

**Lake County Housing Authority  
Board of Commissioners**

**Minutes of the Regular Meeting  
March 21, 2024**

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held March 21, at The Lake County Housing Authority, 33928 North U.S. Highway 45, Grayslake, IL 60030.

Present: Dr. H. Lee Jordan, Jr., Chairman  
LaShaundra Barnes, Commissioner  
Susan Malter, Commissioner  
Dr. Charles Nozicka, Commissioner (via Zoom)  
Beverly Stackhouse, Commissioner

Absent: Kevin Considine, Vice Chairman  
John Idleburg, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Damien Kelly, Consulting Chief Financial Officer  
Asia Dzierzynski, Consulting Accounting Manager  
Michelle Perkins, Operations Deputy  
Paul Mazur, Staff Accountant  
Tracey Heleniak, Executive Assistant

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, March 19, 2024, at the principle office: 33928 North US Highway 45, Grayslake, IL 60030 and on the organization's website, [www.lakecountyha.org](http://www.lakecountyha.org).

**ROLL CALL**

Noting that a quorum of Commissioners was present, Chairman Dr. Jordan called the meeting to order at 12:44 p.m. Roll call was taken, and the following Commissioners were present: Barnes, Jordan, Malter, Nozicka, Stackhouse. Absent: Considine, Idleburg.

**PUBLIC COMMENT**

Public comments were accepted by email at [publiccomment@lakecountyha.org](mailto:publiccomment@lakecountyha.org) or by leaving a voice message at (847) 223-1170 ext. 2320. Comments received by 9:00 a.m. March 21, 2024, are to be read at the appropriate time in the agenda. No public comments were received.

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

MINUTES 1/18/24 – Regular Meeting  
MINUTES 1/18/24 – Executive Session  
MINUTES 1/26/24 – Special Meeting

Commissioner Malter moved, seconded by Commissioner Stackhouse, to approve the Minutes of the January 18, 2024, Regular Meeting, Minutes of the January 18, 2024, Executive Session, and Minutes of the January 26, 2024, Special Meeting. The Board voted as follows: Ayes: Barnes, Jordan, Malter, Nozicka. Abstain: Stackhouse. Nays: None. Absent and Not Voting: Considine, Idleburg. Motion carries.

**FINANCE REPORT AND APPROVAL OF BILLS**

The list of bills for February 2024 was provided. CFO Damien Kelly relayed the following financial summary:

**Financial Actuals and Forecasts for February 2024**

CFO Kelly discussed the financial actuals and forecasts for February 2024. He explained that the February numbers were negative for Public Housing in AMPs 2, 3 and 4 due to the significant snowfalls in January and the subsequent snow removal costs. IT costs were slightly higher than prior month. He also mentioned a forecast of \$270,000 net for the year. He also noted that HCV is still being funded on prior data. Once the number has been recalculated, there will be an uptick of how much we're spending because what we've reported for 2023 will start to be funded for that.

CFO Kelly also mentioned that moving forward, he will break down HVC into 2 sections: 1) Administrative fees and 2) HAP, landlord payments.

Housing Counseling, business activity, and COCC reporting positive numbers. Currently off original budget by \$400,000, but CFO Kelly is hopeful we'll catch up in the next few months.

Commissioner Malter questioned if a tenant has a voucher and has a complaint, who does the inspection and is it part of our budget. Executive Director Hocker answered that LCHA has internal inspectors as well as outsourced inspectors. Executive Director Hocker explained that for PBVs there should be a third-party inspector. She noted LCHA is working on an intergovernmental agreement with the city of Zion for them to assist on Zion inspections and some of the PBV units. Executive Director Hocker also addressed questions about inspection costs and various challenges facing public housing, particularly concerning damages beyond repair, and highlighted efforts to resolve these issues in partnership with landlords, tenants and LCHA.

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

**REPORTS**

The following reports for February 2024 were provided:

- Maintenance, Assets ..... Brian Snook, Director of Public Housing
- Procurement ..... Norma Carlon, Manager of Capital Improvements Procurement
- Property Disposition ..... Derek Eovaldi, Property Disposition Coordinator
- Public Housing..... Brian Snook, Director of Public Housing

Housing Choice Voucher, PBV <sup>1</sup> , .....	Gilma Beachem, HCV Intake Program Manager, Portability & Collections
FSS <sup>2</sup> , Mainstream Vouchers & FUP <sup>3</sup> .....	Heidi Semenek, Director of FSS & Special Programs
Housing Counseling and FERA .....	Elizabeth Werning, Manager of Housing Counseling & Ofelia Navarro, Deputy Director
Information Technology .....	Michelle Perkins, Operations Deputy
Human Resources .....	Christine Pryor, Senior Human Resources Generalist
FOIA/OMA <sup>4</sup> , Travel-Training .....	Tracey Heleniak, Executive Assistant/FOIA & OMA Officer

**Other Matters**

1. The 2023 Audit process has begun. Rubino will be on-site on March 18 -21, 2024.
2. Executive Director Hocker attended the CBRAP HSS Biweekly Check-In calls with IHDA.
3. On February 9, Executive Director Hocker participated in the Job Center Partner Cross-Training Event call with program and administrative staff from the community organizations that contribute to the Job Center of Lake County.
4. On February 14, Executive Director Hocker attended a Press Conference from HUD Principal Deputy Assistant Secretary Richard J. Monochchio, who delivered a funding announcement of over \$128 million to assist families in HUD assisted housing with valuable resources and tools needed to thrive.
5. Also on February 14<sup>th</sup>, Executive Director Hocker attended a Zoom call with The Workforce Partners of Metropolitan Chicago to preview the draft of the Northeast Economic Development Region's 2024-2028 plan.
6. Digital Literacy (APC) – In February, Affordable Connectivity completed its first round of basic computer training at all our 7 locations. 31 tenants participated in the digital literacy training program, completed the training, and received free laptops loaded with basic antivirus protection. In response to this, on February 20, 2024, 14 of our residents (from different locations) participated in a forum held at our Shiloh Towers location with FCC Commissioner Starks, Congressman Bradley Schneider's press assistant Ivan Gomez, a member of the press and members of the Affordable Connectivity Program to share the impact this funding change will have on their lives and the lives of the people around them.
7. In response to the tornado that touched down in Mundelein February 27<sup>th</sup>, Director Hocker and LCHA have been actively working towards addressing the housing needs of the affected families in accordance with our Administrative Plan. The LCHA staff participated in the Multi-Agency Resource Center (MARC) on Wednesday, March 6<sup>th</sup> and conducted Intake Eligibility appointments for families that met the income eligibility criteria for the Housing Choice Voucher (HCV).

---

<sup>1</sup> Project-Based Vouchers

<sup>2</sup> Family Self-Sufficiency Program

<sup>3</sup> Family Unification Program

<sup>4</sup> Freedom of Information Act/Open Meetings Act

8. Executive Director Hocker and Brenda O'Connell from the Lake County Coalition for the Homeless held their bi-monthly meeting on February 28th.
9. Executive Director Hocker attended the monthly HUD call on February 29<sup>th</sup>.
10. LCHA will be switching its payroll system from ADP to Paychex.
11. General Monthly Notes:
  - a. Executive Director Hocker continues to participate in a unique leadership training series with Nan McKay & Associates for Leadership and Mid Management Staff.
  - b. Executive Director Hocker and Staff continue with monthly calls to review Utilization and Occupancy and Demo/Dispo, in addition to IAHA and NAHRO.
  - c. Monthly Check-in with LCCD for Special Program referrals from the COC.

## NEW BUSINESS

### **Resolution 2024-23 Authorization to Enter Contract with Johnson Controls, Inc.**

After discussion, Chairman Dr. Jordan introduced the following Resolution:

**RESOLUTION 2024-23**  
**AUTHORIZATION TO ENTER CONTRACT WITH**  
**JOHNSON CONTROLS, INC.**

**WHEREAS**, The Lake County Housing Authority may enter into a service agreement with Johnson Controls Inc.; and

**WHEREAS**, Johnson Controls, Inc. will perform preventative maintenance HVAC Services for the LCHA properties as outlined in Exhibit A; and

**WHEREAS**, it is the recommendation of staff to accept the proposal submitted by **Johnson Controls, Inc.** under an OMNIA joinder contract #070121 and to proceed with an initial one (1) year contract with an option of two (2) one-year extensions. The agreement price for the Year one (1) is \$58,750.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years, Contract Number C23-0020; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with Johnson Controls, Inc., as specified in **Exhibit A**.

After discussion Commissioner Malter moved, seconded by Commissioner Stackhouse, to adopt Resolution 2024-23.

#### Roll Call Vote:

Ayes: Barnes, Jordan, Malter, Nozicka, Stackhouse  
Nays: None  
Absent: Considine, Idleburg, Stackhouse  
Abstain: None  
Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, 21<sup>st</sup> day of March 2024.

**Resolution 2024-24 Amending the Employee Handbook Section 10. Paid Time Off Cap on Unused PTO**

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

**RESOLUTION 2024-24**  
**AMENDING THE EMPLOYEE HANDBOOK**  
**SECTION 19. PAID TIME OFF**  
**CAP ON UNUSED PTO**

**WHEREAS**, it is appropriate and necessary from time to time to review the Employee Handbook; and

**WHEREAS**, it is the recommendation of the Executive Director that the Housing Authority of the County of Lake's Employee Handbook Section 19 Limited Accrual of Unused Paid Time Off be revised. See Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Housing Authority of the County of Lake that Employee Handbook be revised.

**BE IT FURTHER RESOLVED** that this modification takes effect December 31, 2023, with an initial three-month grace period to allow employees sufficient time to plan and utilize accrued time.

After discussion Commissioner Malter moved, seconded by Commissioner Stackhouse, to adopt Resolution 2024-24.

Roll Call Vote:

Ayes: Barnes, Jordan, Malter, Nozicka, Stackhouse  
Nays: None  
Absent: Considine, Idleburg, Stackhouse  
Abstain: None  
Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21<sup>st</sup> day of March 2024.

**Resolution 2024-25 An Intergovernmental Agreement Between the Village of Lake Zurich and the Lake County Housing Authority in Regard to Providing Water and Sewer Service**

After discussion, Chairman Dr. Jordan introduced the following Resolution:

**RESOLUTION 2024-25**  
**AN INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN THE VILLAGE OF LAKE ZURICH AND**  
**THE LAKE COUNTY HOUSING AUTHORITY IN REGARD TO PROVIDING**  
**WATER AND SEWER SERVICE**

**WHEREAS**, the property located at 22843 North Lakewood Lane is an irregularly shaped tract comprised of two parcels, held in single ownership, with a land area of 111,795 square feet, approximately 2.6 acres in size (“Subject Property”) and

**WHEREAS**, the Subject Property is located in unincorporated Lake County, Illinois, zoned R-1 Residential in the County and is adjacent to the VILLAGE and is currently developed with a 1-story residential building containing 14 units, common areas, and a parking lot containing 18 spaces; and

**WHEREAS**, the Lake County Housing Authority (“LCHA”) is a public housing agency for qualified low-income families, the elderly, and persons with disabilities; and

**WHEREAS**, the LCHA manages several funded programs including public housing, housing choice vouchers and subsidized affordable housing units for rental assistance designed to enable participating families to achieve economic independence; and

**WHEREAS**, the Subject Property has been under the ownership of the Lake County Housing Authority (“LCHA”) since 2001 when the construction of the existing residential building was completed; and

**WHEREAS**, in 2010, the LCHA decided to close the building and it has remained vacant since that time under their maintenance; and

**WHEREAS**, the VILLAGE operates a waterworks and a sanitary sewer system designed and primarily serving the residents of the VILLAGE; and

**WHEREAS**, the VILLAGE has authorized the provision of water and sanitary sewer services to non-resident property owners, at the discretion of the VILLAGE; and

**WHEREAS**, the VILLAGE has a twelve-inch watermain located in the right-of-way of Lakewood Lane (hereinafter referred to as the “Village Watermain”); and

**WHEREAS**, the VILLAGE has a twelve-inch inch sanitary sewer main located in the right-of-way of Midlothian Road (hereinafter referred to as the “Village Sanitary Sewer Main”); and

**WHEREAS**, to address the health and safety concerns of their continuing to rely on a shallow well and a septic field the Subject Property seeks to connect the Subject Property to the potable water and sanitary sewer systems of the VILLAGE; and

**WHEREAS**, the VILLAGE and LCHA agree that LCHA will prepare plans and specifications for the project, as needed, to complete the Watermain and Sanitary Sewer Main connections, (“Project”) and construct the Project, at its sole cost and expense, subject to the terms and conditions as more fully set forth below; and

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and 5 ILCS 220/1, *et. seq.*, the Illinois Municipal Code and applicable law, provide the authority for this Agreement; and

**WHEREAS**, it is in the best interests of the residents of the VILLAGE and the community to enter into this Agreement with LCHA.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Malter, to adopt Resolution 2024-25.

Roll Call Vote:

Ayes: Barnes, Jordan, Malter, Nozicka, Stackhouse  
Nays: None  
Absent: Considine, Idleburg, Stackhouse  
Abstain: None  
Motion: Carries

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 March 2024.

**Resolution 2024-26 Authorization to Enter Into a Service Agreement with ServicePoint Data Services and to Participate in the ServicePoint Referral Network**

After discussion, Chairman Dr. Jordan introduced the following Resolution:

**RESOLUTION 2024-26**

**AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH SERVICEPOINT DATA SERVICES AND TO PARTICIPATE IN THE SERVICEPOINT REFERRAL NETWORK**

**WHEREAS**, the SERVICEPOINT Referral Network is an information system that helps improve service delivery and evaluate the effectiveness of services provided; and

**WHEREAS**, all programs funded under US Department of Housing and Urban Development McKinney-Vento Act as amended by the HEARTH Act or the Emergency Solutions Grant are required to participate in a Homeless Management Information System (HMIS) as a condition of their funding; and

**WHEREAS**, while HUD does not require providers that do not receive HUD funds to participate in SERVICEPOINT, it strongly encourages their participation in order to achieve a comprehensive and accurate understanding of homelessness and other social needs in Lake County; and

**WHEREAS**, Lake County will be using SERVICEPOINT at is HMIS to track Mainstream vouchers;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of LCHA hereby grants authorization for its Executive Director and/or her designee to enter into the attached Service Agreement with SERVICEPOINT Data Services; and

**BE IT FURTHER RESOLVED**, that the Housing Authority of the County of Lake hereby authorized to participate in the SERVICEPOINT Referral Network

After discussion Commissioner Malter moved, seconded by Commissioner Stackhouse, to adopt Resolution 2024-26.

Roll Call Vote:

Ayes: Barnes, Jordan, Malter, Nozicka, Stackhouse  
 Nays: None  
 Absent: Considine, Idleburg, Stackhouse  
 Abstain: None  
 Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21<sup>st</sup> day of March 2024.

**Resolution 2024-27 Authorization for FY 2024/March Collection Losses-Housing Choice Vouchers**

After discussion, Chairman Dr. Jordan introduced the following Resolution:

**RESOLUTION 2024-27**  
**AUTHORIZATION FOR FY 2024/MARCH COLLECTION LOSSES-**  
**HOUSING CHOICE VOUCHER**

**WHEREAS**, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant's location is unknown;

**THEREFORE, BE IT RESOLVED** that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority's collection company.

<u>Account #</u>	<u>Amount</u>	<u>Program</u>
2605-1	\$1,050.00	HCV
1289-1	\$1,701.00	HCV
0122-1	\$191.00	HCV
18072-1	\$3,078.00	HCV
0485-1	\$2,117.00	HCV
Total	\$8,137.00	HCV

After discussion Commissioner Malter moved, seconded by Commissioner Stackhouse, to adopt Resolution 2024-27.

Roll Call Vote:

Ayes: Barnes, Jordan, Malter, Nozicka, Stackhouse  
 Nays: None  
 Absent: Considine, Idleburg, Stackhouse  
 Abstain: None  
 Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21<sup>st</sup> day of March 2024.



**Resolution 2024-28 Authorization for FY 2024/March Collection Losses-Public Housing**

After discussion, Chairman Dr. Jordan introduced the following Resolution:

**RESOLUTION 2024-28**  
**AUTHORIZATION FOR FY 2024/MARCH COLLECTION LOSSES-**  
**PUBLIC HOUSING**

**WHEREAS**, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant’s location is unknown;

**THEREFORE, BE IT RESOLVED** that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority’s collection company.

<u>Account #</u>	<u>Amount</u>	<u>Amp</u>
0167-9	\$4,483.14	2
0179-8	\$5,813.73	2
0180-16	\$34.76	2
0214-10	\$67.90	3
0272-9	\$236.76	3
0277-12	\$3,233.08	3
0240-6	\$1,589.99	3
0366-4	\$335.68	3
0372-4	\$470.00	3
0401-8	\$5,196.92	4
0561-6	\$9,021.01	4
0578-11	\$3,295.81	4
0548-5	\$3,269.72	4
0285-7	\$1,259.63	5
	<b>\$ 38,308.13</b>	

After discussion Commissioner Malter moved, seconded by Commissioner Barnes, to adopt Resolution 2024-28.

**Roll Call Vote:**

Ayes: Barnes, Jordan, Malter, Nozicka, Stackhouse  
 Nays: None  
 Absent: Considine, Idleburg, Stackhouse  
 Abstain: None  
 Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21<sup>st</sup> day of March 2024.

## COMMISSIONER ROUNDTABLE

### Executive Session – Personnel Matters and Litigation

(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 Stackhouse to go into Executive Session to discuss (5 ILCS 120/1) Sec. 2(c)(11) Litigation. The Board voted at 1:32 p.m.as follows: Ayes: Barnes, Jordan, Malter, Nozicka, Stackhouse. Nays: None. Absent and Not Voting: Considine, Idleburg. Also present: Executive Director Hocker, Operations Deputy Perkins. Motion Carries.

The board returned to open session at 1:42 p.m. and roll call was taken. Present: Barnes, Jordan, Malter, Nozicka, Stackhouse. Absent: Considine, Idleburg.

Chairman Dr. Jordan stated the Board discussed Litigation and no action was taken during the Executive Session.

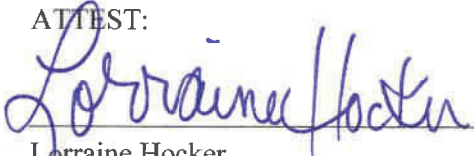
## ADJOURNMENT

There being no further business to come before the Board, Commissioner Malter moved, seconded by Commissioner Stackhouse to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. The meeting was adjourned at 1:44 p.m.



Kevin Considine  
Vice Chairman  
Board of Commissioners  
Lake County Housing Authority

ATTEST:



Lorraine Hocker  
Executive Director/Chief Executive Officer  
Secretary/Treasurer