

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held April 21, 2016, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)
Ellen Rumoro, Vice Chairman
H. Lee Jordan, Jr., Commissioner
Judy Martini, Commissioner
Curtis Robinson, Commissioner
Sylvia Valadez, Commissioner (Arrived at 12:40 p.m.)

Absent: Dawn Abernathy, Commissioner
Patrick Bruno, Chairman

Others Present: David A. Northern, Sr., Executive Director/CEO
Tiffany A. Gonzalez, Deputy Director
Khadija Darr, Interim Director of Finance
Joyce Mason, Human
Valerie Rogers, Administrative Secretary
Brian Grach, Authority Attorney
Joseph Halek, Lake County Deputy Sheriff

ROLL CALL

Noting that a quorum of Commissioners was present, Vice Chairman Rumoro called the meeting to order at 12:35 p.m. Roll call was taken and the following Commissioners were present: Jordan, Martini, Robinson, Rumoro. Absent: Abernathy, Bruno, Valadez.

Posting of the agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The agenda was posted prior to 12:30 p.m. on Tuesday, April 19, 2016 at; the Central Office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Lake County Housing Authority website, www.lakecountyha.org.

PUBLIC COMMENT

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

MINUTES – March 24, 2016 REGULAR MEETING

MINUTES – March 24, 2016 EXECUTIVE SESSION – Personnel Issues,
Pending & Probable Litigation, Real Estate Transactions

After discussion, Ms. Martini moved, seconded by Pastor Jordan, to approve the minutes of the March 24, 2016 Regular Meeting and Executive Session-Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Jordan, Martini, Robinson, Rumoro. Absent and Not Voting: Abernathy, Bruno, Valadez. Motion Carries.

FINANCE CHAIRMAN'S 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. The Finance Chairman will conduct a review of the bills and provide a recommendation to the Board.

The list of bills and financial report by Director of Finance Khadija Darr were provided.
(See Exhibits 01, 02, 03)

After discussion Pastor Jordan moved, seconded by Mr. Robinson to approve the List of Bills as presented. The Board voted as follows: Ayes: Jordan, Martini, Robinson, Rumoro. Absent and Not Voting: Abernathy, Bruno, Valadez. 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 04)

FUP, FSS, Housing Counseling, Resident Services

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 Travel

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

Other Matters

1. Mr. Northern reported Director of Capital Improvements Keon Jackson attended the 3rd Annual Lake County Leaders Summit held on 4/11/16 at the Gurnee Holiday Inn. This year's focus was on "Strengthening our Workforce Ecosystem." Other topics included savings through consolidation, sharing services and joint procurement.
2. Mr. Northern attended the North Chicago 3rd Ward Meeting on 4/2/16 and presented an overview and progress on the Marion Jones Redevelopment. (See Exhibit 11)
3. Mr. Northern will also be providing the North Chicago Chamber of Commerce an update of the Marion Jones Redevelopment at their board meeting on 4/21/16.

4. Mr. Northern said the required Resident Advisory Board meeting was held on 4/13/16. Two sessions were offered for receiving comments on the proposed changes to the 2017 PHA plans. Approximately 20 residents and community stakeholders attended. Oral presentations and materials were provided. The resulting informative and constructive discussions were welcomed. The public hearing is scheduled for June 8, 2016 at 1:00 p.m. at the central office in Grayslake. All proposed changes are currently listed on LCHA's website, www.lakecountyha.org. (See Exhibits 12, 13)
5. Mr. Northern stated EcoRaider USA has offered a free sample of their bed-bug exterminating product. They assert EcoRaider is a green tool proven very effective in eliminating bed bugs by many other public housing users. The product, a 16 oz. EcoRaider Insect Killer RTU arrived and will be tested.
6. Mr. Northern explained our Grant Writer, Comprehensive Grants Management has successfully submitted the Housing Counseling Grant Application Package. HUD usually makes award announcements 3 to 6 months after the due date.
7. Mr. Northern announced LCHA will be hosting another contractor's Open House on 4/22/16. He encouraged everyone to provide the attached flier to all interested associates. (See Exhibit 14)
8. Mr. Northern said he has been invited by The Barbara and Stephen Miller Foundation to be a panelist for "On the Table 2016", which is a program about Talking – and listening – to our neighbors about affordable housing in Lake County on Tuesday, May 10 in Highland Park, IL. The Barbara and Stephen Miller Foundation seeks to help low-income individuals whose path to self-sufficiency is blocked by a specific, identifiable obstacle. In providing emergency grant funds of \$1,000 or less, the foundation serves as a safety net resource to sustain those in need of one-time assistance when facing an unexpected financial burden. The foundation strives to meet its mission by partnering with grassroots organizations that work directly with low-income individuals, can identify appropriate grant recipients in need and offer the capacity to oversee the grant process to ensure the most effective use of philanthropic funds.
9. Mr. Northern attended a Lake County Leadership Breakfast Meeting held by LEARN Charter School Network on 4/14/16. LEARN Charter School Network is a high performing network of college preparatory, tuition-free public elementary and middle schools that serve Chicago and North Chicago children. LEARN is committed to providing underserved communities with a high-quality, college prep elementary education. (See Exhibit 15)
10. Family Self Sufficiency Manager Alethea Pascascio provided an update and distributed materials on the 3rd Annual Black Tie Gala to be held on June 17, 2016 at the DoubleTree by Hilton in Mundelein. The keynote speaker will be Chicago native James T. Alfred. She encouraged the Board's participation and support.

Commissioner Valadez arrived at 12:40 p.m.

11. Mr. Northern announced the March 2016 Employee of the Month, Savannah Landeros, Accounting Assistant. Savannah received a commemorative certificate, T-shirt, pin and \$25.00 gift certificate.
12. Mr. Northern and Pastor Jordan attended NAHRO's 2016 Washington Conference April 10-13, 2016. They met with Advisor Joe Fawell on behalf of Congressman Roskman, Congressman Robert Dold,

Samuel Mahler on behalf of Senator Mark Kirk and Congressman Randy Hultgren. Many items were discussed including asset management reversal, Home funding and CDBG. Mr. Northern also distributed NAHRO's legislative agenda.

OLD BUSINESS

Marion Jones

The Marion Jones Redevelopment project is now to be called Brookstone at Cole Park and Regency at Cole Park.

Open Houses were held on March 8 and March 22 at the Foss Park District in North Chicago. These meetings were hosted by LCHA and The Benoit Group to provide interested contractors, companies and individuals with information about the project and opportunities to work on it. Over 70 attendees participated in these meetings. 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 plans to host another meeting shortly and release information regarding subcontractor opportunities as well.

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 overall estimated project schedule.

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

NEW BUSINESS

Bids

Capital Fund

1. Windows, Doors & Siding Replacement – Millview Manor, Antioch – AMP 3

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-55

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

WINDOWS, DOORS & SIDING REPLACEMENT – MILLVIEW MANOR, 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 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>
AMG Construction	Windows, Doors & Siding Replacement (25 Units)	Millview Manor, Antioch/AMP 3	Not To Exceed \$261,206.00

(See Exhibit 16)

After discussion Ms. Martini moved, seconded by Pastor Jordan to adopt Resolution 2016-55.

Roll Call Vote:

Ayes:Jordan, Martini, Robinson, Valadez, Rumoro

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 April 21, 2016.

Ellen Rumoro, Vice Chairman

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

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2. Windows, Doors & Siding Replacement – Orchard Manor, Antioch – AMP 3

After discussion, Ms. Martini introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-56

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

WINDOWS, DOORS & SIDING REPLACEMENT – ORCHARD MANOR, 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 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>
AMG Construction	Windows, Doors & Siding Replacement (25 Units)	Orchard Manor, Antioch/AMP 3	Not To Exceed \$434,280.00

(See Exhibit 17)

After discussion Ms. Martini moved, seconded by Pastor Jordan to adopt Resolution 2016-56.

Roll Call Vote:

Ayes:Jordan, Martini, Robinson, Valadez, Rumoro

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 April 21, 2016.

Ellen Rumoro, Vice Chairman

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

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Operating Fund

1. Grant Writer – FSS Service Coordinator Grant 2016

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-57

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

GRANT WRITER – FSS SERVICE COORDINATOR GRANT 2016

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>
Tandem Care, Inc.	Grant Writing Services-2016 FSS Service Coordinator Grant	Central Office	\$1,425.00

(See Exhibit 18)

After discussion Ms. Valadez moved, seconded by Ms. Martini to adopt Resolution 2016-57.

Roll Call Vote:

Ayes:Jordan, Martini, Robinson, Valadez, Rumoro

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 April 21, 2016.

Ellen Rumoro, Vice Chairman

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

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2. Parking Lot, Metal Rail & Sidewalk Replacement – 30 Golfview, Round Lake Beach – AMP 3

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-58
(OPERATING)
INFORMAL BID AWARD FOR PURCHASES OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
PARKING LOT, METAL RAIL & SIDEWALK REPLACEMENT –
730 GOLFVIEW, ROUND LAKE BEACH – 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>
Amon's Asphalt	Parking Lot, Metal Rail & Sidewalk Replacement	Beach Haven Towers, 730 Golfview, RLB/AMP 3	\$87,538.00

(See Exhibit 19)

After discussion Ms. Valadez moved, seconded by Ms. Martini to adopt Resolution 2016-58.

Roll Call Vote:

Ayes:Jordan, Martini, Robinson, Valadez, Rumoro

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 April 21, 2016.

Ellen Rumoro, Vice Chairman

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

3. ADA Bathroom Repairs for VCA Compliance, 310 Osage, Unit 101 & 102, Wauconda – AMP 3

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-59
(OPERATING)
INFORMAL BID AWARD FOR PURCHASES OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
ADA BATHROOM REPAIRS FOR VCA COMPLIANCE –
310 OSAGE, UNIT 101 & 102, WAUCONDA – 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 Building Services	ADA Bathroom Repairs for VCA Compliance	310 Osage, Unit 101 & 102. Wauconda/AMP 3	\$1,990.00

(See Exhibit 20)

After discussion Ms. Valadez moved, seconded by Ms. Martini to adopt Resolution 2016-59.

Roll Call Vote:

Ayes:Jordan, Martini, Robinson, Valadez, Rumoro

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 April 21, 2016.

Ellen Rumoro, Vice Chairman

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

4. Unit Repairs & Tree Removal – 28152 Wells Drive, Wauconda – AMP 5

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-60

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT REPAIRS & TREE REMOVAL – 28152 WELLS DRIVE, WAUCONDA – AMP 5

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>
On Call Properties, Inc.	Unit Repairs & Tree Removal	28152 Wells Drive, Wauconda/AMP 5	\$5,860.00

(See Exhibit 21)

After discussion Ms. Valadez moved, seconded by Ms. Martini to adopt Resolution 2016-60.

Roll Call Vote:

Ayes:Jordan, Martini, Robinson, Valadez, Rumoro

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 April 21, 2016.

Ellen Rumoro, Vice Chairman

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

5. Board Governance & Strategic Planning

After discussion, Ms. Valadez introduced the following Resolution:

(See next page for Resolution.)

RESOLUTION NO. 2016-61

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

COMMISSIONER TRAINING – BOARD GOVERNANCE & STRATEGIC PLANNING

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 & Associates	Commissioner Training - Board Governance & Strategic Planning	Central Office	\$7,259.00

(See Exhibit 22)

After discussion Ms. Valadez moved, seconded by Pastor Jordan to adopt Resolution 2016-61.

Roll Call Vote:

Ayes:Jordan, Martini, Robinson, Valadez, Rumoro

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 April 21, 2016.

Ellen Rumoro, Vice Chairman

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

Change Order

Operating Fund

1. Resolution 2015-78 Approved 4/16/15
Unit Turnaround – 157 Greenview, Mundelein – AMP 4
Charleston Building Services, \$97,100.00
CO #1: Add'l Work Required for Code – Add \$2,400.00

After discussion, Pastor Jordan introduced the following Resolution:

RESOLUTION NO. 2016-62

APPROVAL OF OPERATING FUND CHANGE ORDER

(See Exhibit 23)

After discussion Pastor Jordan moved, seconded by Mr. Robinson to approve the Operating Fund Change Order as presented.

Roll Call Vote:

Ayes:Jordan, Martini, Robinson, Valadez, Rumoro

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 April 21, 2016.

Ellen Rumoro, Vice Chairman

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

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

At 1:13 p.m. Pastor Jordan 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: Jordan, Martini, Robinson, Valadez, Rumoro. Nays: None. Absent and Not Voting: Abernathy, Bruno. Motion Carries.

The Board returned to open session at 1:51 p.m. and roll call was taken. Present: Jordan, Martini, Robinson, Valadez, Rumoro. Absent: Abernathy, Bruno.

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ADJOURNMENT

There being no further business to come before the Board, Ms. Martini moved, seconded by Pastor Jordan to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:55 p.m.

Ellen Rumoro, Vice Chairman

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