

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held November 16, 2017, at Kuester Manor, 310 Osage, Wauconda, IL 60084.

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

Absent: Scott Helton, Commissioner  
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  
Brian Grach, Authority Attorney  
Scott Pacholsky, 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, November 14, 2017 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030; at Kuester Manor, 310 Osage, Wauconda, IL 60084 and on the Agency's website, [www.lakecountyha.org](http://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 33)

#### ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 1:46 p.m. Roll call was taken and the following Commissioners were present: Considine, Idleburg, Robinson, Jordan. Absent: Helton, Valadez. 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 – 10/19/17 REGULAR MEETING

#### MINUTES – 10/19/17 EXECUTIVE SESSION

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

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 Mr. Robinson moved, seconded by Mr. Considine to approve the List of Bills as presented. The Board voted as follows: Ayes: Considine, Idleburg, Robinson, Jordan. Absent and Not Voting: Helton, 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 <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)
Capital Improvements, .....	Keon Jackson, Director of Capital Improvements
Procurement, Maintenance	(See Exhibit 06)
Human Resources .....	Lefran Elgezdi, Human Resources Manager
	(See Exhibit 07)
FOIA/OMA <sup>3</sup> , Travel-Training .....	Valerie Rogers, Executive Secretary/FOIA & OMA
	(See Exhibit 08)

Other Matters

1. This Board meeting was held at Kuester Manor, 310 Osage, Wauconda, IL as per the original schedule. The Board was provided with the agenda for the off-site location Mr. Northern was pleased for the opportunity to acquaint the Board with another of our properties. (See Exhibit 09)
2. Commissioners indicated they will continue a rotating schedule for the review of bills in 2018. The 2018 schedule was presented. (See Exhibit 10)

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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.

3. Mr. Northern recalled LCHA's community engagement consultant, Allison Bloodhart conducted several focus group sessions with clients, staff and community stakeholders during the week of April 3, 2017. Ms. Bloodhart composed key points from her meetings with the residents and worked with Deputy Director Tiffany A. Gonzalez and Mr. Northern on responses to the residents and action steps. Tiffany held two open meetings with residents to address key concerns. Mr. Northern stated the attached summary was discussed and distributed during those meetings. (See Exhibit 11)
4. Mr. Northern was contacted by *Housing Futures* to be featured in an article. *Housing Futures* is the international online platform on housing strategies for cities around the globe. Their topics include housing policy, social programs, planning and design, collaborative housing and sustainability. Mr. Northern said the article will be circulated once published.
5. Deputy Director Tiffany A. Gonzalez attended 2017 Unmask the Violence Gala for A Safe Place on October 21, 2017 at the Loft in Lincolnshire. The Gala brings together supporters from across the Chicagoland area to bring awareness, help stop the spread of domestic violence in our communities, and raise funds for vital programs and services for our most fragile families experiencing domestic violence. Lake County Housing Authority is an Honorary Committee Member. (See Exhibit 12)
6. Deputy Director Tiffany A. Gonzalez, Property Manager Alona Miller and FUP/FSS Coordinator Alethea Pascascio attended The Coalition to Reduce Recidivism's 14th Annual Luncheon on October 27, 2017 at the Milan Banquet Hall in Waukegan. (See Exhibit 13)
7. On November 1, 2017, the Family Self-Sufficiency (FSS) team hosted the 2<sup>nd</sup> annual Literacy Night event. This event was attended by over 50 individuals, primarily participants of the FSS program and their children. Children toured the LCHA's main office while having the importance of literacy explained in each department of the agency. FSS children had the opportunity to meet some of our leadership and staff to gain a better understanding of what we all do for the community and how reading is an integral part of our daily activities. The "LCHA Reads Everyday" coloring and story book was developed to be a takeaway from the career tour. This children's book journeys through each role in the agency.

The community showed a high level of support for this event. We partnered with Boys & Girls Club of Lake County who ran groups of literacy-focused games throughout the evening for our guests to enjoy. We also facilitated a community book swap to which Grayslake library donated over 500 children's and adult books and were also on-site to register Round Lake and Grayslake residents for library cards. Fremont Library also donated approximately 200 books. Numerous community supporters sponsored this event by providing donations of snacks, prizes and gift certificates for the winners of our reading challenges. The College of Lake County provided us with information on adult literacy services including G.E.D. and English as a second language courses for adult attendees. In addition to these services, Published Youth Author, Alexis P., graciously donated her time to be highlighted as our guest reader. Alexis captivated our young audience with the reading of her book "I Am Me".

(See Exhibit 15)

8. Director of Capital Improvements Keon Jackson attended Mano A Mano's Annual Celebration of Gratitude Event at the Community Lake Lodge at Saddlebrook Farms in Grayslake on November 2, 2017. They recognized and thanked all of the individuals that make up the Mano a Mano community and who are essential to their success and impact. (See Exhibit 14)

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9. Lake County Housing Authority held a Senior Holiday Feast for LCHA Senior Residents on November 3, 2017 at the State Bank of the Lakes, Grayslake, IL. Lunch and bingo were enjoyed by approximately 100 seniors. Thank you to Commissioner Idleburg for sharing the day and providing assistance.
10. Mr. Northern attended The Northeast Illinois Council, Boy Scouts of America Youth Leadership Breakfast on Thursday, November 9, 2017 at the Greenbelt Cultural Center in North Chicago. They honored community volunteers who provide exceptional leadership to the youth in Lake County and Northern Cook County.
11. Mr. Northern attended the Youth Conservation Corps' second annual Person of the Year Award celebration on November 10, 2017 at Independence Grove in Libertyville where they honored Lake County Board Member Mary Ross Cunningham. Proceeds from this event help support young adults in the YCC YouthBuild Program. (See Exhibit 16)
12. Mr. Northern was contacted by Celeste Flores, the Lake County Outreach Director of Faith in Place. Faith in Place empowers Illinois people of all faiths to be leaders in caring for the earth, providing resources to educate, connect, and advocate for healthier communities. I have accepted her invitation to attend Faith in Place: Lake County Annual Celebration & Fundraiser Luncheon on November 14, 2017 at the Greenbelt Cultural Center in North Chicago. (See Exhibit 17)
13. Mr. Northern was invited by Lake County Board Chairman Aaron Lawlor to attend the Lake County Volunteer Appreciation Breakfast on November 15, 2017 at the Lake County Fairgrounds in Grayslake. It is to personally thank community partners for serving on Lake County's appointed boards and commissions. (See Exhibit 18)
14. Mr. Northern was invited to join the YouthBuild Lake County students and staff to give thanks and kick-off the holiday season at their annual luncheon on Friday, November 17, 2017. (See Exhibit 19)
15. LCHA's annual independent audit will be conducted by Goldie Roberts, CPA and is scheduled on-site for December 11-13, 2017. In conjunction with their review they require daytime contact information for each Commissioner. We have provided them this information and alert you as to the possibility of their outreach to you.
16. Instead of providing refreshments prior to the December Board meeting we invite the Board to a luncheon on December 21, 2017 immediately following the meeting at Stevens' in Gurnee. Mr. Northern hoped the Board would be able to attend. (See Exhibit 34)
17. Mr. Northern announced he is extremely honored to have been chosen for the "Excellence in Community & Economic Development" award by Wheatle Peart and the Global Committee. It will be presented at the 2018 Wheatle Peart Global Business Ball on August 11, 2018 in Chicago. The Ball will honor dynamic socially responsible Global Community and Business Leaders. (See Exhibit 20)

## OLD BUSINESS

### Brookstone and Regency at Coles Park - Update

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

- October 26, 2017 Construction Sub-Contractor Opportunity Fair was held at Foss Park District (1730 Lewis Ave. North Chicago, IL 60064) at 1 p.m. There was a good turnout and there were many questions and concerns from the audience.
- EST % OF COMPLETION Regency: 22 %
- EST % OF COMPLETION Brookstone: 12 %
- Keith Swiney from Motivation Inc. continues to provide reports and recommendations related to section 3, MBE, WBE, DBE compliance concerns.
- 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 YouthBuild.
- 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 Regular & Annual Board Meetings 2018

The schedule of Regular and Annual Board meetings of the Board of Commissioners for 2018 was presented. We will continue to conduct one meeting per quarter at alternating LCHA properties. After discussion, the July date was set for July 2, 2017, earlier in order to meet HUD reporting requirements for our PHA plan.

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-05**

**APPROVAL OF THE 2018 SCHEDULE OF REGULAR MEETINGS**

**OF THE BOARD OF COMMISSIONERS**

After discussion Mr. Robinson moved, seconded by Mr. Idleburg to approve the 2018 Schedule of Regular Meetings of the Board of Commissioners but adjusting the July 2018 meeting to be held on Monday, July 2, 2018.

(See Exhibit 21)

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion:.....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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

**Approval of and Authorization to Submit SEMAP**

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

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-06**

**APPROVAL OF AND AUTHORIZATION TO SUBMIT SEMAP CERTIFICATION**

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

WHEREAS, staff and Commissioners have reviewed the attached Certification for Fiscal Year 2017 and believe to the best of their knowledge all responses thereon to be true and accurate;

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

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

(See Exhibit 22)

After discussion Mr. Considine moved, seconded by Mr. Idleburg to adopt Resolution 2018-06.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan.

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion: .....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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

**Reaffirmation of Letter of Support-Youth Conservation Corps. Application –  
Lake County Consortium Affordable Housing Grant**

Mr. Northern explained YCC is expanding its programming to initiate a full-time construction crew that will offer jobs to graduates of its YouthBuild Program. This initiative will be supported by the Lake County Consortium Affordable Housing grant. LCHA fully supports YCC's application for this funding as it will not only provide jobs for at-risk youth but the youth will be building small houses that will provide much needed low-income housing in our communities.

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-07**

**REAFFIRMATION OF LETTER OF SUPPORT**

**YOUTH CONSERVATION CORPS. APPLICATION –**

**LAKE COUNTY CONSORTIUM AFFORDABLE HOUSING GRANT**

After discussion Mr. Robinson moved, seconded by Mr. Considine to Reaffirm the Letter of Support for the Youth Conservation Corps. Application for the Lake County Consortium Affordable Housing Grant as presented.

(See Exhibit 23)

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion:.....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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

**Approval of Travel/Training Expenses for Executive Director and/or Commissioners**

After discussion, Mr. Considine introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2018-08**

**APPROVAL OF TRAVEL/TRAINING EXPENSES**

After discussion Mr. Considine moved, seconded by Mr. Robinson to approve the travel expenses as presented.

(See Exhibits 29, 30, 31, 32)

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion:.....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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

Bids

Capital Fund

1. Unit Turnaround - 23599 Cedar, Lake Zurich – AMP 5

After discussion, Mr. Idleburg introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-09**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 23599 CEDAR, LAKE ZURICH – 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>
Bee Liner Lean	Unit Turnover	23599 Cedar, Lake Zurich/AMP 4	\$87,963.51

(See Exhibit 24)

After discussion Mr. Idleburg moved, seconded by Mr. Considine to adopt Resolution 2018-09.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan.

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion:.....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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

2. Consultant Services for the Creation of a Contract Inclusion Participation Policy

Mr. Northern explained LCHA's commitment to communities we serve is to include Minority Business Enterprises (MBE), Women Business Enterprises (WBE) and Disadvantaged Business Enterprises (DBE) in our contracts. Consequently, we are contracting with a consultant to assist LCHA in developing an inclusion policy for contracts in excess of \$100,000.00. This policy will help lay the groundwork for diversity and inclusion in our larger business contracts. Once developed, LCHA hopes to invite the county to adopt and implement the policy to further strengthen our common goals.

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-10**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
CONSULTANT SERVICES FOR THE CREATION OF  
A CONTRACT INCLUSION PARTICIPATION POLICY**

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>
Motivation, Inc.	Consultant Services for the Creation of A Contract Inclusion Participation Policy	Agency Wide	\$5,000.00

(See Exhibit 28)

After discussion Mr. Robinson moved, seconded by Mr. Idleburg to adopt Resolution 2018-10.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan.

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion:.....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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

Operating Fund

1. Unit Turnaround - 9876 Michigan, Beach Park - AMP 4

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-11**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND – 9876 MICHIGAN, 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	9886 Michigan, Beach Park/AMP 4	Not To Exceed \$16,814.50

(See Exhibit 25)

After discussion Mr. Robinson moved, seconded by Mr. Considine to adopt Resolution 2018-11.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan.

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion:.....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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

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2. Laptop Replacement (1) – Central Office

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-12**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
LAPTOP REPLACEMENT – STAFF USE**

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>
Best Buy	Laptop Replacement (1)	Staff Use/Central Office	\$1,229.98

(See Exhibit 26)

After discussion Mr. Robinson moved, seconded by Mr. Considine to adopt Resolution 2018-12.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan.

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion:.....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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



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3. Interior Painting - Orchard Manor – Common Areas - AMP 3

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2018-13**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**INTERIOR PAINTING – ORCHARD MANOR – COMMON AREAS – 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 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>
Charleston Builders	Interior Painting, Common Areas	Orchard Manor, Antioch/AMP 3	Not To Exceed \$5,000.00

(See Exhibit 27)

After discussion Mr. Robinson moved, seconded by Mr. Considine to adopt Resolution 2018-13.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Robinson, Jordan.

Nays: .....None

Absent: .....Helton, Valadez

Abstain: .....None

Motion:.....Carries

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

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Dr. H. Lee Jordan, Jr., Chairman

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

Commissioner Roundtable - Discussion

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

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

At 1:56 p.m. Mr. Robinson moved, seconded by Mr. Idleburg, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, Robinson, Jordan. Nays: None. Absent and Not Voting: Helton, Valadez. Motion Carries.

The Board returned to open session at 2:59 p.m. and roll call was taken. Present: Considine, Idleburg, Robinson, Jordan. Absent: Helton, Valadez.

ADJOURNMENT

There being no further business to come before the Board, Mr. Robinson 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.

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Dr. H. Lee Jordan, Jr.  
Chairman

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