

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held January 18, 2018, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)
Dr. H. Lee Jordan, Jr., Chairman
Sylvia Valadez, Vice Chairman
John Idleburg, Commissioner
Curtis Robinson, Commissioner

Absent: Kevin Considine, Commissioner
Scott Helton, Commissioner
(Vacant) Commissioner

Others Present: David A. Northern, Sr., Executive Director/CEO
Tiffany A. Gonzalez, Deputy Director
Khadija Darr, Director of Finance
Keon Jackson, Director of Capital Improvements
Valerie Rogers, Executive Secretary
Brian Grach, Authority Attorney
John Hird, 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, January 16, 2018 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org.

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:33 p.m. Roll call was taken and the following Commissioners were present: Idleburg, Robinson, Valadez, Jordan. Absent: Considine, Helton. One Commissioner position is vacant.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Jordan opened the floor for public comment. No one requested to be heard.

MINUTES – 12/21/17 REGULAR MEETING MINUTES – 12/21/17 EXECUTIVE SESSION

After discussion, Mr. Idleburg moved, seconded by Mr. Robinson, to approve the Minutes of the December 21, 2017 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. The Board voted as follows: Ayes: Idleburg, Robinson, Valadez, Jordan. Absent and Not Voting: Considine, Helton. Motion Carries.

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.

Chairman Jordan conducted a review of the bills and provided a recommendation to the Board. The list of bills and financial report was provided by Director of Finance Khadija Darr. (See Exhibits 01, 02)

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

REPORTS

The following reports are provided for review.

Public Housing Program,.....	Tiffany A. Gonzalez, Deputy Director
LCHA Rentals	(See Exhibit 03)
FSS ¹ , Housing Counseling	Alecia Boddie, Interim Dir. of Community Affairs
Resident Services	(See Exhibit 04)
Housing Choice Voucher Program.....	Corinne Jordan, Dir. of Housing Choice Voucher
FUP ²	(See Exhibit 05)
Capital Improvements,	Keon Jackson, Director of Asset Management
Procurement, Maintenance	(See Exhibit 06)
Human Resources.....	Lefran Elgezdi, Human Resources Manager
	(See Exhibit 07)
FOIA/OMA ³ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA
	(See Exhibit 08)

Other Matters

1. Mr. Northern reported he was notified by HUD that LCHA's 2017 CFP⁴ Annual and 5-Year Action Plans were approved.
(See Exhibit 09)
2. Mr. Northern explained HUD is making preparations for calculating the Capital Fund formula for FY 2018. As a part of the calculation, the Department is using the FY 2016 PHAS designations to

¹ Family Self-Sufficiency Program

² Family Unification Program

³ Freedom of Information Act. Open Meetings Act.

⁴ Capital Fund Program

determine which PHAs will receive the high performer bonus for the 2018 formula calculation. LCHA is officially listed as a High Performer for FY 2016 and should be awarded the bonus.

3. Mr. Northern stated he is pleased to have been published in the January 2018 *The Chicago People's Voice* newspaper, the 1/5/18 issue of the *Zion-Benton Times* and the 1/12/18 issue of *Reflejos*. His article on Understanding the Fair Housing Act (FHA) & the Equal Credit Opportunity Act (ECOA) are both timely and beneficial to many. (See Exhibit 10)
4. Mr. Northern reported he attended the 2018 Dr. Martin Luther King Jr. Dreamer's Breakfast on 1/15/18 in Waukegan. In 2017 Mr. Northern was honored to have been chosen to receive the "Drum Major" award given at the Dreamers' Awards Breakfast for The Reverend Dr. Martin Luther King, Jr. This presentation denotes the value and integrity that is exemplified within our community. (See Exhibit 11)
5. Mr. Northern said he received a congratulatory letter 11/20/17 from Representative Carol Sente regarding his being honored with the Excellence in Community and Economic Development Award from Wheatle Peart Global Business. He stated recognition by community leaders such as she is inspiring and appreciated.

Her letter further expressed a desire to set up a meeting and tour of Lake County Housing Authority. Mr. Northern confirmed her availability and she will arrive on Wednesday, January 17, 2018 at 1:00 p.m. He encouraged all Commissioners to join them. He stated he is very proud of our accomplishments and is eager to spread the enthusiasm.

6. Mr. Northern related the Lake County Division of Transportation (LCDOT) invited him to attend a community meeting to learn more about the Paratransit Market Study for the Lake County Region. The County, in conjunction with the Lake County Coordinated Transportation Services Committee (LCCTSC), is conducting this study to evaluate transportation options for county residents and to prepare an implementation plan to improve service. The Paratransit Market Study will review the range of available services, identify gaps in services relative to community needs, and recommend service improvements. At the community meetings, we will provide an overview of the draft analysis of existing conditions and draft recommendations for service implementation. He plans to attend the January 23, 2018 session. (See Exhibit 12)
7. Mr. Northern noted he has been asked to be a participant of The Crazy Riot Show – Real Talk Live w/ Brandon Ewing. He is scheduled as a guest on Wednesday, January 31st, 7:00 p.m. The goal of the interview is to be introduced to a larger/younger audience, share his story and talk about solutions to the problems impacting our community.

The focus is on "overcoming your current situation" and leads into a discussion on how Lake County Housing Authority is assisting in moving residents from dependency to self-reliance through some of our programs.

8. Mr. Northern said he has been asked to be a panelist at the 2018 Illinois Governor's Conference on Affordable Housing being held at the Hyatt Regency Hotel, Chicago on February 21-22, 2018. The session is "Spurring Development: Making Local Connections." (See Exhibit 13)
9. Mr. Northern shared he is honored to have been asked to co-host the *2018 Most Influential African American of Lake County Awards Banquet* on February 25, 2018. Director of Asset Management

Keon Jackson and he have been recipients of these awards in previous years. He is proud to be a part of recognizing other outstanding individuals. (See Exhibit 14)

10. Mr. Northern announced LCHA has once again been awarded \$12,000 from Associated Bank earmarked for home repairs and education within our community.

OLD BUSINESS

Brookstone and Regency at Coles Park - Update

LCHA continues to meet and have conference calls with the development team and construction company monthly to determine progress and identify any concerns. Grading and foundation work has been going on for a couple months with plans for site concrete, HVAC, curbs and gutters all part of the next phase of operations.

EST % of completion Regency: 28%

EST % of completion Brookstone: 17%

The development will be 220-units (50 senior and 170 multi-family) limited income (as defined by the Department of Housing and Urban Development) senior and multi-family development.

Regency at Coles Park

Senior (50 units)

Planned amenities include a community room outfitted with a warming kitchen. The project will also have elevators, an exercise room, a computer center, a library, and a courtyard with various gazebos and sitting areas.

Brookstone at Coles Park

Multi-Family (170 units)

Planned amenities include a clubhouse that includes exercise room, computer center, kids room and meetings spaces. The project will also have playgrounds, gazebos, and sitting areas.

LCHA has been documenting the process with photos and meetings. Director of Asset Management Keon Jackson provided a PowerPoint presentation on progress of the Brookstone & Regency at Coles Park. He showed pictures from the recent site visit attended by Chairman Jordan, Mr. Northern, General Contractor Mark Carlson and himself. They were joined by a current construction worker who was a previous Marion Jones resident.

NEW BUSINESS

Authorization to Destroy Executive Session Audio Recordings Prior To July 1, 2016

Mr. Northern recalled on 1/28/16 by Resolution 2016-91 the Board first approved the destruction of Executive Session Audio Recordings and provided the provision for a semi-annual review of Executive Session Recordings further eligible for destruction in accordance with the Open Meetings Act. The written minutes of the Executive Sessions have been approved and remain on file. This Resolution only considers the destruction of the audio recordings.

Six (6) additional audio recordings are now eligible and recommended for destruction.

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-23

AUTHORIZATION TO DESTROY EXECUTIVE SESSION AUDIO RECORDINGS

PRIOR TO 7/1/2016 IN ACCORDANCE WITH THE OPEN MEETINGS ACT

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (a), a verbatim audio or video recording is required for all closed sessions; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act; and

WHEREAS, the Executive Session Audio Recordings prior to July 1, 2016 have been retained for at least 18 months after the making of the recording; and

WHEREAS, the written Minutes of the Executive Sessions prior to July 1, 2016 have been approved by a majority of a quorum of the Board of Commissioners; and

WHEREAS, the adoption of this Resolution signifies the authorization of destruction by the entity which held the meeting; and

WHEREAS, this Resolution has been voted upon in an open, public forum;

NOW THEREFORE, BE IT RESOLVED that all Executive Session Audio Verbatim Recordings prior to July 1, 2016 will be erased or destroyed; and

BE IT FURTHER RESOLVED, the Board of Commissioners will review qualifying Executive Session Audio Recordings forward on a semi-annual basis.

After discussion Mr. Idleburg moved, seconded by Ms. Valadez to adopt Resolution 2018-23.

Roll Call Vote:

Ayes:Idleburg, Robinson, Valadez, Jordan.

Nays:None

Absent:Considine, Helton

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 18, 2018.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer, Executive Director/CEO

Reaffirmation of Letter of Support – Youth Conservation Corps 2018 WIOA HVAC Application

Mr. Northern explained the Workforce Innovation and Opportunity Act (WIOA) was signed into law in 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA authorizes programs for specific vulnerable populations, including the Job Corps, YouthBuild, Indian and Native Americans, and others through formula grants to states.

He stated LCHA is happy to support the Youth Conservation Corps' (YCC) application for funding from the Lake County Consortium Affordable Housing Grant. It is YCC's intention to use this grant money to start a full time construction crew that will provide jobs to YouthBuild graduates and also provide low-income housing as they build small homes in our communities.

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION NO. 2018-24

REAFFIRMATION OF LETTER OF SUPPORT

YOUTH CONSERVATION CORPS 2018 WIOA HVAC APPLICATION

After discussion Mr. Idleburg moved, seconded by Ms. Valadez to Reaffirm the Letter of Support for Youth Conservation Corps 2018 WIOA HVAC Application as presented.

(See Exhibit 16)

Roll Call Vote:

Ayes:Idleburg, Robinson, Valadez, Jordan

Nays:None

Absent:Considine, Helton

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 18, 2018.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer, Executive Director/CEO

Bids

Capital Fund

1. Unit Turnaround - 1 Jean Terrace, Lake Zurich – AMP 5

After discussion, Ms. Valadez introduced the following Resolution:

RESOLUTION NO. 2018-25

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 1 JEAN TERRACE, LAKE ZURICH – 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 service.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments, LLC	Unit Turnaround	1 Jean Terrace, Lake Zurich/AMP 5	Not To Exceed \$21,220.00

(See Exhibit 17)

After discussion Ms. Valadez moved, seconded by Mr. Robinson to adopt Resolution 2018-25.

Roll Call Vote:

Ayes:Idleburg, Robinson, Valadez, Jordan.

Nays:None

Absent:Considine, Helton

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 18, 2018.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer, Executive Director/CEO

Operating Fund

1. Online Waiting List Services Update – All AMPs & HCV

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-26

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

ONLINE WAITING LIST SERVICES ANNUAL UPDATE - ALL AMPS & HCV

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 bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Tenmast	Online Waiting List Annual Update Services	All Waiting Lists/ All AMPS & HCV	\$1,320.00

(See Exhibit 18)

After discussion Ms. Valadez moved, seconded by Mr. Robinson to adopt Resolution 2018-26.

Roll Call Vote:

Ayes:Idleburg, Robinson, Valadez, Jordan.

Nays:None

Absent:Considine, Helton

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 18, 2018.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer, Executive Director/CEO

2. Desks (2) – Central Office

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-27

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
DESKS (2) – CENTRAL OFFICE**

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 bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Amazon	Desks (2)	Central Office	\$992.16

(See Exhibit 19)

After discussion Ms. Valadez moved, seconded by Mr. Robinson to adopt Resolution 2018-27.

Roll Call Vote:

Ayes:Idleburg, Robinson, Valadez, Jordan.

Nays:None

Absent:Considine, Helton

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 18, 2018.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer, Executive Director/CEO

LCHA Rentals

1. Unit Turnaround - 1417 Elm Ave., Round Lake Beach – AMP 5

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-28

(LCHA RENTALS)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 1417 ELM AVENUE, ROUND LAKE BEACH

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 bids are approved and the appropriate staff are authorized to issue a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments, LLC	Unit Turnaround	1417 Elm Avenue, Round Lake Beach	Not To Exceed \$46,080.00

(See Exhibit 20)

After discussion Ms. Valadez moved, seconded by Mr. Robinson to adopt Resolution 2018-28.

Roll Call Vote:

Ayes:Idleburg, Robinson, Valadez, Jordan.

Nays:None

Absent:Considine, Helton

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 18, 2018.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer, Executive Director/CEO

Change Order

Operating Fund

1. Resolution 2017-87
Scavenger Services – Agency Wide Approved 4/20/17
Advanced Disposal- \$898.00/Month
CO #1: Add Recycling Services – Add \$120.00/Month - Approved 7/5/17
CO #2: Add Additional Pick-up – Shiloh Towers – Add \$74.00/Month

After discussion, Mr. Idleburg introduced the following Resolution:

RESOLUTION NO. 2018-29

APPROVAL OF OPERATING FUND CHANGE ORDER

(See Exhibit 21)

After discussion Mr. Idleburg moved, seconded by Ms. Valadez to approve the Operating Fund Change Order as presented.

Roll Call Vote:

Ayes:Idleburg, Robinson, Valadez, Jordan

Nays:None

Absent:Considine, Helton

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 18, 2018.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer, Executive Director/CEO

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items as initiated by members of the Board. No topics of discussion were presented.

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

At 1:01 p.m. Mr. Idleburg moved, seconded by Mr. Robinson, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions & Review of Executive Session Minutes. The Board voted as follows: Ayes: Idleburg, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: Considine, Helton. Motion Carries.

The Board returned to open session at 1:40 p.m. and roll call was taken. Present: Idleburg, Robinson, Valadez, Jordan. Absent: Considine, Helton.

Semi-Annual Review of Executive Session Minutes

In accordance with the Open Meetings Act the Executive Session Minutes must be reviewed semi-annually for release to the public. There have been six (6) executive sessions dealing with personnel matters, pending or probable litigation or real estate transactions. All are recommended to remain closed to the public.

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-30

SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, the Act requires a periodic review of Executive Session Minutes to determine whether or not such Minutes may be available for public inspection; and

WHEREAS, the Board of Commissioners has reviewed Executive Session Minutes from the Executive Sessions held on:

- July 5, 2017.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- August 17, 2017.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- September 30, 2017Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- October 19, 2017.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- November 16, 2017.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions; and
- December 21, 2017Personnel Matters, Pending or Probable Litigation and Real Estate Transactions; and

NOW, THEREFORE, BE IT RESOLVED that since all six (6) sessions were devoted to Personnel Issues, Pending or Probable Litigation and Real Estate Transactions, none of the sessions are determined to be available for public inspection.

After discussion Ms. Valadez moved, seconded by Mr. Idleburg to adopt Resolution 2018-30.

Roll Call Vote:

Ayes:Idleburg, Robinson, Valadez, Jordan.

Nays:None

Absent:Considine, Helton

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 18, 2018.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer, Executive Director/CEO

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ADJOURNMENT

There being no further business to come before the Board, Mr. Idleburg moved, seconded by Mr. Robinson to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:41 p.m.

Dr. H. Lee Jordan, Jr.

Chairman

David A. Northern, Sr.

Secretary/Treasurer

Executive Director/Chief Executive Officer