at the end of the family's tenancy, less any amounts retained by the owner in compliance with the lease.~~ **As for any other service fee payments, acceptable documentation must be provided in order for the LCHA to release payment. Acceptable documentation for the various service fee expenditures is listed in PIH Notice 2023-23 (HA).**

After discussion Commissioner Malter moved, seconded by Commissioner Idleburg, to adopt Revised Resolution 2024-05.

Roll Call by Vote:

Ayes: Barnes, Considine, Idleburg, Malter

Nays: None

Absent: Jordan, Stackhouse, Nozika

ADOPTED, and passed by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21st day of November 2023.

RESOLUTION 2024-10

AUTHORIZATION FOR
LCHA SIDING REPLACEMENT AND BRICK PAINTING
FOR HAWLEY MANOR

WHEREAS The Authority conducted a competitive sealed bidding process to establish the cost of replacing siding and brick painting for Hawley Manor; and

WHEREAS three (3) bids were received and are summarized in the information attached hereto in **Exhibit A**; and

WHEREAS it is the recommendation of 1919 Architects, and Staff to accept the responsive and responsible low bid submitted by **Action 1 Construction, Inc.** and to proceed with siding replacement and brick painting work under the base bid at the cost of **\$400,000.00**; and

NOW, THEREFORE, the Board of Commissioners of the Lake County Housing Authority authorize the Executive Director to proceed to contract with the lowest, responsive, and responsible bidder as specified in **Exhibit A** to carry out the work as described in the LCHA Siding Replacement and Brick Painting project manual.

After discussion Commissioner Malter moved, seconded by Commissioner Barnes, to adopt Resolution 2024-10.

Roll Call by Vote:

Ayes: Barnes, Considine, Idleburg, Malter

Nays: None

Absent: Jordan, Stackhouse, Nozika

ADOPTED, and passed by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21st day of November 2023.

There being no further business to come before the Board of Commissioners, Commissioner Malter moved to adjourn. Commissioner Idleburg seconded the motion, and all were in favor. A roll call was taken: Malter, Idleburg, Considine and Barnes. The meeting was adjourned at 8:56 AM.