

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held January 28, 2016, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)  
Dawn Abernathy, Commissioner  
H. Lee Jordan, Jr., Commissioner  
Curtis Robinson, Commissioner  
Sylvia Valadez, Commissioner

Absent: Patrick Bruno, Chairman  
Ellen Rumoro, Vice Chairman  
Judy Martini, Commissioner

Others Present: David A. Northern, Sr., Executive Director/CEO  
Tiffany A. Gonzalez, Deputy Director  
Khadija Darr, Interim Director of Finance  
Keon Jackson, Director of Capital Improvements  
Joyce Mason, Human Resources & Public Relations Manager  
Valerie Rogers, Administrative Secretary  
Brian Grach, Authority Attorney  
Thomas Zawojski, Lake County Deputy Sheriff

#### ROLL CALL

Noting that a quorum of Commissioners was present, Acting Chairman Valadez called the meeting to order at 12:54 p.m. Roll call was taken and the following Commissioners were present: Abernathy, Jordan, Robinson, Valadez. Absent: Bruno, Martini, Rumoro.

Posting of the agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice of the rescheduled date and the agenda were posted prior to 12:00 p.m. on Tuesday, January 26, 2016 at; the Central Office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Lake County Housing Authority website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### SELECTION OF ACTING CHAIRMAN

In the absence of a Chairman and Vice Chairman, the Board selected Sylvia Valadez to function as the Acting Chairman exclusively for the January 28, 2016 Board of Commissioners meeting.

#### PUBLIC COMMENT

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

#### MINUTES – December 17, 2015 REGULAR MEETING

MINUTES - December 17, 2015 EXECUTIVE SESSION – Personnel Issues,  
Pending & Probable Litigation, Real Estate Transactions

After discussion, Ms. Abernathy moved, seconded by Pastor Jordan, to approve the minutes of the December 17, 2015 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted unanimously in favor of the motion. Motion Carries.

## FINANCE CHAIRMAN'S REPORT

After discussion Pastor Jordan moved, seconded by Ms. Abernathy to approve the List of Bills as presented. (See Exhibits 01, 02)

The Board voted as follows: Ayes: Abernathy, Jordan, Robinson, Valadez. Nays: None. Absent and Not Voting: Bruno, Martini, Rumoro. Motion Carries.

## REPORTS

Without formal action the consensus of the Board was to proceed with the following as reported.

Mr. Northern submitted the following reports:

### Public Housing Program, Resident Services

By Deputy Director, Tiffany A. Gonzalez. (See Exhibit 03)

### Financials

By Director of Finance, Khadija Darr. (See Exhibit 04)

### FUP, FSS, Housing Counseling

By Director of Housing Choice Voucher Intake, Yolanda Lynn. (See Exhibit 05)

### Housing Choice Voucher Program

By Director of Voucher Management, Corinne Jordan. (See Exhibit 06)

### LCHA Rentals, Maintenance, Procurement, Capital Improvements

By Director of Capital Improvements, Keon Jackson. (See Exhibit 07)

### Paybacks & Complaints

By Income/Security Investigator, Renee Prior. (See Exhibit 08)

### Human Resources & Public Relations Manager

By Human Resources & Public Relations Manager, Joyce Mason (See Exhibit 09)

### FOIA, OMA, Staff Training

By Administrative Secretary, FOIA & OMA Officer, Valerie Rogers. (See Exhibit 10)

### Other Matters

1. The Lindenhurst Early Childhood Development Center (LECC) assembled and supplied 62 Holiday Baskets that we delivered to our families. LECC is an outstanding advocate for community involvement and benevolent acts. LCHA has been fortunate to have been recipients over the past years.
2. Congratulations to Khadija (Kay) Darr. Khadija is LCHA's Director of Finance, effective 12/22/15. Please join us in congratulating her and wishing her well in her new role.

3. Goldie Roberts, CPA, our independent contractor, conducted the on-site phase of our financial audit. They finished on 1/6/16 with no findings and five management letter comments (items that need a follow-up). Mr. Northern stated this is excellent!

Since Mr. Northern became CEO in 2008, LCHA has had only one minor audit finding. This is truly exceptional and could not have happened without the dedicated efforts of each and every Commissioner and staff. Mr. Northern stated he is extremely proud of the effort that was put into our work every day, and he was thankful for another clean audit. Mr. Northern stated it takes dedication, hard work, and a focus on excellence from the entire team to create these outcomes, which in turn creates a win for us, our clients, and the community! He congratulated the staff for a very successful audit. The final report is expected by May 1st.

4. Mr. Northern reported the final 2016 omnibus bill that includes HUD funding provisions has been approved by both the House and the Senate and signed by the President. Mr. Northern provided the key parts of the bill of interest to PHAs (info provided by NAHRO). (See Exhibit 11)
5. Mr. Northern explained LCHA hosted a Contractor Briefing on Friday, 1/8/16 at the central office in Grayslake. It was well attended and several new, potential contractors were given a one-on-one introduction to our agency.
6. Mr. Northern was invited to participate in a White House Convening on the proposed HUD smoke-free rule in the nation's public housing. It was held on 1/6/16 with HUD Secretary Julián Castro, Surgeon General Vivek Murthy and other stockholders in Washington, DC. LCHA was ahead of the curve as we worked with our residents to implement our smoke-free policy, which started in 2011. Mr. Northern stated a further emphasis was conveyed at the convening for housing authorities already implementing a smoke-free policy to be exempt from forthcoming HUD-mandated similar regulations. (See Exhibits 12, 13)
7. On 1/15/16 Commissioner Martini and Mr. Northern met with State Rep. Barbara Wheeler who represents the 64th Legislative District in the Illinois House of Representatives. They discussed a policy on *Source of Income Discrimination*.

Mr. Northern explained in searching for a dwelling, many households face discrimination by landlords who are unwilling to rent to voucher holders. As a result, several municipalities and states have adopted laws prohibiting landlords from housing discrimination based on source of income. Owners of Low Income Housing Tax Credit and certain types of federally assisted housing are also prohibited from discriminating against voucher holders. These protections are invaluable in maximizing a voucher family's ability to secure safe and decent housing.

He said a policy such as this will support HUD's Final Rule published in July 2015 on Affirmatively Furthering Fair Housing (AFFH) to meet long-standing fair housing obligations in our use of HUD funds. Mr. Northern further explained he has been working with the Governor's office on the first draft of a state-wide policy.

8. Mr. Northern was invited to participate in *A Regional Housing Mobility Practitioner Convening* sponsored by HUD's Office of Public and Indian Housing (PIH) at HUD's headquarters in Washington, DC January 21-22, 2016. PIH's Office of Housing Voucher Programs held this convening so that PHAs and their partner organizations would have an opportunity to learn from one another. The agenda was structured to provide maximum time for peer-to-peer interaction.

LCHA was one of the founding members of the Regional Housing Initiative for the Chicago Metro area in 2002.

9. Mr. Northern stated the Lake County Community Development Division, in cooperation with the Lake County Coalition for the Homeless, conducts an annual Point-in-Time Homeless Population Count. The count was conducted on 1/27/16 and produces a snapshot census of the homeless population. LCHA Deputy Director Tiffany A. Gonzalez and Director of Finance Khadija Darr volunteered their services to locate and interview the unsheltered homeless people in Lake County. Data from the count will be available in summary report.
10. Mr. Northern explained LCHA recognized the dire need for immediate assistance to the residents of Flint, Michigan and acted without hesitation. In an effort to help our neighbors in need, LCHA is collecting cases of bottled water as well as monetary donations to purchase bottled water for residents of the Flint, Michigan Housing Commission. Mr. Northern said collections will be accepted through February 4, 2016 and the water will be delivered on February 5. (See Exhibits 14, 15)
11. Mr. Northern said as a result of some concerns expressed by residents during recent Board meetings, a survey was distributed to residents regarding quality of service and inviting suggestions. Surveys were to be returned by 1/5/16. As an incentive to return the survey, a \$100.00 gift card was offered to a responder to be selected by random drawing. (See Exhibit 16) Ms. Gonzalez stated of the approximate 476 surveys sent, 167 were returned. The returned surveys will be summarized in a report and provided for Board review.

Acting Chairman Valadez drew the winning entry. The Shiloh Towers resident will be notified.

12. Director of Finance Khadija Darr provided an overview of the just-completed financial audit. She reiterated the “no findings” result and discussed the five (5) Management Comments. Khadija explained the auditors provided a suggested solution for each comment and Khadija has already begun implementation. (See Exhibit 17)

She explained a contributing factor to the Management Comments is our current financial software. She stated it requires various manual steps mostly automated by other software providers allowing for an unintentional mismatch.

The Board discussed the particulars of LCHA’s current financial software and directed staff to investigate alternate options.

One comment by the auditor recommended the Board approve by detailed list, all items for disposal. Mr. Northern confirmed the suggested process will be enforced.

13. Mr. Northern distributed the LCHA Fourth Quarter 2015 Newsletter produced by Human Resources & Public Relations Manager Joyce Mason. (See Exhibit 20)

OLD BUSINESS

Marion Jones

David A. Northern, Sr. met and conducted site visits with representatives from IHDA and The Benoit Group on 1/14/16. The preconstruction financing products were reviewed and the Predevelopment Loan Agreement was executed.

Mr. Northern said development meetings are held by telephone every Thursday with the various partners. He confirmed construction is scheduled to begin in May. He explained IHDA, who will be assisting LCHA with financing, has sent the proposal to their executive board for approval. He stated we are also in the process of discussing financing with local banks.

LCHA project staff and the development team continue to work with the city of North Chicago and the North Chicago Park District to finalizing the plans for the new development's water retention issues and final site layout.

All stakeholders are near in agreement on additional recreational spaces adjoining the development. We are excited that these features will add tremendously to the recreational enjoyment for the entire community.

LCHA is scheduling installation of new utilities with Commonwealth Edison for our property which may also result in upgrades to the surrounding neighborhood.

Recent material reclamation will allow LCHA to utilize original building materials for foundations and site stabilization. This will not only help the environment and save these materials from going to landfills; it will create substantial savings on materials costs for the new development.

LCHA remains committed to meeting our goals to include MBE and WBE companies and Section 3 qualified individuals in this project. Section 3 staff have been heavily involved in the project to date.

LCHA staff continues to check in with relocated residents to ensure their smooth adjustment in their new homes and reaches out to local supportive agencies to help allocate services when needed.

The chart below provides an update of the next-steps estimated project schedule: (Estimated timeline – changes may occur.)

Financial Closing .....	April 2016
Construction Start .....	May 2016
Construction Complete .....	December 2017
Re-Occupancy Start .....	January 2018
Full Occupancy .....	June 2018
Stabilization .....	December 2018

NEW BUSINESS

Authorization to Destroy Executive Session Recordings Prior To June 1, 2014

On 8/15/13 by Resolution 2013-194 the Board approved the destruction of Executive Session recordings prior to 1/1/2012 and added the provision for a semi-annual review of Executive Session Recordings further eligible for destruction.

To date, all Executive Session recordings prior to 1/1/14 have been destroyed and four (4) additional recordings are recommended for destruction at this time: 2/20/14, 3/20/14, 4/17/14, and 5/15/14. We are seeking permission to destroy only the audio recording; the written Minutes will always be retained.

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-34**

**AUTHORIZATION TO DESTROY EXECUTIVE SESSION AUDIO RECORDINGS**

**PRIOR TO 6/1/2014 IN ACCORDANCE WITH THE OPEN MEETINGS ACT**

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

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

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

WHEREAS, the Executive Session Audio Recordings prior to June 1, 2014 have been retained for at least 18 months after the making of the recording; and

WHEREAS, the written Minutes of the Executive Sessions prior to June 1, 2014 have been approved by a majority of a quorum of the Board of Commissioners; and

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

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

NOW THEREFORE, BE IT RESOLVED that all Executive Session Audio Verbatim Recordings prior to June 1, 2014 will be erased or destroyed; and

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

After discussion Ms. Abernathy moved, seconded by Pastor Jordan to adopt Resolution 2016-34.

Roll Call Vote:

Ayes: .....Abernathy, Jordan, Robinson, Valadez.

Nays: .....None

Absent: .....Bruno, Martini, Rumoro

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 28, 2016.

---

Patrick Bruno, Chairman

---

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

Bids

Director of Capital Improvements Keon Jackson explained we are recommending both Operating Fund bids be awarded to the 2<sup>nd</sup> lowest bidder as the lowest bidder withdrew his bid submission.

Operating Fund

1. Unit Turnaround & ADA Compliant – 801 Cunningham, Unit 104, Antioch – AMP 3

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)



**RESOLUTION NO. 2016-35**  
**(OPERATING)**  
**INFORMAL BID AWARD FOR PURCHASES OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**UNIT TURNAROUND & ADA COMPLIANT**  
**801 CUNNINGHAM, UNIT 104, ANTIOCH – 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>
J & J Property Investments, LLC	Unit Turnaround & ADA Compliant	801 Cunningham, Unit 104, Antioch/AMP 3	Not To Exceed \$26,290.00

(See Exhibit 18)

After discussion Ms. Abernathy moved, seconded by Pastor Jordan to adopt Resolution 2016-35.

Roll Call Vote:

Ayes: .....Abernathy, Jordan, Robinson, Valadez.

Nays: .....None

Absent: .....Bruno, Martini, Rumoro

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 28, 2016.

\_\_\_\_\_  
Patrick Bruno, Chairman

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

2. Unit Turnaround & ADA Compliant – 465 Orchard, Unit 103, Antioch – AMP 3

After discussion, Ms. Abernathy introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-36**  
**(OPERATING)**  
**INFORMAL BID AWARD FOR PURCHASES OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**UNIT TURNAROUND & ADA COMPLIANT**  
**465 ORCHARD, UNIT 103, ANTIOCH – 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>
J & J Property Investments, LLC	Unit Turnaround & ADA Compliant	465 Orchard, Unit 103 Antioch/AMP 3	Not To Exceed \$26,290.00

(See Exhibit 19)

After discussion Ms. Abernathy moved, seconded by Pastor Jordan to adopt Resolution 2016-36.

Roll Call Vote:

Ayes: .....Abernathy, Jordan, Robinson, Valadez.

Nays: .....None

Absent: .....Bruno, Martini, Rumoro

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 28, 2016.

\_\_\_\_\_  
Patrick Bruno, Chairman

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

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

At 1:45 p.m. Pastor Jordan moved, seconded by Mr. Robinson, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Abernathy, Jordan, Robinson, Valadez. Nays: None. Absent and Not Voting: Bruno, Martini, Rumoro. Motion Carries.

The Board returned to open session at 2:46 p.m. and roll call was taken. Present: Abernathy, Jordan, Robinson, Valadez. Absent: Bruno, Martini, Rumoro.

Semi-Annual Review of Executive Session Minutes

In accordance with the Open Meetings Act the Executive Session Minutes must be reviewed semi-annually for release to the public. There have been six (6) Executive Sessions since the last review on 7/9/15 all pertaining in part, to personnel matters. The recommendation is for all six (6) to remain as closed, not to be released to the public. This motion would be to decide if the closed session minutes remain closed or be released to the public.

After discussion, Mr. Robinson introduced the following Resolution:

(See next page for Resolution.)

**RESOLUTION NO. 2016-37**

**SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES**

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

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

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

- July 9, 2015.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- August 20, 2015 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- September 17, 2015 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- October 22, 2015.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- November 19, 2015.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions; and
- December 17, 2015 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions.

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

After discussion Mr. Robinson moved, seconded by Ms. Abernathy to adopt Resolution 2016-37.

Roll Call Vote:

Ayes: .....Abernathy, Jordan, Robinson, Valadez.

Nays: .....None

Absent: .....Bruno, Martini, Rumoro

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 28, 2016.

---

Patrick Bruno, Chairman

---

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

Minutes of the Regular Board Meeting

January 28, 2016

Page 14 of 14

ADJOURNMENT

There being no further business to come before the Board, Mr. Robinson moved, seconded by Pastor Jordan to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 2:48 p.m.

---

Patrick Bruno, Chairman

---

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