

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held November 15, 2018, at Beach Haven Towers, 730 Golfview Drive, Round Lake Beach, IL 60073.

Present: (Physically present unless noted otherwise.)
Dr. H. Lee Jordan, Jr., Chairman
Kevin Considine, Commissioner (arrived 1:20 p.m.)
Scott Helton, Commissioner
John Idleburg, Commissioner

Absent: Diana O'Kelly, Commissioner
Curtis Robinson, Commissioner
(Vacant) Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Khadija Darr, Chief Financial Officer
Keon Jackson, Director of Asset Management
Valerie Rogers, Executive Secretary

Others Present: Brian Grach, Authority Attorney
Paul Soberano, Lake County Deputy Sheriff

Posting of the notice of this meeting and the 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 13, 2018 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030, at Beach Haven Towers, 730 Golfview Drive, Round Lake Beach, IL 60073 and on the Agency's website, www.lakecountyha.org.

ROLL CALL

At 12:39 p.m. Roll Call was taken and the following Commissioners were present: Helton, Idleburg, Jordan. Chairman Jordan determined that the Board of Commissioners for Lake County Housing Authority did not have a quorum present and therefore, would not be able to vote on any items. The decision was made to continue with the meeting as a discussion forum only, and postpone any decisions until a quorum was achieved. There are no motions and these minutes (to the point of an achieved quorum) reflect only the discussion that took place.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Jordan opened the floor for public comment.

Steven Condron identified himself as a resident of Hawley Manor in Grayslake, IL. He relayed a recent incident whereby he was assaulted in the commons area of Hawley Manor. He stated he reported the episode to the police and LCHA management. He expressed frustration with building management not responding to numerous complaints he submitted in writing to similar happenings.

FINANCE REPORT

The Board of Commissioners of Lake County Housing Authority requests that all bills are paid in a manner appropriate to avoid late fees. In addition, to facilitate a smooth, responsible financial operation the Board acknowledges disbursements may be made prior to the regular scheduled monthly Board meeting.

The list of bills and financial report by Director of Finance Khadija Darr was provided. Chairman Jordan conducted a review of the bills and provided a recommendation. (See Exhibits 11, 12)

Khadija explained of the \$296,143 in bills approximately \$150,000 was capital expenditures. She stated we are working with HUD to be sure capital funds will be used to allocate soft costs such as landscaping, snow removal and even appliances.

She noted Human Resources will begin including a salary and benefits accounting in their monthly report.

Khadija stated public housing rent collections are at 98% and reserves are favorable. Public Housing operating subsidies was \$130,000.

The Housing Choice Voucher program year-to-date (end of FY 2018) fraud revenue collected was \$203,000. \$108,000 will be allocated to the cost of collecting the fraud revenue with the balance going into HAP equity. She noted a slight decrease in HCV administrative reserves due to deficiencies in HUD funding. She reported rent collections for LCHA rentals are good.

Capital Improvement investment totals (YTD FY 2018) is \$697,000 of which \$603,000 is public housing.

The Housing Counseling program is being scheduled for an audit.

REPORTS

The following reports were provided for review.

Capital Improvements,	Keon Jackson, Director of Asset Management
Procurement, Maintenance	(See Exhibit 01)
Public Housing Program, LCHA Rentals	

Housing Choice Voucher Program	Corinne Jordan, Director of Housing Choice Voucher
FUP ¹ ,	(See Exhibit 02)

Repayments & Investigations.....	Jennifer Clemons-Ferguson, Director of Compliance
	(See Exhibit 03)

FSS ² , Resident Services.....	Alecia Boddie, Director of Community Affairs
	(See Exhibit 04)

¹ Family Unification Program

² Family Self-Sufficiency Program

Human Resources..... Lefran Elgezdi, Human Resources Manager
(See Exhibit 05)

FOIA/OMA³, Travel-Training Valerie Rogers, Executive Secretary/FOIA & OMA
(See Exhibit 06)

Other Matters

1. Ms. Hocker reported as scheduled, this meeting is being held at Beach Haven Towers. (730 Golfview, Round Lake Beach) The Commissioners were provided a brief presentation and tour by Property Manager, Aaron Broeski. (See Exhibit 07)
2. Ms. Hocker was happy to report the public housing program has once again been rated as a *High Performer* by HUD. This designation is a direct result of the dedication by the public housing staff. (See Exhibit 08)
3. Ms. Hocker hoped the Board will attend our Senior Holiday Feast on Nov. 21, 2018 to share the time with our senior residents and welcome the holidays. (See Exhibit 09)
4. Ms. Hocker noted as discussed previously, LCHA will be opening the Public Housing Scattered Sites 3 and 4 Bedroom Waiting Lists from 12/10/18 through 12/14/18. The flyer was distributed and the Board encouraged to share it with community partners. (See Exhibit 10)
5. Ms. Hocker stated amending the Paid Time Off Policy in the Employee Handbook was briefly discussed for consideration at this meeting. Although the final version is not ready at this time, Executive Leadership, Human Resources and Finance are currently evaluating the current Paid Time Off Accrual policy.

The current policy reads:

Limited Accrual of Unused Paid Time Off

Unused paid time off may accumulate to a maximum of three (3) years of earned time. Paid time off beyond the maximum allowed accrual shall be paid to the employee in an amount equal to 100% of the value providing they have utilized at least eighty (80) hours' worth of time at the calendar year.

The review team wants LCHA to encourage employees to maintain a healthy work life balance and use their paid time off. The team also recognizes that there may be occasions when employees accumulate unused paid time off; therefore employees should be allowed to accumulate paid time off but not at the amount currently specified in the employee handbook. The team is looking at a maximum of accrual of one hundred twenty (120) hours of Unused Paid Time Off.

Human Resources will be sending the proposed changes to the PTO Accrual policy to legal for review and creating a template for the letter that would be sent to the affected employees. Finance will work to identify the source of funds for the PTO payout. This information will be ready for Board Review by the December Board meeting.

³ Freedom of Information Act. Open Meetings Act.

OLD BUSINESS

Brookstone and Regency at Coles Park - Update

ED/CEO Lorraine Hocker has both met with key players and participated in scheduled conference calls to gain an understanding of the current status and progress of the Brookstone and Regency projects. She met with North Chicago Mayor Rockingham, North Chicago Economic & Community Development Director Victor Barrera, Torian R. Priestly Executive Vice President of The Benoit Group and with IHDA. Discussions focused on the deficiencies of the project and the hindering factors.

Ms. Hocker reported Regency would not be able to open with a Temporary Certificate of Occupancy (TCO) as thought as HUD will not execute a HAP contract and/or pay HAP funds under a TCO. She stated all players now understand that a Certificate of Occupancy (CO) is needed. Ms. Hocker explained North Chicago is working with us on the punch list sent on 10/19/18 and again on 10/26/18. The Regency lease-up date was set for 12/3/18 and has now been pushed back to 12/10/18. Ms. Hocker finds the 12/10/18 date unlikely but remains optimistic. She stated there are health and safety issues outside of landscaping. She said we have authorization to move west towards Dugdale to get COs for each structure. She further noted as we move west we will section off anything under construction. The entire property must be lit and the water main must be installed and inspected. We continue to work with the Fire Marshall on IHDA state requirements.

OIG Audit Report – Response to HUD -Update

ED/CEO Lorraine Hocker conducted a hard data analysis approach in assessing and planning a response and action plan to the findings in the OIG report and subsequently to HUD's Regional Office in Chicago.

Her focus was to create as complete a picture as possible of the agency's current health, strengths and inadequacies in order to understand fully what changes need to take place, and how they might be set in motion.

In September 2018, a formal response was submitted to HUD OIG Regional Inspector General, Kelly Anderson and in November 2018, (weeks before submission deadline) a very detailed formal response was submitted to HUD Illinois Office of Public Housing, Director, Daniel W. Sherrod. Mr. Sherrod's office confirmed receipt of our accounting and a face-to-face meeting has been set for 11/20/18 to review and discuss our assessment and next steps.

Commissioner Kevin Considine arrived at 1:20 p.m.

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 1:21 p.m. Roll call was taken and the following Commissioners were present: Considine, Helton, Idleburg, Jordan. Absent: O'Kelly, Robinson. One Commissioner position is vacant.

MINUTES – 10/18/18 REGULAR MEETING

MINUTES – 10/18/18 EXECUTIVE SESSION – Personnel Issues, Pending & Probable
Litigation, Real Estate Transactions

MINUTES – 10/29/18 SPECIAL MEETING

MINUTES – 10/29/18 EXECUTIVE SESSION – Self Evaluation, Practices & Procedures

After discussion, Mr. Considine moved, seconded by Mr. Helton, to approve the Minutes of the October 18, 2018 Regular Meeting and Executive Session Personnel Issues, Pending & Probable Litigation, Real Estate Transactions and the October 29, 2018 Minutes of the Special Meeting and Executive Session – Self Evaluation, Practices & Procedures. The Board voted as follows: Ayes: Considine, Helton, Idleburg, Jordan. Absent and Not Voting: O’Kelly, Robinson. Motion Carries.

FINANCE REPORT

(See Exhibits 11, 12)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to approve the List of Bills as presented. The Board voted as follows: Ayes: Considine, Helton, Idleburg, Jordan. Absent and Not Voting: O’Kelly, Robinson. Motion Carries.

NEW BUSINESS

Reaffirmation of Actions Taken at Special Board Meeting 10/29/18 – Resolution 2019-08

1. Capital Fund Bid - Environmental Review Services – All AMPs

Lake County Housing Authority has maintained its belief and practice to publicly take a clear stand in favor of transparency and accountability. Therefore, actions taken during a non-regular Board meeting are posed for consideration of approval at the next regular meeting of the Board of Commissioners.

The only action taken at the Special Board Meeting of 10/29/18 was the approval of the bid for the Environmental Review Services. It is presented here for reaffirmation.

ED/CEO Lorraine Hocker has advanced the environmental review process by gaining access to HUD’s Environmental Review Online System (HEROS). LCHA needed the ability to upload data to HEROS in order to proceed.

HUD’s Environmental Review Records page houses environmental reviews made publicly available through the HUD Environmental Review Online System (HEROS).

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION 2019-09

REAFFIRMATION OF ACTIONS TAKEN AT NON-REGULAR BOARD MEETINGS

REAFFIRMATION OF RESOLUTION 2019-08

WHEREAS, on 10/29/18 a Special Meeting of the Board of Commissioners of the Housing Authority of the County of Lake (LCHA) was held in accordance with the requirements of the Open Meetings Act

(5 ILCS 120/2.02(a)) and in accordance with the By-Laws Of The Housing Authority Of The County Of Lake, Illinois; and

WHEREAS, a quorum of Commissioners was established at the 10/29/18 Special Meeting in accordance with the By-Laws of The Housing Authority of the County of Lake, Illinois; and

WHEREAS, in favor of transparency and accountability, the Board of Commissioners wishes to have actions taken during a non-regular Board meeting be posed for consideration of approval at the next regular meeting of the Board of Commissioners; and

WHEREAS, the Board of Commissioners, by its Resolution 2019-08, adopted at the Special Meeting of 10/29/18, approved the bid award for Environmental Review Services to Anderson Environmental;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of LCHA hereby reaffirms Resolution 2019-08 and the bid award to Anderson Environmental.

(See Exhibits 13, 14)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2019-09.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:Carries

Approval of Regular and Annual Board of Commissioners Meeting Dates – CY 2019

The schedule of Regular and Annual Board meetings of the Board of Commissioners for 2019 was distributed for Board approval. LCHA will continue to conduct one meeting per quarter at alternating LCHA Public Housing properties. The July date is earlier (July 8, 2019) and on a Monday in order to meet HUD reporting requirements for our PHA plan and the Independence Day Holiday.

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION NO. 2019-10

APPROVAL OF REGULAR AND ANNUAL

BOARD OF COMMISSIONERS MEETING DATES – CY 2019

WHEREAS, in accordance with the Open Meetings Act, 5 ILCS 120/2.02: Public notice of all meetings, whether open or closed to the public, shall be given as follows: (a) Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings; and

WHEREAS, with noted exceptions, the Regular and Annual Board of Commissioner Meeting dates for CY 2019 have been scheduled in accordance with the By-Laws Of The Housing Authority of The County of Lake, Illinois; and

WHEREAS, an exception for periodic changes in location has been scheduled in order to provide Commissioners a more comprehensive exposure to LCHA owned properties; and

WHEREAS, an exception for an alternate date of the Annual and Regular Board Meetings in July has been scheduled to allow the agency to comply with HUD's deadline for submitting the PHA Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake hereby approves the Board of Commissioner meeting dates for CY 2019 as presented.

(See Exhibits 15, 16)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2019-10.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O'Kelly, Robinson

Abstain:None

Motion:.....Carries

Amending the Employee Handbook – Travel Time

As with most policies, revisions often become necessary when the policy can be read with an unintended interpretation. We are seeking the amendment to this section to guide this policy back to its intent.

After discussion, Mr. Helton introduced the following Resolution:

RESOLUTION 2019-11

AMENDING THE EMPLOYEE HANDBOOK

SECTION 16. TRAVEL AND ASSOCIATED EXPENSES - TRAVEL TIME

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

WHEREAS, the current paragraph defining Travel Time allows a multitude of interpretations; and

WHEREAS, LCHA intends for "flex time" to be utilized when traveling on a non-regular work day (e.g. Saturday or Sunday); and

WHEREAS, LCHA recognizes there may be occasions where staff is traveling on a non-regular work day and it is not feasible for them to use "flex time" by taking off either the day before or the day after travel or to apply it within that week in order to offset the time required for the travel activity; and

WHEREAS, LCHA believes staff and his/her supervisor should be allowed to schedule travel flex time with the best interest and efficiency of their department in mind; and

WHEREAS, it is in the best interest of the employee and the Authority to delete the Travel Time paragraph in Section 16 in its entirety and replace it with the following:

REMOVE

16. TRAVEL AND ASSOCIATED EXPENSES

Travel Time

An employee traveling out of town for Authority business shall be credited with a regular work day of eight (8) hours, regardless of actual hours spent traveling or in the travel activity. Non-Exempt staff that travels for Authority business on a non-regular work day (e.g. Saturday or Sunday) **must** supplement this need by taking off either the day before or the day after travel or apply the appropriate “flex” time within that week in order to offset the time required for the travel activity.

REPLACE WITH

16. TRAVEL AND ASSOCIATED EXPENSES

Travel Time

An employee traveling out of town for Authority business shall be eligible for a “flex” day of eight (8) hours, regardless of actual hours spent traveling or in the travel activity. Non-Exempt staff that travels for Authority business on a non-regular work day (e.g. Saturday or Sunday) must supplement this need by taking a “flex” day, within the same pay period, in order to offset the time required for the travel activity.

NOW, THEREFORE, BE IT RESOLVED that the Employee Handbook be and is hereby amended by changing the Travel Time paragraph in Section 16 within the employee handbook; and

BE IT FURTHER RESOLVED, the new Travel Time paragraph will be effective as of 01/01/2019.

(See Exhibit 17)

After discussion Mr. Helton moved, seconded by Mr. Idleburg to adopt Resolution 2019-11.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

Amending the Employee Handbook – Advance Pay

This policy was thought to impose a financial burden on staff who may invoke it. The current day practice of direct deposit eliminates some of the reasoning for offering it in the past.

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION 2019-12

AMENDING THE EMPLOYEE HANDBOOK - ADVANCE PAY

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

WHEREAS, all employees of the Authority are paid biweekly via direct deposit; and

WHEREAS, a salary advance is a loan given an employee for wages they will be paid in the future; and

WHEREAS, by providing a salary advance, the Authority is restricting an employee to a smaller future paycheck; and

WHEREAS, it is in the best interest of the employee and the Authority to delete the Advance Pay paragraph within the handbook;

NOW, THEREFORE, BE IT RESOLVED that the Employee Handbook be and is hereby amended by deleting the Advance Pay paragraph in its entirety in Section 15; and

REMOVE

15. ADMINISTRATION OF TIMESHEETS/ TIMECARDS

Advance Pay – Employees that have scheduled time away from work either for Paid Time Off (PTO) or work related time away, may request an advance payment not to exceed one pay period, provided their PTO balance (less the current scheduled PTO) remains greater than ten (10) days. Requests for advance payment must be made at the time that the request for the Paid Time Off is submitted to the Supervisor. Payment will be issued with regularly scheduled pay prior to the scheduled time away.

BE IT FURTHER RESOLVED, the amended Section 15 is effective 01/01/2019.

(See Exhibit 18)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2019-12.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:Carries

Approval of MOU – Prairie State Legal Services – Fair Housing Compliance Assistance

Training all staff and employees in current Fair Housing regulations will ultimately benefit LCHA’s client base as well as the organization itself. Not only will this training create a field of protection against liability but allows those staff members to pass along the knowledge and materials provided by a certified, state-regulated legal resource to the clients themselves. Ideally, LCHA, as an organization will become a more tangible layer of protection for clients regarding their rights under fair housing law and in doing so truly manifest our organizational mantra ‘Service Above All Else’.

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION 2019-13

APPROVING MEMORANDUM OF UNDERSTANDING

PRAIRIE STATE LEGAL SERVICES – FAIR HOUSING TRAINING

WHEREAS, housing discrimination, poverty and other social issues have negatively impacted many people in Lake County; and

WHEREAS, the Lake County Housing Authority (“LCHA”) is a HUD-funded housing agency and Prairie State Legal Services’ Fair Housing Project (“PSLS”) provides free legal advice, representation and other legal services to persons facing housing discrimination; and

WHEREAS, PSLS and the LCHA each recognize that the clients of one can benefit from the services provided by the other, and each agency desires to partner to provide a seamless community-based experience to individuals and families who are facing housing discrimination, social issues, and other legal problems throughout Lake County in the most efficient and compassionate way possible;

NOW, THEREFORE, BE IT RESOLVED, the attached Memorandum of Understanding will be incorporated as presented herein; and

BE IT FURTHER RESOLVED, this MOU commences on the date of signing this MOU by the signatories of the representative institutions and shall be in effect through February 1, 2021, provided PSLS maintains the necessary grant funding to continue the Fair Housing Program for Lake County.

(See Exhibits 19, 20)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2019-13.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

Approval of Revised Section 3 Policy – Clarity, Conciseness, & Organization

The biggest change in general is the policy is simplified. The 2013 policy was still a “Learning” Policy that spent a lot of words teaching the regulation. The new policy isn’t drastically different in its approach; it just makes the regulation and requirements simpler and easier to understand.

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION NO. 2019-14

REVISING THE SECTION 3 POLICY

WHEREAS, Lake County Housing Authority (LCHA) is the recipient of HUD financial assistance; and

WHEREAS, as a result, LCHA is required to ensure the provision of employment, training, contracting, and other economic opportunities to its residents and other low income persons; and

WHEREAS, Commissioners approved LCHA's Section 3 Policy by Resolution 2013-68 on 1/24/2013 and believe, to the best of their knowledge, all responses thereon to be true and accurate; and

WHEREAS, LCHA wishes to make Section 3 regulatory compliance requirements easier to understand and implement for the agency and contractors; and

WHEREAS, the attached Section 3 Policy revision makes no substantive changes but provides clarity, conciseness and better organization while maintaining compliance;

NOW, THEREFORE, BE IT RESOLVED that the attached policy be and is hereby approved and replaces and supersedes all previous versions; and

BE IT FURTHER RESOLVED that, pursuant to HUD instructions, the Executive Director or his designee is authorized and directed to sign.

(See Exhibits 21, 22)

After discussion Mr. Idleburg moved, seconded by Mr. Considine to adopt Resolution 2019-14.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O'Kelly, Robinson

Abstain:None

Motion:.....Carries

Approval of Authorization to Submit SEMAP Certification– FY 2018

The Section Eight Management Assessment Program (SEMAP) measures the performance of the public housing agencies (PHAs) that administer the Housing Choice Voucher program in 14 key areas. The required self-audit has been completed by Director of HCV, Corinne Jordan. We anticipate we will remain a *High Performer*. Attached you will find the Resolution and the certification.

After discussion, Mr. Helton introduced the following Resolution:

RESOLUTION NO. 2019-15

APPROVAL OF AUTHORIZATION TO SUBMIT SEMAP CERTIFICATION– FY 2018

WHEREAS, the Authority is required to submit its Section 8 Management Assessment Program (SEMAP) Certification to HUD within 60 days of the end of the fiscal year; and

WHEREAS, staff and Commissioners have reviewed the attached Certification for Fiscal Year 2018 and believe to the best of their knowledge all responses thereon to be true and accurate;

NOW, THEREFORE, BE IT RESOLVED that the attached Certification be and is hereby approved; and

BE IT FURTHER RESOLVED that, pursuant to HUD instructions, the Executive Director or his designee is authorized and directed to sign and electronically submit the Certification.

(See Exhibits 23, 24)

After discussion Mr. Helton moved, seconded by Mr. Considine to adopt Resolution 2019-15.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

Approval of Amendment to Section 8 Housing Choice Voucher Administrative Plan – Air Conditioning Utility Allowance & Family Unit/Voucher Size

Amended for clarity as suggested by HUD.

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION 2019-16

AMENDING THE HCV ADMINISTRATIVE PLAN

AIR-CONDITIONING ALLOWANCE &FAMILY UNIT/VOUCHER SIZE

WHEREAS, HUD’s Office of Inspector General audited Lake County Housing Authority’s (LCHA) Housing Choice Voucher Program based on the activities included in their 2018 annual audit plan and their analysis of risk factors related to the public housing agencies in Region 5’s jurisdiction; and

WHEREAS, their findings were released in Report Number 2018-CH-1007; and

WHEREAS, HUD’s Chicago Office of Public and Indian Housing reviewed the report and worked with LCHA to strengthen their Housing Choice Voucher Administrative Plan;

NOW, THEREFORE, BE IT RESOLVED, the following Sections are amended as follows; and

BE IT FURTHER RESOLVED, the amended Sections are effective November 15, 2018.

16-ILC. UTILITY ALLOWANCES (24 CFR 982.517)

Air Conditioning

An allowance for air-conditioning must be provided when the majority of housing units in the market have central air-conditioning or are wired for tenant-installed air conditioners.

REMOVE:

PHA Policy

The PHA has included an allowance for air-conditioning in its schedule. Central air-conditioning or a portable air conditioner must be present in a unit before the PHA will apply this allowance to a family's rent and subsidy calculations.

REPLACE WITH:

PHA Policy

The PHA has included an allowance for air-conditioning in its schedule. An allowance for air-conditioning will be provided if there is central air-conditioning or there is appropriate wiring for tenant-installed air conditioners.

5-II.B. DETERMINING FAMILY UNIT/VOUCHER SIZE

REMOVE:

PHA Policy

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Live-in aides will be allocated a separate bedroom.

Single person families will be allocated one bedroom.

Adults and children over the age of 5 years will not be required to share a bedroom with the opposite sex.

A child who is away at school is considered a member of the family in determining the family unit size.

Children of the opposite sex, both under the age of five (5), will be assigned one bedroom.

REPLACE WITH:

PHA Policy

The Head of household, their spouse or similar relationship will be allocated one bedroom. The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Live-in aides will be allocated a separate bedroom.

Single person families will be allocated one bedroom.

Adults and children over the age of 5 years will not be required to share a bedroom with the opposite sex.

A child who is away at school is considered a member of the family in determining the family unit size.

Children of the opposite sex, both under the age of five (5), will be assigned one bedroom.

(See Exhibit 25)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2019-16.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

Approval of Amendment to Section 8 Housing Choice Voucher Administrative Plan – Changes in Family and Household Composition

This amendment commits to record some common practices.

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION 2019-17

AMENDING THE HCV ADMINISTRATIVE PLAN

CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

WHEREAS, from time to time it becomes necessary to clarify policies and procedures; and

WHEREAS, clarifying compliance requirements ensures equitable application and understanding for clients and the agency;

NOW, THEREFORE, BE IT RESOLVED that the Section 8 Housing Choice Voucher Administrative Plan be and is hereby amended by making the following changes; and

BE IT FURTHER RESOLVED, the amended Sections are effective November 15, 2018.

11-ILB. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

New Family and Household Members Requiring Approval

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)].

When any new family member is added, the PHA must conduct a reexamination to determine any new income or deductions associated with the additional family member and to make appropriate adjustments in the family share of the rent and the HAP payment [24 CFR 982.516(e)].

If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an

acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the family's HAP contract in accordance with its terms [24 CFR 982.403].

REMOVE:

PHA Policy

HUD has not adopted the recommendations to restrict HA discretion, or to eliminate HA approval of new family members. Unrestricted admission of family members distorts the Housing Choice Voucher system for fair and orderly allocation of HCV rental assistance through the PHA waiting list. Addition of new family members may also overcrowd the unit, or result in need for a larger unit size and a larger subsidy. In addition, assistance may only be provided to a "family", not to any self-selected group of individuals. The HA has the authority and responsibility to determine that the group of assisted individuals, including new residents, constitutes a family (under the definition utilized by the particular PHA). In exercising its discretion to admit or deny new family members, the PHA is subject to equal opportunity requirements, including the prohibition of familial status discrimination.

Participants may not give accommodation to long term guest, borders or lodgers when that time period exceeds 14 days in a calendar year. When requesting the addition of any person to the household, the voucher holder may NOT permit that person to reside in the household until after the Authority has given written permission, with the exception of a newborn or adopted child.

REPLACE WITH:

PHA Policy

Families must request PHA approval to add a new family member, live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than 14 consecutive days or 21 cumulative days within a 12-month period and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by the PHA prior to the individual moving into the unit.

The PHA will not approve the addition of a new family or household member unless the individual meets the PHA's eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II).

The PHA will not approve the addition of a foster child or foster adult if it will cause a violation of HQS space standards.

If the PHA determines an individual meets the PHA's eligibility criteria and documentation requirements, the PHA will provide written approval to the family. If the approval of a new family member or live-in aide will cause overcrowding according to HQS standards, the approval letter will explain that the family will be issued a voucher and will be required to move.

If the PHA determines that an individual does not meet the PHA's eligibility criteria or documentation requirements, the PHA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial.

The PHA will make its determination within 10 business days of receiving all information required to verify the individual's eligibility.

(See Exhibit 26)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2019-17.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:Carries

Approval of Emergency Transfer Plan Under VAWA

As per HUD guidance to public housing agencies of HUD multifamily assisted housing on the requirements of the Violence Against Women Reauthorization Act of 2013 and VAWA Final Rule, a PHA must implement an emergency transfer plan and for related record keeping and reporting, and provide both a model “Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking”, form HUD-5381, and an “Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking”, form HUD-5383. (See 24 CFR 5.2005(e).)

Accordingly, we are seeking your approval to implement said policies and forms.

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION 2019-18

APPROVING AND AUTHORIZING THE IMPLEMENTATION OF

THE VIOLENCE AGAINST WOMEN POLICY

WHEREAS, the Housing Authority of the County of Lake (“Housing Authority”), a public entity organized and existing pursuant to Title 24 of the Code of Federal Regulations, the Department of Housing and urban Development (“HUD”), and the laws of the State of Illinois, has determined that it is in need of adopting a Violence Against Women Policy; and

WHEREAS, the Violence Against Women Act (“VAWA”) provides protections to the victims of domestic violence, dating violence, sexual assault, and/or stalking; and

WHEREAS, the protections of VAWA are available to all the individuals, regardless of sex, gender identity, or sexual orientation; and

WHEREAS, the protections of VAWA have been made applicable to public housing authorities through HUD regulations; and

WHEREAS, specifically, the Housing Authority wishes to adopt Form HUD-5380, “Notice of Occupancy Rights Under the Violence Against Women Act”, and Form HUD-5381, “Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking”; and

WHEREAS, these forms shall constitute the Housing Authority’s Violence Against Women Policy; and

WHEREAS, the Board of Commissioners has determined that approving and authorizing the Violence Against Women Policy is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income clients;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Lake County Housing Authority hereby approves and authorizes the implementation of the Violence Against Women Policy; and

BE IT FURTHER RESOLVED, that the Board hereby directs the Executive Director of the Housing Authority to take any and all necessary administrative actions to implement this resolution.

(See Exhibits 27, 28, 29, 30, 31)

After discussion Mr. Considine moved, seconded by Mr. Helton to adopt Resolution 2019-18.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

Commissioner Review of Bills – Discussion

There had been some comment on the method of reviewing bills prior to each Board Meeting.

The Board examined the practice thoroughly consulting with Attorney Grach.

After discussion, the Board was of the opinion to continue supplying the Board with the list of bills prior to the meeting and to present the list of bills for consideration of approval during the meeting but to abandon the practice of a manual review of the paperwork associated with each bill prior to the scheduled meeting by a Commissioner. The Board was encouraged to contact the Chief Financial Officer with any questions or concerns regarding the list of bills prior to the meeting to allow time for research and returning accurate information.

Bids

Capital and/or Operating Fund

1. Snow Plowing Services – 2018-19-Hawley Manor, Orchard Manor & Millview Manor-AMPs 2 & 3.

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION NO. 2019-19

(CAPITAL AND/OR OPERATING FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

2018-2019 SNOW REMOVAL SERVICES – AMPS 2 & 3

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION & AMOUNT</u>
G. T.	2018-19 Snow AMP 2/Hawley	2''-4'' \$160.00, 4''-8'' \$250.00, 8''-10'' \$400.00
Landscaping	Removal AMP 3/Orchard	2''-4'' \$75.00, 4''-8'' \$100.00, 8''-10'' \$150.00
	Services AMP 3/Millview	2''-4'' \$90.00, 4''-8'' \$150.00, 8''-10'' \$200.00

(See Exhibits 32, 33)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2019-19.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

2. Unit Turnaround - 26277 N. Violet Drive, Mundelein – AMP 4.

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION NO. 2019-20

(CAPITAL AND/OR OPERATING FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 26277 N. VIOLET DRIVE, MUNDELEIN – AMP 4

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Bee Liner Lean Services	Unit Turnaround	26277 N. Violet Drive, Mundelein/AMP 4	Not To Exceed \$27,650.00

(See Exhibits 34, 35)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2019-20.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:Carries

3. Unit Turnaround - 38220 N. Harper Road, Beach Park – AMP 4

Director of Asset Management Keon Jackson explained lowest bidder declined this project as they were awarded another, same-time project from LCHA and would not be able to accomplish both. This project, therefore awarded to second lowest bidder.

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION NO. 2019-21

(CAPITAL AND/OR OPERATING FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 38220 N. HARPER ROAD, BEACH PARK – AMP 4

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments	Unit Turnaround	38220 N. Harper Road, Beach Park/AMP 4	Not To Exceed \$29,000.00

(See Exhibits 36, 37)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2019-21.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

4. Unit Turnaround - 900 Highland Avenue, Wauconda – AMP 5

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION NO. 2019-22

(CAPITAL AND/OR OPERATING FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 900 HIGHLAND AVENUE, WAUCONDA – AMP 5

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

VENDOR	DESCRIPTION	LOCATION	AMOUNT
J & J Property Investments	Unit Turnaround	900 Highland Avenue, Wauconda/AMP 5	Not To Exceed \$25,200.00

(See Exhibits 38, 39)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2019-22.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

5. Unit Turnaround - 21720 W. Sarah Drive, Lake Villa – AMP 5

After discussion, Mr. Considine introduced the following Resolution:

RESOLUTION NO. 2019-23

(CAPITAL AND/OR OPERATING FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 21720 W. SARAH DRIVE, LAKE VILLA – AMP 5

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

VENDOR	DESCRIPTION	LOCATION	AMOUNT
Dean Investments	Unit Turnaround	21720 W. Sarah Drive, Lake Villa/AMP 5	Not To Exceed \$27,300.00

(See Exhibits 40, 41)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2019-23.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items as initiated by members of the Board. No topic was introduced by Commissioners.

Executive Session – Personnel Matters, Pending & Probable Litigation, Real Estate Transactions

At 1:42 p.m. Mr. Idleburg moved, seconded by Mr. Considine, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Helton, Idleburg, Jordan. Nays: None. Absent and Not Voting: O’Kelly, Robinson. Motion Carries.

The Board returned to open session at 2:31 p.m. and roll call was taken. Present: Considine, Helton, Idleburg, Jordan. Absent: O’Kelly, Robinson.

Approval of 2019 Salary Increase and Bonus Rationale & Methodology

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION 2019-24

APPROVAL OF 2019 SALARY INCREASE AND

BONUS RATIONALE & METHODOLOGY

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Lake has determined that a salary adjustment to personnel is appropriate; and

WHEREAS, both the CFO and Human Resources Manager recommend 2019 salary increases be at 3%, which is consistent with U.S. Salary increases; and

WHEREAS, LCHA wishes to provide an increase of 3% to its employees across the board to each employee as a Cost of Living Adjustment (COLA); and

WHEREAS, LCHA wishes to award individual bonuses based on individual performance reviews; rewarding employees for their hard work and to help retain talented employees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake do hereby approve the 2019 Salary Increase and Bonus Rationale & Methodology as presented; and

BE IT FURTHER RESOLVED, the salary increases will be effective 12/30/2018.

(See Exhibits 42, 43)

After discussion Mr. Idleburg moved, seconded by Mr. Helton to adopt Resolution 2019-24.

Roll Call Vote:

Ayes:Considine, Helton, Idleburg, Jordan

Nays:None

Absent:O’Kelly, Robinson

Abstain:None

Motion:.....Carries

Selection of the 2018 Employee of the Year

After discussion, the Board was of the opinion to name Family Self-Sufficiency Manager Damon Coleman as the LCHA 2018 Employee of the Year. (See Exhibits 44, 45)

ADJOURNMENT

There being no further business to come before the Board, Ms. Considine moved, seconded by Mr. Idleburg to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 2:35 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer