



Lake County Housing Authority Board of Commissioners

Minutes of the Regular Meeting August 15, 2024

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held August 15th at 33928 North U.S. Highway 45, Grayslake, IL 60030.

Present: Kevin Considine, Vice Chairman
John Idleburg, Commissioner
Susan Malter, Commissioner
Dr. Charles Nozicka, Commissioner (via Zoom)
Beverly Stackhouse, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chairman
LaShaundra Barnes, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Michelle Perkins, Operations Deputy
Ofelia Navarro, Deputy Director
Damien Kelly, Consulting Chief Financial Officer
Tamara Harrington, Assistant Finance Manager
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 12:00 p.m. on Tuesday, August 13, 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 12:03 p.m. Roll call was taken, and the following Commissioners were present: Considine, Idleburg, Malter, Nozicka, Stackhouse. Absent: Jordan, Barnes

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 15, 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.

MINUTES 7/11/24 – Regular Meeting

Commissioner Idleburg moved, seconded by Commissioner Stackhouse, to approve the Minutes of the July 11, 2024, Regular Meeting. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Nozicka. Abstain: None. Nays: None. Absent and Not Voting: Jordan, Barnes. Motion carries.

FINANCE REPORT AND APPROVAL OF BILLS

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

Mr. Kelly, Chief Financial Officer, presented the preliminary budget for FY25. He also provided a detailed breakdown of the actuals for July 2024, highlighting that most areas showed positive figures. Public housing had a better-than-expected month, while Amps 2, 3 and 4 showed good performances. Amp 5 and HCV had negative figures for the month. Mr. Kelly also reported that utilization was higher than last year.

Mr. Kelly also presented a revised forecast for the August and September, which he noted was a significant improvement from previous projections.

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: Considine, Idleburg, Malter, Nozicka, Stackhouse. Nays: None. Absent and Not Voting: Jordan, Barnes. Motion Carries.

NEW BUSINESS

After discussion, Vice Chairman Considine introduced the following Resolution:

RESOLUTION NO. 2024-50 **APPROVAL OF FY 2024 OPERATING BUDGET REVISION**

WHEREAS, the attached FY 2024 Operating Budget Revision for the period October 1, 2023, through September 30, 2024, for Lake County Housing Authority is being presented to the Board of Commissioners for approval; and

WHEREAS, the revised expenditures shown in the Operating Budget Revision are necessary for the efficient and economical operation and administration of the Lake County Housing Authority's Public Housing programs for the purpose of serving low-income families; and

WHEREAS, the financial plan detailed in the FY 2024 Operating Budget Revision is reasonable in that it indicates a source of funds adequate to cover expenditures and does not provide for federal funding in excess of that payable under the HUD Annual Budget Authority; and

WHEREAS, all charges and expenditures set out in the FY 2024 Operating Budget revision will be consistent with the provisions of the law and the Annual Contributions Contract;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Lake County Housing Authority that the FY 2024 Operating Budget Revision attached hereto is hereby approved and staff is authorized to execute and submit the necessary documents to HUD's Financial Management Center.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Malter, to adopt Resolution 2024-50.

Roll Call Vote:

Ayes: Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan, Barnes

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 15th day of August 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

RESOLUTION 2024 – 51
AUTHORIZATION FOR LAKE COUNTY HOUSING AUTHORITY TO PROVIDE HOUSING COUNSELING SERVICES

WHEREAS, Lake County Housing Authority supports efforts towards affordable and sustainable housing for the residents of Lake County, Illinois.

WHEREAS, the Board of Directors approves the Lake County Housing Authority, the authority to provide housing counseling services to the residents of Lake County, Illinois and surrounding communities in accordance with 24CFR 214.103(a).

NOW THEREFORE BE IT RESOLVED that Lake County Housing Authority is approved with the authority to provide such housing counseling services to the residents of Lake County, Illinois through HUD certified counseling staff following all applicable HUD counseling guidelines, policies, and procedures

After discussion Commissioner Stackhouse moved, seconded by Commissioner Malter, to adopt Resolution 2024-51.

Roll Call Vote:

Ayes: Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan, Barnes

Abstain: None

Motion: Carries

After discussion, Vice Chairman Considine introduced the following Resolution:

RESOLUTION 2024-52
AUTHORIZATION FOR EXTERIOR IMPROVEMENTS
AT VIOLET TOWNHOMES

WHEREAS, The Authority received a competitive bid through SOURCEWELL (Contract Number: IL-R1-GC 122-122-LEO) for exterior improvements at Violet Townhomes, 26270-26280 Violet Dr., Mundelein, IL 60060; and

WHEREAS, the exterior work needing to be performed is detailed in the work order attached hereto in **Exhibit A**; and

WHEREAS, it is the recommendation of the Executive Director and Staff to enter into contract with **Leopardo Companies, Inc.** and to proceed with the scope of work described in Exhibit A, at the cost of **\$246,869.20**; 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 **Leopardo Companies, Inc.** as specified in **Exhibit A**.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Malter, to adopt Resolution 2024-52.

Roll Call Vote:

Ayes: Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan, Barnes

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 15th day of August 2024.

REPORTS

The following reports for July 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, PBV¹, Gilma Beachem, HCV Intake Program Manager, Portability & Collections

¹ Project-Based Vouchers

FSS ² , Mainstream Vouchers & FUP ³	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 ⁴ , Travel-Training	Tracey Heleniak, Executive Assistant/FOIA & OMA Officer

Other Matters

1. On July 9th, Ms. Hocker and staff attended an introduction meeting to Yardi Voyager 7S.
2. On July 12th, Ms. Hocker attended the Live Well Lake County Network quarterly meeting.
3. Ms. Hocker attended the NSPIRE (National Standards for the Physical Inspection of Real Estate) for Vouchers Get Ready session in Washington, D.C. on July 16th. The session focused on the new physical inspection model, which prioritizes residents’ health and safety. It included key enhancements and policy changes for public housing authorities, inspectors, and the industry.
4. Quadel Consulting was on site July 16th and 17th for assessments on file reviews for Public Housing and HCV, Workflow Review and Application of Policy and Procedures.
5. On July 17th, Ms. Hocker attended a Lead Hazard Reduction Funding meeting by the Office of Lead Hazard Control and Healthy Homes (OLHCHH). Their program aims to protect children under six from lead poisoning by funding comprehensive programs to identify and control lead-based paint hazards in eligible housing.
6. On July 22nd, Ms. Hocker attended the 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.
7. Ms. Hocker and Landlord Engagement Specialist Elena Lara attended a Landlord Lunch Learn & Lease Panel sponsored by Lake County Bridge to Housing on July 23rd. They gave a presentation about the services and benefits of renting to their tenants.
8. Ms. Hocker led an Effective Recertification Interview Training on July 24th for Housing Choice Voucher (HCV) and Public Housing.
9. On July 25th, Ms. Hocker attending a MTW Collaborative Membership call.

² Family Self-Sufficiency Program

³ Family Unification Program

⁴ Freedom of Information Act/Open Meetings Act

10. On June 26th, Ms. Hocker attended a Moving to Work (MTW) Landlord Incentives Evaluation discussion.

11. 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.

COMMISSIONER ROUNDTABLE

Ms. Hocker provided the Commissioners with a list of projects coming on in the next few weeks, including:

- Rosewood, 170 units Project-Based Vouchers in Round Lake Beach.
- Mundelein Senior, to lease up mid-October to November 1st
- Beach Street Lofts ready to go September 13th, 18 units
- Disposition
 - 13 in que
 - Ms. Hocker has signed 5 contract agreements
 - Looking to submit 14 more by November 1st
- Permanent Supportive Housing Program
 - 34 units, 7 vacancies

Commissioner Malter broached the subject of resident councils and asked for suggestions as to how to get tenants interested in participating.

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 12:41 p.m.

Kevin Considine
Vice Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer