

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held October 19, 2017, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)
Kevin Considine, Commissioner
Scott Helton, Commissioner
John Idleburg, Commissioner
Curtis Robinson, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chairman
Sylvia Valadez, Vice Chairman
(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
Ryan Brandes, Modernization Coordinator
Valerie Rogers, Executive Secretary
John Hird, Lake County Deputy Sheriff

Posting of the notice of this Rescheduled 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, October 17, 2017 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030, and on the Agency's website, www.lakecountyha.org. Notice was also sent to the news media, in particular to any media that filed an annual request for such a notice. (See Exhibit 19)

DESIGNATION OF ACTING CHAIRMAN

As the Chairman and Vice Chairman were not able to attend, Mr. Considine moved, seconded by Mr. Robinson, to designate Commissioner Helton as Acting Chairman. The Board voted unanimously in favor of the motion. Motion Carries

ROLL CALL

Noting that a quorum of Commissioners was present, Acting Chairman Helton called the meeting to order at 12:37 p.m. Roll call was taken and the following Commissioners were present: Considine, Idleburg, Robinson, Helton. Absent: Jordan, Valadez. One Commissioner position is vacant.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

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

MINUTES – 9/30/17 REGULAR MEETING

After discussion, Mr. Considine moved, seconded by Mr. Idleburg, to approve the Minutes of the August 17, 2017 Regular Meeting as presented. The Board voted as follows: Ayes: Considine, Idleburg, Robinson, Helton. Absent and Not Voting: Jordan, Valadez. Motion Carries.

MINUTES – 9/30/17 EXECUTIVE SESSION – Personnel Issues, Pending & Probable
Litigation, Real Estate Transactions

After discussion, Mr. Idleburg moved, seconded by Mr. Robinson, to approve the Minutes of the August 17, 2017 Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions as presented. The Board voted as follows: Ayes: Considine, Idleburg, Robinson, Helton. Absent and Not Voting: Jordan, Valadez. 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 Helton 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 Mr. Idleburg to approve the List of Bills as presented. The Board voted as follows: Ayes: Considine, Idleburg, Robinson, Helton. Absent and Not Voting: Jordan, Valadez. 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
LCHA Rentals	(See Exhibit 03)
FUP ¹ , FSS ² , 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)
Capital Improvements,	Keon Jackson, Director of Capital Improvements
Procurement, Maintenance	(See Exhibit 06)

¹ Family Unification Program

² Family Self-Sufficiency Program

Paybacks & Complaints..... Renee Prior, Income/Security Investigator
(See Exhibit 07)

Human Resources Lefran Elgezdi, Human Resources Manager
(See Exhibit 08)

FOIA/OMA³, Travel-Training Valerie Rogers, Executive Secretary/FOIA & OMA
(See Exhibit 09)

Other Matters

1. Mr. Northern reported LCHA received notice of the preliminary closeout of our Capital Funding for FY 2014. (See Exhibit 10)
2. Mr. Northern informed the Board Lake County Housing Authority will hold a Senior Holiday Feast for its Senior Residents on Friday November 3, 2017 from 11:00 a.m.-2:00 p.m. at the State Bank of the Lakes, 50 Commerce Drive, Grayslake, IL. He hoped the Board will be able to join in helping make their day special. (See Exhibit 11)
3. Mr. Northern explained HUD notified LCHA of the results of our Housing Counseling review held on March 1, 2017. The letter detailed deficiencies that have been addressed. It was gratifying to read (VII. CONCLUSION) HUD recognizes LCHA as “an important partner in the northern Chicagoland region for providing promotion of affordable housing and homeownership opportunities.” (See Exhibit 12)
4. Mr. Northern reiterated, as was announced at the last Board meeting, Carlson Construction & Motivation, Inc. have organized and is heavily publicizing a Construction Sub Contractor Opportunity Fair to be held October 26, 2017 at 1:00 p.m. at Foss Park, North Chicago. Section 3 requirements will be explained and emphasized. (See Exhibit 13)
5. Mr. Northern stated the Commissioner Training by Nan McKay has been condensed to one day. He hoped to combine the day of training with a site-visit to Regency & Brookstone at Coles Park. He will provide the Board with possible dates.
6. Mr. Northern acknowledged he was honored to be receiving the Black Lives Matter Lake County, Eddie Washington Community Activist Award. The Eddie Washington Community Activist Award honors persons that have been passionate, aware, and engaged in impactful community activism. The presentation will be at the 2nd Annual Awards Banquet on Sunday, November 5, 2017 from 6:00 to 9:00 p.m. at the Inn at Market Square, Zion. (See Exhibit 14)
7. Mr. Northern introduced Joe Pash of Johnson Controls. Mr. Pash provided a presentation on Energy Performance Contracting (EPC). EPC is an innovative financing technique that uses cost savings from reduced energy consumption to repay the cost of installing energy conservation measures. Normally offered by Energy Service Companies (ESCOs), this innovative financing technique allows building users to achieve energy savings without up-front capital expenses. The costs of the energy improvements are borne by the performance contractor and paid back out of the energy savings. Other advantages include the ability to use a single contractor to do necessary energy

³ Freedom of Information Act. Open Meetings Act.

audits and retrofit and to guarantee the energy savings from a selected series of conservation measures. (See Exhibit 20)

8. Mr. Northern reported he and Director of Capital Improvements Keon Jackson spoke at the Waukegan Township meeting on 10/18/17 about the Brookstone and Regency at Coles Park redevelopment. Waukegan Township Supervisor Patricia Jones expressed gratitude for the update and open discussion.
9. Mr. Northern revealed Ball State University Magazine, his alma mater, is featuring him in an article. He offered to provide the Board with copies once published.
10. Mr. Northern said in conjunction with Indiana University's Bicentennial celebration, also an alma mater, he will was interviewed as part of the "Successful Alumni Celebration".
11. Mr. Northern related he participated in YouthBuild's Board retreat, a strategic planning process, on October 10th & 11th.
12. Mr. Northern explained our Independent Auditor has requested to schedule our annual on-site audit for December 11 – 14, 2017. LCHA has agreed. In previous years the on-site audit was held in January.
13. Mr. Northern announced he will be receiving an honor from Black Lives Matter. The Community Awards Banquet is held by the Lake County Illinois Chapter of Black Lives Matter. The event takes place Sunday, November 5th, 6pm - 9pm in Zion, IL (Market Square Hotel).

OLD BUSINESS

Brookstone and Regency at Coles Park - Update

Director of Capital Improvements Keon Jackson provided the history of the Marion Jones complex and background on the process leading to the present.

LCHA continues to meet monthly with the development team and construction company.

- General Contractor continues to have conference calls and dialogue with the Black Chamber of Commerce to identify local trade contractors and local Section 3. Carlson Construction is continually making sure they are directly involved with the promotion and advertising the job opportunities when trades are considering hiring additional staff to work on the project. Carlson has requested additional local Section 3 and trade labor in addition to coordinating and obtaining local labor from Youth Build.
- October 11, 2017-Meeting/Conference Call with Section 3 Compliance Consultant, project team, lake county commissioners, and local community partners to address concerns, and give an overview and requirements on Section 3 and local contractor participation as relates to this redevelopment project and establish a plan of action.
- October 12, 2017 Development Team and LCHA met with City of North Chicago to discuss the retention pond, scheduling, and permits.
- October 15, 2017 Mr. Northern spoke with local church about the project and the outreach.

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- October 16, 2017 LCHA will speak at city council meeting in North Chicago about redevelopment project.
- October 18, LCHA scheduled to speak at Waukegan Township meeting about the redevelopment project.
- October 26, 2017 Construction Sub-Contractor Opportunity Fair Foss Park District (1730 Lewis Ave. North Chicago, IL 60064) 1 p.m.
- There are scheduled meetings via conference call 2nd Tuesday 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

Approval of Flat Rents – Public Housing

The flat rent for public housing is based on the market rent charged for comparable units in the private, unassisted rental market. It is equal to the estimated rent for which the PHA could promptly lease the public housing unit after preparation for occupancy. Flat Rents are updated yearly.

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-01

SETTING FLAT RENTS

WHEREAS, annually the Authority reviews the flat rent option for the Low Rent Public Housing programs; and

WHEREAS, it is appropriate to revise the current flat rents in accordance with procedures adopted in 1999; and in accordance with PIH Notice 2015-13 stipulating when the existing flat rent amount is less than 80 percent of FMR, PHAs must revise their flat rents to no less than 80 percent of FMR;

NOW, THEREFORE, BE IT RESOLVED that the flat rent hereto contained be adopted; and

BE IT FURTHER RESOLVED that these flat rents shall become effective with new leases beginning December 1, 2017 and all lease renewals in calendar year 2018.

LOW RENT PUBLIC HOUSING FLAT RENTS

	0BR	1BR	2BR	3BR	4BR	5BR
Elderly/Disabled (Zion)	\$676	\$776	\$897	N/A	N/A	N/A
Elderly/Disabled (RLB)	N/A	\$784	\$907	N/A	N/A	N/A
Elderly/Disabled (All others)	N/A	\$735	\$829	N/A	N/A	N/A
Scattered Sites	N/A	N/A	\$907	\$1,020	\$1,167	N/A

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2017-01.

Roll Call Vote:

Ayes:Considine, Idleburg, Robinson, Helton.

Nays:None

Absent:Jordan, Valadez

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 19, 2017.

Commissioner Scott Helton, Acting Chairman

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

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Bids

Capital Fund

1. Unit Turnaround – 800 Foster, Lake Bluff – AMP 4

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-02

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 800 FOSTER, LAKE BLUFF – 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 service.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments, LLC	Unit Turnaround	800 Foster, Lake Bluff/AMP 4	Not To Exceed \$35,080.00

(See Exhibit 16)

After discussion Mr. Robinson moved, seconded by Mr. Considine to adopt Resolution 2017-02.

Roll Call Vote:

Ayes:Considine, Idleburg, Robinson, Helton.

Nays:None

Absent:Jordan, Valadez

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 19, 2017.

Commissioner Scott Helton, Acting Chairman

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

Operating Fund

1. Tables & Chair Replacement – (10) Shiloh Towers Community Room – AMP 2

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-03
(OPERATING)
INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
TABLE & CHAIR REPLACEMENT (10)
SHILOH TOWERS, COMMUNITY ROOM, ZION – 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>
Worthington Direct	Table & Chair Replacement (10)	Shiloh Towers, Community Room 1525 27 th Street, Zion/AMP 2	\$3,059.50

(See Exhibit 17)

After discussion Mr. Idleburg moved, seconded by Mr. Robinson to adopt Resolution 2017-03.

Roll Call Vote:

Ayes:Considine, Idleburg, Robinson, Helton.

Nays:None

Absent:Jordan, Valadez

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 19, 2017.

Commissioner Scott Helton, Acting Chairman

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

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2. Unit Turnaround – 38490 Manor, Beach Park – AMP 4

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2018-04

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 38490 MANOR, 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>
C Force Construction	Unit Turnaround	38490 Manor, Beach Park/AMP 4	Not To Exceed \$9,894.50

(See Exhibit 18)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2017-04.

Roll Call Vote:

Ayes:Considine, Idleburg, Robinson, Helton.

Nays:None

Absent:Jordan, Valadez

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 19, 2017.

Commissioner Scott Helton, Acting Chairman

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

Commissioner Roundtable - Discussion

This segment provided for discussion items as introduced by Commissioners. No discussion was introduced.

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

At 2:08 p.m. Mr. Robinson 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, Idleburg, Robinson, Helton. Nays: None. Absent and Not Voting: Jordan, Valadez. Motion Carries.

The Board returned to open session at 3:00 p.m. and roll call was taken. Present: Considine, Idleburg, Robinson, Helton. Absent: Jordan, Valadez.

ADJOURNMENT

There being no further business to come before the Board, Mr. Considine moved, seconded by Mr. Idleburg to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 3:00 p.m.

Commissioner Scott Helton
Acting Chairman

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