



Lake County Housing Authority Board of Commissioners

Minutes of the Regular Meeting July 11, 2024

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held July 11, 2024, at 33928 North U.S. Highway 45., Grayslake, IL 60030.

Present: Kevin Considine, Vice Chairman
LaShaundra Barnes, Commissioner
John Idleburg, Commissioner
Susan Malter, Commissioner
Dr. Charles Nozicka, Commissioner
Beverly Stackhouse, Commissioner

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

LCHA Staff: Lorraine Hocker (via Zoom)
Michelle Perkins, Operations Deputy
Damien Kelly, Consulting Chief Financial Officer
Asia Dzierzynski, Accounting Manager
Tamara Harrington, Assistant Finance Manager
Tracey Heleniak, Executive Assistant

Other: Allan Kitchen, Rubino & Company (via Zoom)

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, July 9, 2024, 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 Chairman Considine called the meeting to order at 12:31 p.m. Roll call was taken, and the following Commissioners were present: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse. Absent: Jordan

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. July 11, 2024, are to be read at the appropriate time in the agenda. No public comments were received.

Vice Chairman Considine opened the floor for public comment. There were no public comments.

ANNUAL MEETING

A motion was made by Commissioner Malter and seconded by Commissioner Idleburg to postpone the Annual Meeting, specifically the election of officers.

MINUTES 6/20/24 – Regular Meeting MINUTES 6/20/24 – Executive Session

Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka, to approve the Minutes of the June 20, 2024, Regular Meeting, and the Minutes of the June 20, 2024, Executive Session. The Board voted as follows: Ayes: Barnes, Considine, Idleburg, Malter, Nozicka. Abstain: None. Nays: None. Absent and Not Voting: Jordan. Motion carries.

2023 AUDIT

Allan Kitchen from Rubino was invited to share LCHA's Annual Audit Results and Findings. He highlighted that no compliance issues or material weaknesses were identified. The report focused on three major federal programs: the voucher program, the capital fund program, and the emergency rental assistance program. Mr. Kitchen noted that much of our federal funding went to the voucher program. He also mentioned that the audit found no significant deficiencies in internal control. The report's findings included an unmodified opinion of the financial statements and compliance, and no internal control matters to report.

After discussion, Vice Chairman Considine introduced the following Resolution:

RESOLUTION 2024-47 ACCEPTING THE FINAL AUDIT OF LCHA FOR FISCAL YEAR 2023

WHEREAS, the Housing Authority of the County of Lake ("LCHA") is required to have an annual audit performed by an Independent Public Accounting firm; and

WHEREAS, the firm of Rubino & Company, conducted a financial audit of LCHA for the fiscal year ended September 30, 2023; and

WHEREAS, the audit report has been presented to the Board of Commissioners for their review; and

WHEREAS, it is necessary that the Board of Commissioners accept LCHA's Audited Financial Statements, the Independent Auditors' Report, and the Management's Discussion and Analysis for the period ended September 30, 2023;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Lake accepts as submitted by Rubino & Company, the Audited Financial Statements, the Independent Auditors' Report, and the Management's Discussion and Analysis for the period ended September 30, 2023.

After discussion Commissioner Dr. Nozicka moved, seconded by Commissioner Stackhouse, to adopt Resolution 2024-47.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse
Nays: None
Absent: Jordan
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 11th day of July 2024.

FINANCE REPORT AND APPROVAL OF BILLS

Mr. Kelly, Chief Financial Officer, reported that LCHA had sufficient cash reserves to cover operating expenses for several months and discuss various financial matters including the impact of certain decisions on the annual operations. He also outlined the roles within his team and proposed a reassessment of the allocations of salaries due to significant losses. Mr. Kelly and Ms. Hocker also discussed the potential for public housing authorities to invest their own funds into projects to address the shortage of housing, with the aim of creating affordable housing. The discussion also touched on the financial performance of the housing authority and the goal to grow the HCV business.

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

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

REPORTS

The following reports for June 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 ¹ ,	Gilma Beachem, HCV Intake Program Manager, Portability & Collections
FSS ² , Mainstream Vouchers & FUP ³	Heidi Semenek, Director of FSS & Special Programs

¹ Project-Based Vouchers

² Family Self-Sufficiency Program

³ Family Unification Program

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/OMA⁴, Travel-Training Tracey Heleniak, Executive Assistant/FOIA & OMA
Officer

Other Matters

1. On June 3rd, Ms. Hocker attended a HOTMA Income & Assets Session via Zoom.
2. On June 3rd, Ms. Hocker attended a Pre-Open Enrollment Meeting with USI.
3. On June 7th, Ms. Hocker the first monthly workshop regarding the State Digital Equity Plan (SDEP), presented by Illinois Office of Broadband (IOB). A large piece of the work will be setting up a statewide grant program to fund local initiatives that tackle barriers to digital equity outlines in the SDEP.
4. On June 10th, Ms. Hocker attended an informational webinar regarding the details of the new Voucher Management System (VMS) reporting requirements for Moving to Work (MTW) agencies administering the Housing Choice Voucher program.
5. Phase 2 of Yardi training (Finance) was held June 11th-13th.
6. On June 13th, Ms. Hocker attended a HOTMA (Housing Opportunity through Modernization) Income & Assets Session to answer questions about specific topics under HOTMA’s income and assets regulations.
7. On June 17th, Ms. Hocker attended an LCHA HCV New Yardi Process discussion.
8. On June 24th, Ms. Hocker attended the first Special Programs Monthly Check-in with Daniel Dulski, Homeless by-Name List Coordinator and Malin Gembra, Continuum of Care Program Coordinator from the Lake County Community Development Division.
9. HOTMA training for staff took place June 25th-27th.
10. On June 26th, Ms. Hocker attended a Moving to Work (MTW) Landlord Incentives Evaluation discussion.
11. Ms. Hocker attended a Section 8 Homeownership Voucher Webinar for Housing Counselors on June 27th.
12. Ms. Hocker applied for additional voucher funding under the Tenant Protection Replacement.

⁴ Freedom of Information Act/Open Meetings Act

13. General Monthly Notes:

- a. Ms. Hocker continues to participate in a unique leadership training series with Nan McKay & Associates for Leadership and Mid-Management Staff.
- b. Ms. 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.
- d. Ms. Hocker attended the CBRAP HSS Biweekly Check-In calls with IHDA.

NEW BUSINESS

After discussion, Vice Chairman Considine introduced the following Resolution:

RESOLUTION 2024-42
AMENDING THE ADMISSIONS & CONTINUED OCCUPANCY POLICY

WHEREAS significant modifications are required of Lake County Housing Authority's Admissions & Continued Occupancy Policy ["ACOP"]; and

WHEREAS changes made represent updated language, clarifying language and changes supported and or recommended by an industry program leader, Nan McKay & Associates ["NMA"], along with incorporating the new NSPIRE Inspection protocol, HUD HOTMA Changes, PIH 2023-27 and staff recommendations; and

WHEREAS changes are summarized in **EXHIBIT A** and can be seen in detail through the draft redlined document located on the Authority website <https://www.lakecountyha.org/>

NOW, THEREFORE, BE IT RESOLVED, the Lake County Housing Authority Admissions & Continued Occupancy Policy is modified as described in **EXHIBIT A**.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka, to adopt Resolution 2024-42.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

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 11th day of July 2024.

RESOLUTION 2024-43
AMENDING THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

WHEREAS significant modifications are required of Lake County Housing Authority's Housing Choice Voucher Administrative Plan; and

WHEREAS changes made represent updated language, clarifying language and changes supported and or recommended by an industry program leader, Nan McKay & Associates [“NMA”], along with incorporating the new NSPIRE Inspection protocol, HUD HOTMA Changes, PIH 2023-27 and staff recommendations; and

WHEREAS changes are summarized in **EXHIBIT A** and can be seen in detail through the draft redlined document located on the Authority website <https://www.lakecountyha.org/>

NOW, THEREFORE, BE IT RESOLVED, the Lake County Housing Authority Administrative Plan is modified as described in **EXHIBIT A**.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka, to adopt Resolution 2024-43.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

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 11th day of July 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

RESOLUTION 2024-44
APPROVING AND AUTHORIZING THE SUBMISSION OF THE FY 2025 ANNUAL PHA PLAN

WHEREAS, the United States Housing Act of 1937 as amended by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) created the requirement for submission of 5-Year and Annual PHA Plans by all PHAs administering the Public Housing and/or Housing Choice Voucher (HCV) programs; and

WHEREAS, pursuant to 24 CFR 903, the Housing Authority of the County of Lake (LCHA) is required to submit a PHA Annual Plan; and

WHEREAS, LCHA has been determined to be a *High Performing* PHA under Section Eight Management Assessment Program (SEMAP) and a *Standard Performing* PHA under the Public Housing Assessment System (PHAS) as of the last annual assessment of the PHA before the submission of the Five-Year or Annual Plans and therefore required to submit a Standard Performing Annual Plan; and

WHEREAS, the attached FY 2025 Annual PHA Plan has been drafted in consultation with the Authority’s Resident Advisory Board; and

WHEREAS, the requisite public notices and hearings have been given and held and the draft documents can be viewed in their entirety on the authorities website https://www.lakecountyha.org/plugins/show_image.php?id=1513 ; and

WHEREAS, the Executive Director/Chief Executive Officer has prepared said plans as attached, and requests that the Board of Commissioners of the Housing Authority of the County of Lake approve and authorize submission to the US Department of Housing and Urban Development.

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 PHA FY 2025 Annual Plan to the U.S. Department of Housing and Urban Development as presented; and

BE IT FURTHER RESOLVED that the Chairman is authorized and directed to sign the PHA Certifications of Compliance with the PHA Plans and Related Regulation Board Resolution to accompany the PHA Plan.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka, to adopt Resolution 2024-44.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

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 11th day of July 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

RESOLUTION 2024-45

APPROVING AND AUTHORIZING THE SUBMISSION OF THE PHA 5-YEAR PLAN FYB

10.1.24

WHEREAS, the United States Housing Act of 1937 as amended by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) created the requirement for submission of 5-Year and Annual PHA Plans by all PHAs administering the Public Housing and/or Housing Choice Voucher (HCV) programs; and

WHEREAS, pursuant to 24 CFR 903, the Housing Authority of the County of Lake (LCHA) is required to submit a PHA 5-Year Plan; and

WHEREAS, the PHA has in consultation with the Authority's Resident Advisory Board have drafted a FYB 10.1.24-9.30.29 five (5) Year Plan; and

WHEREAS, the requisite public notices and hearings have been given and held and the draft documents can be viewed in their entirety on the authorities website https://www.lakecountyha.org/plugins/show_image.php?id=1507 ; and

WHEREAS, the Executive Director/Chief Executive Officer has prepared said plans as attached, and requests that the Board of Commissioners of the Housing Authority of the County of Lake approve and authorize submission to the US Department of Housing and Urban Development.

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 PHA FYB 10.1.24 five (5) Year Plan to the U.S. Department of Housing and Urban Development as presented; and

BE IT FURTHER RESOLVED that the Chairman is authorized and directed to sign the PHA Certifications of Compliance with the PHA Plans and Related Regulation Board Resolution to accompany the PHA Plan.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka, to adopt Resolution 2024-45.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

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 11th day of July 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

RESOLUTION 2024-46
APPROVAL OF AND AUTHORIZATION TO SUBMIT
THE CAPITAL FUND PROGRAM (CFP) 5-YEAR ACTION PLAN (2024-2029) AND
THE CAPITAL FUND PROGRAM (CFP) FY 2024 BUDGET

WHEREAS, the Capital Fund Annual Submission was decoupled from the PHA Plan submission in 24 CFR part 905 which was published on October 24, 2013, and became effective on November 25, 2013; and

WHEREAS, pursuant to 24 CFR 905, the Housing Authority of the County of Lake (LCHA) is required to submit a Capital Fund Program 5-Year Action Plan and a Capital Fund Program FY 2024 Budget; and

WHEREAS, the Housing Authority of the County of Lake has prepared its Capital Fund Program 5-Year Action Plan for Federal Fiscal Years (FFs) 2024-2029 describing capital improvements needed to ensure long-term viability of the Agency's public housing developments; and

WHEREAS, in FY 2024, all PHAs are required to submit their Capital Fund Program (CFP) 5-Year Action Plans and Budgets within HUD's Energy and Performance Information Center (EPIC) system; the electronic CFP submission process replaced the paper submission process that was retired at the end of 2017; and

WHEREAS, PHAs are required to have on file a copy of a Board Resolution approving the PHA's CFP 5-Year Action Plan, including ones submitted in the EPIC system; and

WHEREAS, the requisite public notices have been given; and

WHEREAS, the Director of Asset Management in conjunction with the Executive Director/Chief Executive Officer has prepared said plans as attached, and requests that the Board of Commissioners of the Housing Authority of the County of Lake approve and authorize submission to the US Department of Housing and Urban Development;

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 Capital Fund Program 5-Year Action Plan (2024-2029) and the Capital Fund Program FY 2024 Budget to the U.S. Department of Housing and Urban Development as presented.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka, to adopt Resolution 2024-46.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

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 11th day of July 2024.

COMMISSIONER ROUNDTABLE

Commissioner Barnes asked Ms. Hocker about the Section 8 Homeownership Voucher webinar she attended and if she learned any new information about the program and what it would take to implement something like that in Lake County. There's a writeup about this in the Annual plan and it's something LCHA will at least explore in 2025 after the Yardi implementation. LCHA with SEPA and Housing Counseling to help assist us with our homeowners who have purchased homes. Needs to have very strategic planning and partners to help us to launch it.

Commissioner Stackhouse expressed her interest in attending the 2024 NAHRO National Conference in September and Commissioner Malter expressed her interest in attending the PHAHA 2024 Legislative Forum in September.

Vice Chairman Considine commented on an amazing story in the Board packet regarding the above and beyond effort from the Housing Counseling Team keeping Dr. H. in the house and not taking no for an answer. Big thanks to all. Commissioner Malter sent a copy of the story to Congressman Schneider. She is also going to send copies to all Congressman in Lake County and Senators.

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.

Since there was no business to discuss in Executive Session, at 1:45 p.m. Commissioner Malter moved, seconded by Commissioner Stackhouse to dismiss the Executive Session to discuss (5 ILCS 120/1) Sec. 2(c)(11) Litigation. The Board voted at 1:45 p.m.as follows: Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse. Nays: None. Absent and Not Voting: Jordan. Also present: Operations Deputy Perkins, Executive Assistant Tracey Heleniak. Motion Carries.

The board returned to open session at 1:46 p.m. and roll call was taken. Present: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse. Absent: Jordan.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. The meeting was adjourned at 1:46 p.m.

Kevin Considine
Vice Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer