



Lake County Housing Authority Board of Commissioners

Minutes of the Regular Meeting November 21, 2024

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held November 21, 2024, at 33928 North U.S. Highway 45, Grayslake, IL 60030.

Present: Kevin Considine, Chairman
Susan Malter, Vice Chair
LaShaundra Barnes, Commissioner
John Idleburg, Commissioner
Beverly Stackhouse, Commissioner

Absent: Dr. Charles Nozicka, Commissioner

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

Also present: Joseph States, Lake County News-Sun

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, November 19, 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, Chairman Considine called the meeting to order at 12:31 p.m. Roll call was taken, and the following Commissioners were present: Considine, Barnes, Malter, Idleburg, Stackhouse, as well as LCHA members Hocker, Perkins, Kelly, Harrington, Heleniak. Absent: Commissioner Dr. Nozicka.

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. November 21, 2024, are to be read at the appropriate time in the agenda. There were no public comments.

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

MINUTES 10/17/24 – Regular Meeting and Executive Session Minutes Approval

Commissioner Stackhouse moved, seconded by Commissioner Idleburg, to approve the Minutes of the October 17, 2024, Regular and Executive Sessions. The Board voted as follows: Ayes: Barnes, Considine, Malter, Idleburg, Stackhouse. Abstain: None. Nays: None. Absent and Not Voting: Nozicka. Motion carries.

REPORTS

The following reports for October 2024 were provided:

Maintenance, Assets	Brian Snook, Director of Public Housing
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
Housing Counseling	Elizabeth Werning, Manager of Housing Counseling
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

Brookstone Meeting

Executive Director Hocker was asked about her meeting with Brookstone. She said the mayor also attended and it was a good meeting. They came up with some options in addressing some of the outstanding issues. We are also waiting for our attorney to respond to a few items. There is also an additional meeting with the developer, the management company and IDHA to address the outstanding maintenance issues and the crime.

Chairman Considine noted it was a good discussion at it was beneficial bringing those in attendance together.

ED Report for October 2024

1. On October 9th, Executive Director Hocker and Operations Deputy Perkins, met with Cheiktha Dowers from Quadel via Teams to discuss the LCHA Training Plan.
2. On October 10th, Ms. Hocker took part in a Quarterly Teams call regrading Voucher Management System (VMS) Office Hours for Commitments and Obligations conducted by HUD.

¹ Project-Based Vouchers
² Family Self-Sufficiency Program
³ Family Unification Program
⁴ Freedom of Information Act/Open Meetings Act

3. Yardi held an Executive Briefing in Chicago October 15-16, in which Ms. Hocker and Ms. Perkins attended.
4. On October 21st, Ms. Hocker attended a Training & Development Showcase Event at College of Lake County. Programs included Project Management, Decision Making and Leadership Development.
5. On October 22nd, Ms. Hocker, along with Chairman Considine and Vice Chair Malter, spoke with the Mayor of North Chicago, along with members of its city council, the assistant police chief and attorneys from Ancel Glink, to discuss the ongoing issues at Brookstone and Regency at Coles Park. An update call is scheduled for November 19th.
6. With Yardi implementation under way, Michael from Yardi was at the COCC October 22nd-October 24th to conduct any further training needed and to answer user questions.
7. Ms. Hocker attended two Resident Advisory Board (RAB) meetings on October 23rd. One meeting was held in person, and the other via Zoom. These meetings, conducted by Property Disposition Coordinator Derek Eovaldi, focused on discussing the disposition of thirteen (13) properties across seven (7) communities: Antioch, Beach Park, Grayslake, Ingleside, Island Lake, Lake Villa, and Wauconda in AMPs 4 & 5. Mr. Eovaldi spoke with the residents affected by these dispositions about their options moving forward.
8. Ms. Hocker participated in the Fair Housing Initiatives Program (FHIP) FY24 Notice of Funding Opportunity (NOFO) Training Webinar.
9. General Monthly Notes:
 - a. Ms. Hocker and Staff continue with monthly calls to review Utilization and Occupancy and Demo/Dispo, in addition to IAHA and NAHRO.
 - b. Monthly Check-in with LCCH for Special Program referrals from the COC.
 - c. Ms. Hocker attended the CBRAP HSS Biweekly Check-In calls with IHDA.

NEW BUSINESS

After discussion, Chairman Considine introduced the following Resolution:

RESOLUTION 2025-05

AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION AND EXECUTE SALES CONTRACTS FOR THIRTEEN (13) PROPERTIES IN THE COMMUNITIES OF: ANTIOCH, BEACH PARK, GRAYSLAKE, INGLESIDE, LAKE VILLA, WAUCONDA AND WAUKEGAN AMPS 4 & 5

WHEREAS, the Lake County Housing Authority (LCHA) owns Thirteen (13) single-family residential properties in the communities of: Antioch, Beach Park, Grayslake, Ingleside, Lake Villa, Wauconda, and Waukegan, 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 Stackhouse moved, seconded by Commissioner Idleburg, to adopt Resolution 2025-05.

Roll Call Vote:

Ayes: Barnes, Considine, Malter, Idleburg, Stackhouse

Nays: None

Absent: Nozicka

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 November 2024.

After discussion, Chairman Considine introduced the following Resolution:

RESOLUTION 2025-06

RATIFYING THE ILLINOIS PUBLIC HOUSING AUTHORITIES' COOPERATIVE AGREEMENT

This COOPERATIVE AGREEMENT (Agreement), effective this 1st day of **November, 2024** and is made by and among the Waukegan Housing Authority (WHA), the North Chicago Housing Authority (NCHA) and the Lake County Housing Authority (LCHA) (collectively, the "Parties").

WHEREAS, each of the Parties administers a Section 8 Housing Choice Voucher Program, wherein the Parties provide rental assistance via housing vouchers to low-income families via funding through

the U.S. Department of Housing and Urban Development (HUD) and pursuant to the Housing Authorities Act (“Act”) (310 ILCS10/1 et seq.); and

WHEREAS, LCHA serves families that may desire to reside in areas within the corporate limits of North Chicago or the corporate limits of Waukegan; and

WHEREAS, the Parties collectively desire to allow each Party to administer its respective HCV Program outside the Party’s area of operation and within the other Parties’ areas of operation.

NOW, THEREFORE, BE IT RESOLVED, the Lake County Housing Authority is in full support of the Cooperative agreement with Waukegan Housing Authority, the North Chicago Housing Authority and the Lake County Housing Authority.

After discussion, Commissioner Idleburg moved, seconded by Commissioner Barnes, to adopt Resolution 2025-06.

Roll Call Vote:

Ayes: Barnes, Considine, Malter, Idleburg, Stackhouse

Nays: None

Absent: Nozicka

Abstain: None

Motion: Carries

RATIFIED, 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 2024.

After discussion, Chairman Considine introduced the following Resolution:

RESOLUTION 2025-07

APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN LAKE COUNTY HOUSING AUTHORITY AND NICASA BEHAVIORAL HEALTH SERVICES

WHEREAS, the following constitutes a Memorandum of Understanding (MOU) for services and collaboration between the Lake County Housing Authority (LCHA) and Nicasa Behavioral Health Services (Nicasa).

WHEREAS, the purpose of this MOU is to formalize the collaborative working relationship between the two organizations and to support the uniqueness and viability of each said organization. This MOU promotes the concept that clients are best served by the coordination of prevention, education, treatment, assessment, counseling, evaluation, and other services and to ensure that clients served by both agencies receive uninterrupted access to services from which they may benefit.

NOW, THEREFORE, BE IT RESOLVED, the Lake County Housing Authority is in full support of the MOU with Nicasa Behavioral Health Services.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Idleburg, to adopt Resolution 2025-07.

Roll Call Vote:

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

Nays: None

Absent: Nozicka

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 November 2024.

After discussion, Chairman Considine introduced the following Resolution:

RESOLUTION 2025-08

**APPROVAL OF THE EXTENSION OF INTERGOVERNMENTAL AGREEMENT (IGA)
BETWEEN LAKE COUNTY, ILLINOIS AND LAKE COUNTY HOUSING AUTHORITY
FOR THE COMPLETION OF ENVIRONMENTAL REVIEWS**

WHEREAS, the Lake County Housing Authority and Lake County Government entered into an Intergovernmental Agreement on October 11, 2022 for the completion of 24 CFR Part 58 Environmental Review Records (ERRs); and

WHEREAS, Pursuant to Article 4 of the October 11, 2022 Agreement, the IGA may be extended up to four (4) times via 1-year extensions; and

WHEREAS, the first 1-year extension was executed on June 20, 2024; and

WHEREAS, both the Lake County Government (Responsible Entity; RE) and Lake County Housing Authority wish to extend the effective period of the Intergovernmental Agreement subject to all terms and conditions defined in the October 11, 2022 Intergovernmental Agreement.

NOW THEREFORE, in consideration of the mutual promises and the terms and conditions set forth in the October 11, 2022 Intergovernmental Agreement, the Lake County Housing Authority and the RE hereby agree to extend the effective period for 1 year beginning October 11, 2024 (the "Effective Date") to October 11, 2025.

After discussion Commissioner Idleburg moved, seconded by Commissioner Stackhouse, to adopt Resolution 2025-08.

Roll Call Vote:

Ayes: Barnes, Considine, Malter, Idleburg, Stackhouse

Nays: None

Absent: Nozicka

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 November 2024.

COMMISSIONER ROUNDTABLE

Finance Committee Project

- Commissioner Malter discussed focusing on a large project and figuring out what they need to learn to accomplish it.
- Interest in Montgomery County Project: Inspired by how they created a separate entity to use federal funding and act as their own developer/building, reinvesting profits to reduce dependence on HUD dollar.
- Expertise Not Required: According to Paul Williams, success in such projects doesn't require expertise in all areas as long as staff know how to perform necessary tasks.
- Next steps: Plan to pursue the idea and has started a dialogue with relevant people at Montgomery County to see how to proceed.

Yardi Update

- **Tenant Meetings:** Several meetings were held for Rent Cafe with senior public housing residents. Participation is growing gradually.
- **Registration Status:** Currently, around 1800 tenants and 450 landlords are registered on the portal, and usage is increasing.
- **Report Refinement:** Financial reports are being refined, with new ones presented. A draft board packet has been developed and is being fine-tuned, targeting January for a data presentation revamp.
- **Positive Feedback:** Feedback from Yardi and partner agencies has been positive, indicating good progress with minimal issues.
- **Future Outlook:** The goal is to see significant agency changes by this time next year, reducing reliance on traditional check transactions through ACH/EFT capabilities.
- Things are moving along well, with continuous improvements and positive momentum.

FINANCE REPORT AND APPROVAL OF BILLS

Mr. Kelly focused on the enhancements made to the income statement, which is now more succinct and self-explanatory. It was recommended that the finance team work with Mr. Kelly and Ms. Harington to create the necessary reports from Yardi.

Mr. Kelly then reported on October 2024, the first month of the fiscal year.

- Performed well on the Public Housing side
- AMP 3 had an overage due to the fire at JKM – we made a \$380,000 payment in excess of the insurance – will go into extraordinary items.
- HCV was at a \$187,000 loss for the month. Operationally the program is doing well. It's bringing on more than enough admin funds to cover the HAP count to cover other expenses that could be lost
- Housing Counseling had a net income of \$15,000
- Business Activities - \$10,000 net income
- CLCC - \$20,000
- Consolidated we have \$340,000 net loss

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

ADJOURNMENT

There being no further business to come before the Board, The Board voted unanimously in favor adjournment. The meeting was adjourned at 1:08pm.

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer