

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held May 18, 2017, at Shiloh Towers, 1525 27<sup>th</sup> Street, Zion, IL 60099.

Present: (Physically present unless noted otherwise.)  
Sylvia Valadez, Vice Chairman  
Dawn Abernathy, Commissioner  
Kevin Considine, Commissioner  
Curtis Robinson, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chairman  
Scott Helton, Commissioner  
(Vacant) Commissioner

Others Present: Tiffany A. Gonzalez, Deputy Director  
Khadija Darr, Director of Finance  
Keon Jackson, Director of Capital Improvements  
Ryan Brandes, Modernization Coordinator  
Valerie Rogers, Executive Secretary  
Brian Grach, Authority Attorney  
Timothy Fitch, Lake County Deputy Sheriff

#### ROLL CALL

Noting that a quorum of Commissioners was present, Vice Chairman Valadez called the meeting to order at 6:21 p.m. Roll call was taken and the following Commissioners were present: Abernathy, Considine, Robinson, Valadez. Absent: Helton, Jordan. 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, May 16, 2017 at the Central Office, 33928 North US Highway 45, Grayslake, IL 60030, at Shiloh Towers, 1525 27<sup>th</sup> Street, Zion, IL 60099 and on the Lake County Housing Authority website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### PUBLIC COMMENT

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

#### MINUTES – 4/20/17 REGULAR MEETING

MINUTES – 4/20/17 EXECUTIVE SESSION – Personnel Issues, Pending & Probable  
Litigation, Security Procedures, Real Estate Transaction

After discussion, Mr. Considine moved, seconded by Ms. Abernathy, to approve the Minutes of the April 20, 2017 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. The Board voted unanimously in favor of the motion. 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 Considine 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. Considine moved, seconded by Ms. Abernathy to approve the List of Bills as presented. The Board voted as follows: Ayes: Abernathy, Considine, Robinson, Valadez. Absent and Not Voting: Helton, Jordan. 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 03)
- FUP<sup>1</sup>, FSS<sup>2</sup>, Housing Counseling..... Yolanda Lynn, Director of Voucher Intake  
Resident Services (See Exhibit 04)
- Housing Choice Voucher Program..... Corinne Jordan, Director of Voucher Management  
(See Exhibit 05)
- LCHA Rentals, Maintenance,..... Keon Jackson, Director of Capital Improvements  
Procurement, Capital Improvements (See Exhibit 06)
- Paybacks & Complaints ..... Renee Prior, Income/Security Investigator  
(See Exhibit 07)
- Human Resources..... Lefran Elgezdi, Human Resources Manager  
(See Exhibit 08)
- FOIA/OMA<sup>3</sup>, Travel-Training ..... Valerie Rogers, Executive Secretary/FOIA & OMA  
(See Exhibit 09)

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

Other Matters

1. As this Board meeting was held at Shiloh Towers in Zion, Ms. Gonzalez thanked Property Manager Arlene Kocen for her presentation on its history and the subsequent tour of the facility. (See Exhibit 10)
2. Lake County Housing Authority and Resident Services hosted a Senior Prom at Beach Haven Towers in Round Lake Beach on April 28, 2017. They enjoyed dancing, entertainment and dinner. The DJ was Executive Director/CEO, David A Northern Sr. A Prom King and Queen was crowned. As the seniors entered the room they walked on the red carpet and each one had a picture taken. A good time was held by all. Thank you to Commissioner Abernathy for attending and sharing in the festivities. (See Exhibit 17)
3. In an effort to work towards finalizing our housing budget Mr. Northern sent letters to our government officials encouraging cooperation in the interest of supporting affordable housing. (See Exhibit 11)

Letters were sent to Representative Peter Roskam, Representative Bradley Schneider, Representative Randy Hultgren, Senator Richard Durbin and Senator Tammy Duckworth. LCHA received a letter of response from Representative Bradley Schneider. (See Exhibit 12)

4. LCHA received its PHAS<sup>4</sup> Score Report for Fiscal Year Ending 9/30/16. We increased our score from 90 to 92 and once again achieved a *High Performer* status. This rating opens many doors for our agency and our clients. Mr. Northern is grateful to the staff for maintaining this level of excellence. (See Exhibit 13)
5. Save the Date: We hope the Board will join us Monday, June 19, 2017 for our Father's Day Fishing Trip/Cook Out for our public housing participants. It will be held from 11:00 – 1:30 p.m. More details will be coming soon.
6. Mr. Northern participated on a panel for the session on Smoke-Free Public Housing at the PHADA's 2017 Annual Convention & Exhibition held in Chicago on May 3, 2017. He is always happy to share our experiences, both successful and not, with other agencies.
7. At the NCRC NAHRO<sup>5</sup> Regional Conference held in Detroit, MI May 3-5, 2017, LCHA was honored on several levels.

Chairman Jordan was awarded the 2017 Alvira B. Long Memorial Award. This award is given to commissioners who have demonstrated excellence in advocating for and developing the financial, political, and community support necessary to ensure the continuation and expansion of housing or community development programs. Congratulations!

Lake County Housing Authority received the 2017 NCRC NAHRO Housing Award of Excellence for the Proactive Discussion on Race Relations: "What Unites Us Is Far Greater Than What Divides

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<sup>4</sup> The Public Housing Assessment System, or PHAS, is the system that HUD uses to assess a PHA's performance in managing its public housing programs.

<sup>5</sup> North Central Regional Council (States of IL, IN, MI, MN, OH, WI, IA and NE) of the National Association of Housing and Redevelopment Officials.

Us." This program came to fruition during the time of heightened police related shootings. We are grateful for all the community leaders that participated.

8. Mr. Northern presented Miya Ransom-Cox and her mother. Miya is the recipient of PHADA's 2017 Freedom & Civil Rights Scholarship. She was honored on May 2, 2017 at the Stephen J. Bollinger Memorial Scholarship luncheon during PHADA's 2017 Annual Convention & Exhibition in Chicago.
9. Mr. Northern attended the Homegoing Service for Lake County Board Member Audrey Nixon on 5/6/17. Her passing brings sadness both personally and professionally as she was an ardent supporter of LCHA and its mission. A floral arrangement was sent on behalf of the Board of Commissioners and Staff.
10. On May 10, 2017, The Lake County Housing Authority hosted a Mother's day hat & tea party for residents of our senior buildings. Danita Ward, Resident Services Coordinator decorated the room with fresh flowers and tea pots. We honored mothers with a variety of tea, light lunch, and a program full of activities and presentations to acknowledge the work and dedication of mothers. Our Executive Director David A. Northern, Sr. addressed the mothers of LCHA with a heartfelt discussion on how much they mean to the agency. A poem entitled, "True Angel" was recited by Lily Walton, and the mothers engaged in an art activity in which they painted a photo of their favorite flower onto a canvas. This canvas was given to the ladies of the luncheon as a token of appreciation for being a mother!
11. Lake County Board Member Judy Martini and Mr. Northern met with Lake County Chairman Aaron Lawlor on Monday, 5/15/17 to discuss LCHA's programs and visions to unify our resources.
12. On 4/28/17 Mr. Northern attended the retirement celebration for Lake County Undersheriff Ray Rose.
13. The Board was provided with PHADA's report on the recently passed budget for 2017.
14. The LCHA Board and staff extended a sincere and heartfelt wish for a happy Mother's Day to all who have nurtured and loved.
15. LCHA ED/CEO David A. Northern, Sr. and Dr. H. Lee Jordan, Jr. of Greater Faith Baptist Church hosted "On The Table" on May 16, 2017 sponsored by The Partnership for a Safer Lake County and The Lake County Community Foundation. The betterment of our communities was the focus. Thousands of locations across Illinois were similarly organized to openly discuss issues and share commitments to help shape our collective futures. (See Exhibit 18)
16. Our Public Relations Specialist, Rachel Thompson, attended a free two-day community leadership and community action training session May 17 & 18, 2017 conducted by The Woodson Center (formerly the Center for Neighborhood Enterprise) at the Waukegan Public Library. The training is designed to equip local leaders and local community members in Waukegan and North Chicago with additional tools and information to empower others and develop community-driven solutions. (See Exhibit 19)
17. On 5/17/17 a local chapter of the Girl Scouts volunteered their time to plant flowers at Hawley Manor, Grayslake. We received a note of gratitude from a resident. (See Exhibit 20) LCHA will be working at all senior building sites next week as well, to plant flowers.

OLD BUSINESS

Brookstone and Regency at Cole Park - Update

There has been significant progress with the redevelopment in North Chicago. They are currently grading the site and will be looking to move forward with contracts for services starting any time after the new bid extension deadline May 11, 2017.

- Original Bid for trades and services was advertised April 9, 2017 and due April 27, 2017
- Meeting with Local public officials and community members April 25, 2017 to discuss local participation, Section 3, advertising, partnerships and Bidding
- Bid was extended until May 11, 2017 with additional advertising locally
- Only 2 current contracts awarded for grading and foundation work- Local Company Lake County Grading
- There are scheduled meetings via conference call 2nd Thursday of month and on site meeting last Thursday of every month (2 week increments)
- LCHA has been documenting the process with photos and meetings

NEW BUSINESS

Bids

Operating Fund

1. Unit Turnaround – 28618 W. Fox River Drive, Barrington – AMP 4

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-92**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 28618 W. FOX RIVER DRIVE, BARRINGTON – 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>
J & J Property Investments, LLC	Unit Turnaround	28618 W. Fox River Drive, Barrington/AMP 4	Not To Exceed \$19,020.00

(See Exhibit 14)

After discussion Mr. Considine moved, seconded by Ms. Abernathy to adopt Resolution 2017-92.

Roll Call Vote:

Ayes: .....Abernathy, Considine, Robinson, Valadez.

Nays: .....None

Absent: .....Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 18, 2017.

\_\_\_\_\_  
Sylvia Valadez., Vice Chairman

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Tiffany A. Gonzalez  
Acting Secretary/Treasurer, Deputy Director

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2. Supervisor Training – 15 Students – CO

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-93**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
SUPERVISION AND MANAGEMENT TRAINING**

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>
Nan McKay and Associates, Inc.	Supervision & Management Training	15 Students Central Office	Not To Exceed \$10,709.00

(See Exhibit 15)

After discussion Mr. Considine moved, seconded by Ms. Abernathy to adopt Resolution 2017-93.

Roll Call Vote:

Ayes: .....Abernathy, Considine, Robinson, Valadez.

Nays: .....None

Absent: .....Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 18, 2017.

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Sylvia Valadez., Vice Chairman

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Tiffany A. Gonzalez  
Acting Secretary/Treasurer, Deputy Director



3. Unit Turnaround – 38253 DeWoody, Beach Park – AMP 4

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2017-94**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 38253 DEWOODY, 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 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	38253 DeWoody, Beach Park/AMP 4	Not To Exceed \$28,765.00

(See Exhibit 16)

After discussion Mr. Considine moved, seconded by Ms. Abernathy to adopt Resolution 2017-94.

Roll Call Vote:

Ayes: .....Abernathy, Considine, Robinson, Valadez.

Nays: .....None

Absent: .....Helton, Jordan

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 18, 2017.

\_\_\_\_\_  
Sylvia Valadez., Vice Chairman

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Tiffany A. Gonzalez  
Acting Secretary/Treasurer, Deputy Director

Commissioner Roundtable - Discussion

This segment provided for discussion items as introduced by Commissioners.

Commissioner Considine was grateful for the tour of Shiloh Towers.

Vice Chairman Valadez requested to revisit the start time of the Board meetings. It was further suggested to revisit the location as well. Additional discussion will be instituted at a future meeting.

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

At 6:55 p.m. Mr. Considine moved, seconded by Ms. Abernathy, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Abernathy, Considine, Robinson, Valadez. Nays: None. Absent and Not Voting: Helton, Jordan. Motion Carries.

The Board returned to open session at 7:12 p.m. and roll call was taken. Present: Abernathy, Considine, Robinson, Valadez. Absent: Helton, Jordan.

ADJOURNMENT

There being no further business to come before the Board, Ms. Abernathy moved, seconded by Mr. Considine to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 7:15 p.m.

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Sylvia Valadez, Vice Chairman

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Tiffany A. Gonzalez  
Acting Secretary/Treasurer  
Deputy Director