

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held February 16, 2017, at Beach Haven Towers, 730 Golfview, Round Lake Beach, IL 60073.

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

Absent: Dawn Abernathy, Commissioner
Patrick Bruno, 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, Administrative Secretary
Brian Grach, Authority Attorney
Lefran Elgezdi, Human Resources Generalist
Timothy Fitch, Lake County Deputy Sheriff

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 5:50 p.m. Roll call was taken and the following Commissioners were present: Helton, Robinson, Valadez, Jordan. Absent: Abernathy, Bruno. One Commissioner position is vacant.

It was noted that as per the *Open Meetings Act* (5 ILCS 120/2.02) notice of this meeting was duly posted with agenda 48 hours in advance of the meeting; prior to 5:30 p.m. on Tuesday, February 14, 2017 at the Central Office, 33928 North US Highway 45, Grayslake, IL 60030, at Beach Haven Towers, 730 Golfview, Round Lake Beach, IL 60073 and on the Lake County Housing Authority website, www.lakecountyha.org.

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 – 1/19/17 REGULAR MEETING

MINUTES – 1/19/17 EXECUTIVE SESSION – Personnel Issues, Pending & Probable
Litigation, Security Procedures, Real Estate Transaction

After discussion, Mr. Robinson moved, seconded by Mr. Helton, to approve the Minutes of the January 19, 2017 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. The Board voted as follows: Ayes: Helton, Robinson, Valadez, Jordan. Absent and Not Voting: Abernathy, Bruno. 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.

Commissioner Robinson 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 Mr. Helton moved, seconded by Mr. Robinson to approve the List of Bills as presented. The Board voted as follows: Ayes: Helton, Robinson, Valadez, Jordan. Absent and Not Voting: Abernathy, Bruno. Motion Carries.

REPORTS

Without formal action the consensus of the Board was to proceed with the following as reported. The following reports were provided.

- Public Housing Program,..... Tiffany A. Gonzalez, Deputy Director
(See Exhibit 04)
- FUP¹, FSS², Housing Counseling..... Yolanda Lynn, Director of Voucher Intake
Resident Services (See Exhibit 05)
- Housing Choice Voucher Program..... Corinne Jordan, Director of Voucher Management
(See Exhibit 06)
- LCHA Rentals, Maintenance,..... Keon Jackson, Director of Capital Improvements
Procurement, Capital Improvements (See Exhibit 07)
- Paybacks & Complaints Renee Prior, Income/Security Investigator
(See Exhibit 08)
- Human Resources..... Lefran Elgezdi, Human Resources Manager
(See Exhibit 09)
- FOIA/OMA³, Travel-Training Valerie Rogers, Executive Secretary/FOIA & OMA
(See Exhibit 10)

Other Matters

1. This Board meeting was held at Beach Haven Towers, 730 Golfview Drive, Community Room, Round Lake Beach, IL. The Board was asked to arrive at 5:00 p.m. as they were given a brief presentation by the Property Manager Aaron Broeski and tour of a unit. (See Exhibit 11)

¹ Family Unification Program
² Family Self-Sufficiency Program
³ Freedom of Information Act. Open Meetings Act.

2. On Thursday, January 19, 2017, Lake County Housing Authority's Family Self Sufficiency team had the pleasure of providing our participants' children, ages 8 to 18, an opportunity to see the blockbuster movie "Hidden Figures". Round trip transportation for eleven children was provided to the Marcus Theatre in Gurnee, IL. Each child received popcorn and refreshments, while enjoying the incredible story of three African-American women, Katherine G. Johnson, Dorothy Vaughan and Mary Jackson.

The "Hidden Figures" movie depicted how those women helped the United States win the Space Race through their exceptional skills in Science Technology Engineering and Math (STEM) during a time when both African- Americans and Women were discriminated against. These women calculated complex equations by hand that allowed many of the early space heroes such as John Glenn, Alan Shepard, and Neil Armstrong to travel safely to outer space and explore the many mysteries that exist beyond our world. It was important for youth to see this movie to understand the importance of education and leaving their impact on society regardless of social class, race, or gender.

Lake County Housing's guiding phrase "Service Above All Else" resonates with our ability to go beyond 'housing as usual' and provide atypical educational experiences.

3. On January 24, 2017 Deputy Director Tiffany A. Gonzalez and Mr. Northern attended *The Together Summit*, a county-wide, multisector gathering designed to acknowledge and affirm the strengths of Lake County and the Lake County Promise. The emphasis was on pinpointing strategic opportunities to work together, so that our county becomes healthier and more vibrant as a whole. (See Exhibit 12)
4. On Monday, 1/30/17 Mr. Northern, along with the Source of Income working group, met with Senator Pamela Althoff of the 32nd District in her office in McHenry to bolster and advance the efforts for the Source of Income Discrimination policy. In addition, Mr. Northern had sent a notice to all housing authorities informing them of the movement and to gain their support. (See Exhibit 13)
5. On February 3, 2017 Mr. Northern attended YouthBuild Lake County's Black History Luncheon in tribute to Black History Month. YBLC students and staff celebrated the diversity of our community and highlighted the strengths and accomplishments of local leaders. (See Exhibit 14)
6. Mr. Northern will serve on the panel of speakers and facilitate a small group discussion during the Lake County Summit of Leaders on February 21, 2017. It is being held at CLC and is being hosted by Aaron Lawlor, County Board President and Michael Nerheim, Lake County State's Attorney. It is generously supported by The Lake County Community Foundation.
7. Mr. Northern has been asked to speak at the Foss Park Black History Program on Friday, February 24, 2017 at 5:00 p.m.
8. NAHRO released its 2016 Report-Regulatory and Legislative Year in Review. It reports the Department of Housing and Urban Development (HUD) was very busy in 2016, setting forth new rules and regulations and providing updated notices and guidance on many of the HUD administered affordable housing programs. The year has been marked by many legislative victories and a few challenges.

This Regulatory and Legislative Year in Review - 2016 provides a primer of the topics on the forefront of the affordable housing industry. It can also provide public housing agencies (PHAs) and local redevelopment agencies (LRAs) and your stakeholder's current information on many of the programs used and administered by HUD and the affordable housing community. The full report may be accessed by this link and was distributed.

[NAHRO Regulatory & Legislative Year in Review 2016](#)

9. Manchester Knolls Cooperative I and II is a 180 unit park community in North Chicago.

Manchester Knolls Cooperative I, 1700-02 Barrett Court, North Chicago, IL
Manchester Knolls Cooperative II, 1705-09 Arrington Circle, North Chicago, IL

The owners have opted-out of their Project-Based Section 8 contract with HUD. HUD will provide tenant-based vouchers in order to assist eligible residents that are affected by such housing conversion actions.

HUD contacted LCHA to discern our willingness to administer these vouchers. Upon closing, LCHA would be administering, depending on eligibility of units, an additional 134 vouchers as the result of this conversion. The final number of vouchers is based on occupied units only. The families must also be certified eligible as per LCHA requirements (income, background, etc.) LCHA already maintains an Intergovernmental Agreement with North Chicago Housing Authority for the administration of vouchers within their jurisdiction.

LCHA advised HUD of their agreement to administer these vouchers. (See Exhibit 16)

10. A posting was placed on Twitter as if authored by Midlothian Manor. We logged a "brand impersonation report" to Twitter who, after receiving credible confirmation of our ownership, removed the posting.
11. Income/Security Investigator Renee Prior reported collecting \$15,434 during January in HCV participant paybacks. Our collection agency also collected \$15,170 for the same time period. LCHA collected a grand total for 2016 of \$100,034.
12. We received official notice from HUD of the Housing Choice Voucher Program once again achieving *High Performer* status on its Section 8 Management Assessment Program score for fiscal year ending 9/30/16. Congratulations to an outstanding, continuous effort by an exemplary team! (See Exhibit 17)
13. We received a cashier's check in the amount of \$4,000.00 from the closing on the sale of the property at 1818 Jackson Street, North Chicago.
14. Commissioner Abernathy and Modernization Coordinator Ryan Brandes participated in the Point-In-Time homeless count on 1/25/17 to support the resources of Lake County Coalition for the Homeless. Volunteers searched throughout Lake County for unsheltered individuals. This year yielded the highest numbers on record since to 2005 as 24 people sleeping outside were identified. The Point-In-Time Count, conducted annually, is vital to figuring out where to focus resources to help end chronic homelessness in Lake County.
15. Operating Reserve Offset Litigation
LCHA joined over 300 other Public Housing Agencies (PHA) in 2012 as a plaintiff in litigation

against on Operating Reserve Offset. In general, PHAs enter into Annual Contributions Contracts (ACCs) with HUD for financial assistance. The suit alleges, among other things, that HUD breached the ACCs in 2012 when it did not comply with the rules set forth at Title 24 of the Code of Federal Regulations that govern the allocation of operating subsidies when funds are not available to pay them in full. HUD opted to reclaim

Because of an insufficient amount of funds appropriated by Congress, HUD reduced the annual amount of operating subsidies to which the PHA Plaintiffs and other PHAs were entitled 17 times during the years from 1981 through 2009. All of these reductions were done on a pro rata basis among all PHAs that were entitled to receive an operating subsidy in the years that operating subsidies were reduced.

For 2012, the Administration proposed a reduction in the aggregate amount of operating subsidies of about \$1 billion, which was about 20 percent of the full formula amount to which the PHA Plaintiffs and other PHAs would otherwise have been entitled in accordance with HUD regulations.

Contrary to HUD regulations and the ACC, instead of prorating this reduction among all PHAs, the Administration proposed that the reduction be applied solely to PHAs with operating reserves which HUD determined were "excess" operating reserves.

HUD defined "excess" operating reserves as reserves of more than four months of formula operating expenses (six months for small PHAs with fewer than 250 public housing units). The amount of operating reserves for each PHA was determined by HUD at the end of each PHA's fiscal year, starting for fiscal years ending on June 30, 2010, and continuing for the fiscal years ending on 9/30/10, 12/31/10 and 3/31/11.

HUD's reduction of the 2012 operating subsidies resulted in a substantial number of PHAs receiving an operating subsidy that was less than the amount that they would have received if the funds appropriated for operating subsidies had been prorated among all PHAs.

HUD provides a Subsidy Allocation Adjustment Tool on their website. As per that tool, LCHA would potentially stand to lose \$549,040; a 22% reduction in funding eligibility. (See Exhibit 18)

The *Housing Affairs Letter* article provides an update on the operating reserves litigation. (See Exhibit 19)

16. LCHA was notified by HUD of the preliminary closeout of our FY 2015 FSS Grant. (See Exhibit 20)
17. Director of Finance Khadija Darr has submitted our Operating Subsidy Calculations as required. (See Exhibit 21)
18. Thanks to the combined efforts of our Lead Housing Quality Specialist Gerald Cole, Director of Voucher Management Corinne Jordan and Deputy Director Tiffany A. Gonzalez, a much needed informational booklet was created regarding the HCV Program and landlords/owners. (See Exhibit 22)
19. Mr. Northern announced the January 2017 Employee of the Month, Alona Miller, Assistant Property Manager for AMPs 3 & 5. Alona received a commemorative certificate, T-shirt, pin and \$25.00 gift certificate. (See Exhibit 23)

20. Mr. Northern introduced newly hired Human Resources Generalist Lefran Elgezdi. Lefran conveyed enthusiasm for this field and her preference for working within a smaller company. She stated she enjoys working at LCHA and with its staff.
21. Mr. Northern distributed the publication *Lake County Housing Authority Annual Report 2016*. (See Exhibit 36)
22. Mr. Northern distributed a flyer announcing the Grand Opening Celebration of Fairhaven Crossing in Mundelein. Fairhaven was awarded 14 project-based vouchers. (See Exhibit 37)

OLD BUSINESS

Brookstone and Regency at Cole Park - Update

The development will be a 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.

The financial closing was completed on 2/15/17 with a final cost of \$48 million. (See Exhibit 38) He noted we have already received two wire transfers from the closing for the predevelopment loan in the amount of \$700,000.

The groundbreaking ceremony is scheduled for March 3, 2017 at 10:00 a.m. and will feature the many partners and agency friends who have made this great project possible. We look forward to celebrating this momentous occasion with all our partners and supporters. (See Exhibit 03)

The chart below provides an update of the overall estimated project schedule.

Financial ClosingFebruary 2017
Construction StartMarch 2017
Construction CompleteTo Be Announced
Re-Occupancy StartTo Be Announced
Full OccupancyTo Be Announced
StabilizationTo Be Announced

NEW BUSINESS

Resolution Regarding Travel, Meal and Lodging Expenses

Mr. Northern and Attorney Grach presented a Resolution and Travel Policy in compliance with Public Act 099-0604, *Local Government Travel Expense Control Act*.

After discussion, Ms. Valadez introduced the following Resolution:

RESOLUTION 2017-54

RESOLUTION RE TRAVEL, MEAL AND LODGING EXPENSES

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF LAKE COUNTY HOUSING AUTHORITY, AS FOLLOWS:

Section 1: The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2: Definitions.

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Public Business” means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the Lake County Housing Authority to carry out the responsibilities of Lake County Housing Authority business.

“Travel” means any expenditure directly incident to official travel by employees and officers of the Lake County Housing Authority or by wards or charges of the Lake County Housing Authority involving advances and/or reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3: The Lake County Housing Authority shall only expend the following combined travel, meal, and lodging expenses for any one travel event, incurred by its employees and officers up to the following maximum combined allowable amount:

\$4,000.00

Please also see Lake County Housing Authority Employee Handbook, Section 16, Travel and Associated Expenses. Alcohol is specifically excluded from reimbursement.

Section 4: No reimbursement of travel, meal or lodging expenses incurred by a Lake County Housing Authority employee or officer shall be authorized unless the “Travel Expense Report”, attached hereto and made a part hereof, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 5: Expenses for travel, meals and lodging of: (1) any officer or employee that exceeds the maximum combined expenditure for one travel event allowed under the regulations adopted under

Section 3 of this Resolution or (2) the Executive Director/Chief Executive Officer and any member of the Board of Commissioners of the Lake County Housing Authority may only be approved by roll call vote at an open meeting of the Board of Commissioners of the Lake County Housing Authority. However, in the event of an emergency or other extraordinary circumstances, the Board of Commissioners may approve more than the maximum combined allowable expenses set forth above.

Section 6: The Lake County Housing Authority shall not advance or reimburse any officer or employee for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Resolution.

Section 7: Any policy or resolution that conflicts with the provisions of this Resolution shall be and is hereby repealed to the extent of such conflict.

Section 8: This Resolution shall be in full force and effect on March 2, 2017.

After discussion Ms. Valadez moved, seconded by Mr. Helton to adopt Resolution 2017-54.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Amending the Employee Handbook – Travel, Meal and Lodging Policy

Mr. Northern explained the Travel Policy adhere to up to this point is incorporated in the Employee Handbook. Pending the approval of the new policy, the section on Travel will need to be replaced with the rewritten section.

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION 2017-55

AMEND PERSONNEL POLICY - TRAVEL AND ASSOCIATED EXPENSES

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses; and

WHEREAS, a revised Travel, Lodging and Meal Expense Policy has been adopted and passed by a roll call vote by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017;

NOW, THEREFORE, BE IT RESOLVED that the Employee Handbook be and is hereby amended by replacing Section 16. TRAVEL AND MEALS in its entirety with Section 16. TRAVEL AND ASSOCIATED EXPENSES as attached herein.

(See Exhibit 39)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-55.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Bids

Capital Fund

1. Tables – Community Room – Beach Haven Towers – AMP 3

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-56

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

TABLES – COMMUNITY ROOM – BEACH HAVEN TOWERS – AMP 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 service.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Worthington Direct	Community Room Tables	Beach Haven Towers, Round Lake Beach/AMP 3	\$2,364.20

(See Exhibit 25)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-56.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

2. Windows, Doors, & Siding Replacement – Warren Manor – AMP 2

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-57

(CAPITAL FUND)

FORMAL BID AWARD FOR PURCHASES

OF EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

WINDOWS, DOORS, SIDING REPLACEMENT – WARREN MANOR – AMP 2

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were formally solicited;

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.

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 a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Patrick McCann, Inc.	Windows, Doors, Siding Replacement	34425 N. Almond Road, Gurnee/AMP 2	Not To Exceed \$887,300.00

(See Exhibit 26)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-57.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

LCHA Rentals

1. Unit Turnaround – 22072 W. Virell Drive, Antioch

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-58

(LCHA RENTALS)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 22072 W. VIRELL DRIVE, ANTIOCH

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>
Dean Investments	Unit Turnaround	22072 W. Virell Drive, Round Lake Beach	Not To Exceed \$10,450.00

(See Exhibit 27)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-58.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Operating Fund

1. Attic Lighting – 22 Hawley, Grayslake – AMP 2

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-59

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

ATTIC LIGHTING – 22 HAWLEY, GRAYSLAKE – AMP 2

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>
Krause Electric	Attic Lighting	22 Hawley, Grayslake/AMP 2	\$1,978.00

(See Exhibit 28)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-59.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

2. Lighting Replacement – (4 Bldgs) AMP 3 & Central Office

Director of Capital Improvements Keon Jackson explained LCHA received a grant from Smart Energy Design Assistance Center (SEDAC) for energy efficiency of \$104,000 for lighting upgrades. The bids came in higher than expected. Consequently, SEDAC awarded LCHA an additional \$150,000 grant.

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-60

(OPERATING)

FORMAL BID AWARD FOR PURCHASES

OF EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

LIGHTING REPLACEMENT – AMPS 2, 3 AND CENTRAL OFFICE

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation was formally solicited;

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 a purchase order for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Imperial Lighting	Lighting Replacement	AMPs 2, 3 and Central Office	Not To Exceed \$289,300.00

(See Exhibit 29)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-60.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

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3. Unit Turnaround – 20466 Plum Grove Road, Palatine – AMP 4

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-61

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

UNIT TURNAROUND – 20446 N. PLUM GROVE ROAD, PALATINE – 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 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>
Dean Investments	Unit Turnaround	20446 N. Plum Grove Road, Palatine/AMP 4	Not To Exceed \$26,030.00

(See Exhibit 30)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-61.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.
Nays:None
Absent:Abernathy, Bruno
Abstain:None
Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

4. Photography & Videography Training – Central Office

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-62

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

PHOTOGRAPHY & VIDEOGRAPHY TRAINING – 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>
110 Art Collective	Photography & Videography Training	Central Office	Not To Exceed \$1,400.00

(See Exhibit 31)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-62.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

5. Internet Fax Service – Multi-User – Central Office

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-63

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

MULTI-USER INTERNET FAXING SERVICE – 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>
Allied Tele-Com, Inc.	Internet Faxing Service	Central Office	Not To Exceed \$300.00 Installation \$26.00/Month

(See Exhibit 32)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-63.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

6. Staff Training – Leadership & Interview Skills – Central Office

Human Resources Generalist Lefran Elgezdi explained the importance of effective interviewing skills in obtaining long-lasting and qualified personnel. Mr. Northern noted the integral role the supervisors play in the hiring process and felt this training to be essential.

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-64

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

STAFF TRAINING – LEADERSHIP & INTERVIEWING – 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>
Bloodhart Consulting	Leadership & Interview Training	Leadership Staff, Central Office	\$3,000.00 Plus Pass Through Expenses

(See Exhibit 33)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-64.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

7. Human Resources Audit Services – Central Office

Human Resources Generalist Lefran Elgezdi explained due to the multiple turn-overs of the Human Resources Manager it was felt beneficial to invite an outside agent to review our Human Resources department for compliance.

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-65

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

HUMAN RESOURCES COMPLIANCE AUDIT

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>
Bloodhart Consulting	Human Resources Compliance Audit	Central Office	\$5,000.00 Plus Pass Through Expenses

(See Exhibit 34)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-65.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

8. Community Engagement Focus Groups – Central Office

Deputy Director Gonzalez emphasized the importance of resident participation in the PHA Plan process. This contract will assist us in engaging residents and community stakeholders in this important planning.

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-66

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

COMMUNITY ENGAGEMENT FOCUS GROUP SERVICES – 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>
Bloodhart Consulting	Community Engagement Focus Group Services	Central Office	Not To Exceed \$5,000.00 Plus Pass Through Expenses

(See Exhibit 35)

After discussion Mr. Helton moved, seconded by Ms. Valadez to adopt Resolution 2017-66.

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan.

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Commissioner Roundtable - Discussion

This segment provided for discussion items as introduced by Commissioners.

Commissioner Valadez congratulated the staff on the clean results of the 2016 audit.

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

At 6:14 p.m. Mr. Robinson moved, seconded by Ms. Valadez, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Helton, Robinson, Valadez, Jordan. Nays: None. Absent and Not Voting: Abernathy Bruno. Motion Carries.

The Board returned to open session at 7:00 p.m. and roll call was taken. Present: Helton, Robinson, Valadez, Jordan. Absent: Abernathy Bruno.

Approval of 2017 Salary Increase and Bonus Rationale & Methodology

After discussion, Mr. Robinson introduced the following Resolution:

RESOLUTION NO. 2017-67

APPROVAL OF 2017 SALARY INCREASE AND BONUS RATIONALE & METHODOLOGY

After discussion Mr. Robinson moved, seconded by Mr. Helton to approve the 2017 Salary Increase and Bonus Rationale & Methodology as presented.

(See Exhibit 40)

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

Approval of Increment Proposals as per Salary Study

After discussion, Mr. Helton introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2017-68

APPROVAL OF INCREMENT PROPOSALS AS PER SALARY STUDY

After discussion Mr. Helton moved, seconded by Ms. Valadez to approve **Increment Proposal #1** as per Salary Study as presented.

(See Exhibit 41)

Roll Call Vote:

Ayes:Helton, Robinson, Valadez, Jordan

Nays:None

Absent:Abernathy, Bruno

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on February 16, 2017.

Dr. H. Lee Jordan, Jr., Chairman

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

ADJOURNMENT

There being no further business to come before the Board, Ms. Valadez moved, seconded by Mr. Helton to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 7:02 p.m.

Dr. H. Lee Jordan, Jr., Chairman

David A. Northern, Sr.
Secretary/Treasurer
Executive Director/Chief Executive Officer