

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held March 21, 2019, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)  
Dr. H. Lee Jordan, Jr., Chairman  
John Idleburg, Vice Chairman  
Kevin Considine, Commissioner  
Diana O’Kelly, Commissioner

Absent: Beverly Mull, Commissioner  
Curtis Robinson, Commissioner  
(Vacant) Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Khadija Darr, Chief Financial Officer  
Keon Jackson, Director of Asset Management  
Lefran Elgezdi, Human Resources Manager  
Jeff Zimmermann, Director of IT  
Valerie Rogers, Executive Secretary

Others Present: Jean Kenol, Authority Attorney

Posting of the notice of this meeting and 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, March 19, 2019 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency’s website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Idleburg called the meeting to order at 12:44 p.m. Roll call was taken and the following Commissioners were present: Considine, Idleburg, O’Kelly, Jordan. Absent: Mull, Robinson. 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 – 2/21/19 REGULAR MEETING

MINUTES – 2/21/19 EXECUTIVE SESSION – Personnel Issues, Pending & Probable  
Litigation, Real Estate Transactions

After discussion, Commissioner O’Kelly moved, seconded by Vice Chairman Idleburg, to approve the Minutes of the February 21, 2019 Regular Meeting and Executive Session Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, O’Kelly, Jordan. Absent and Not Voting: Mull, Robinson. 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.

The list of bills and financial report was provided by the Chief Financial Officer Khadija Darr. (See Exhibits 10, 11)

Khadija stated total bills for the month of March is \$384,525.35 of which \$117,078.91 is allocated directly to the Capital Fund.

Khadija said public housing rent collections is higher than usual at 111% due to collecting outstanding balances in AMPs 4 & 5. Public Housing operating expenses are trending better than budgeted, down 18%. Public Housing operating reserves remain favorable at about 4 months on hand.

HCV Administrative is underfunded at about 84%. HCV HAP funding is about 99%.

Fraud revenue collected month to date is \$12,672 and year to date is \$52,124.

Operating reserves for Housing Counseling is favorable at about 11 months on hand.

For the Central Office Cost Center (COCC), the operating income year to date no longer exceeds the operating expenses as the COCC operating expenses are down for Qtr. 1 of this year. Operating reserves are at about 2 months on hand. HUD does not make a recommendation for operating reserves for COCC.

The Housing Counseling program is expecting to receive the approved 2018 funds this week.

Business Activities rental property income is favorable. The Business Activity reserves remain favorable.

The FY 2018 independent financial audit will conclude their on-site visit today and conduct an exit interview before leaving.

Khadija stated she is preparing to make wire transfers today in regards to the OIG Review and the subsequent Demand Letter. LCHA is paying \$224,000 to HUD and \$10,000 to the Treasury from our on hand reserves. We are waiting on a final decision on two other findings in which LCHA submitted documentation against the \$445,000 owed as stated in the Demand Letter.

Khadija said HUD is accepting applications for Safety & Security funding for agencies and she recommends exploring this option.

After discussion, Commissioner Considine moved, seconded by Commissioner Mull to accept the financial report. The Board voted unanimously in favor of the motion. Motion Carries

After discussion, Vice Chairman Idleburg moved, seconded by Commissioner Considine to approve the list of bills as presented. The Board voted as follows: Ayes: Considine, Idleburg, O'Kelly, Jordan. Absent and Not Voting: Mull, Robinson. Motion Carries.

REPORTS

The following reports were provided for review.

Capital Improvements, ..... Procurement, Public Housing Program, Maintenance, LCHA Rentals	Keon Jackson, Director of Asset Management (Exhibit 01)
Housing Choice Voucher Program .....	Gilma Beachem, Director of Housing Choice Voucher (Exhibit 02)
Repayments & Investigations.....	Jennifer Clemons-Ferguson, Director of Compliance (Exhibit 03)
FSS <sup>1</sup> , FUP <sup>2</sup> , Housing Counseling .....	Ofelia Navarro, Director of FSS & Special Programs (Exhibit 04)
Human Resources.....	Lefran Elgezdi, Human Resources Manager (Exhibit 05)
FOIA/OMA <sup>3</sup> , Travel-Training .....	Valerie Rogers, Executive Secretary/FOIA & OMA (Exhibit 06)

Other Matters

1. Sailor Khan, LLC is the contracted independent auditor for our financial records for FYE<sup>4</sup> 9/30/18. They will be on-site March 18-22, 2019. As has been in the past, they are requesting to meet with the Commissioners. As the Board Meeting is being held at the Central Office on 3/21/19, the Auditors will be available to meet with the Commissioners on that day. They estimate about 15 minutes per Commissioner.
2. Ms. Hocker discussed with the Board the effectiveness of holding quarterly off site Board meetings. It has been mentioned to be more disruptive than productive. It may also be confusing to members of the public who wish to attend as to where the meeting is being held. The consensus of the Board was to hold all Board Meetings from this date forward at the central office in Grayslake.
3. HUD's Departmental Enforcement Center (DEC) was on site March 11-15, 2019. They conducted an evaluation of the books and records of the Lake County Housing Authority (LCHA). The objective of their review was to assess the oversight and management of LCHA's programs in accordance with federal and internal regulations, statutes, and/or policies. LCHA is waiting for their list of recommendations.
4. 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 14 indicators of performance show whether PHAs help eligible families to afford decent

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<sup>1</sup> Family Self-Sufficiency Program

<sup>2</sup> Family Unification Program

<sup>3</sup> Freedom of Information Act. Open Meetings Act.

<sup>4</sup> Fiscal Year Ending

rental units at a reasonable subsidy cost as intended by Federal housing legislation. LCHA is happy to report the HCV program scored 100% and a *High Performer* rating from HUD for FYE 9/30/18. This is the 15<sup>th</sup> consecutive year of being rated as a *High Performer*. (See Exhibit 07)

5. LCHA received notice from HUD of the preliminary closeout of our FY 2017 Family Self-Sufficiency Program Grant subject to approval upon verification in our next fiscal audit. (See Exhibit 08)
6. Public Housing is opening their 4-Bedroom waiting list on April 1, 2019. (See Exhibit 09) Applications will only be available online. If someone requires a reasonable accommodation for a disability that prevents them from participating in our application process, they should submit their request in writing on or before April 5, 2019 to:  
Lake County Housing Authority  
Public Housing Pre-Application  
33928 North U.S. Highway 45  
Grayslake, IL 60030
7. LCHA was awarded a Family Self-Sufficiency grant of \$223,406 for the program.

#### OLD BUSINESS

##### Brookstone and Regency at Coles Park - Update

Ms. Hocker said we are anticipating an April 1<sup>st</sup> move in date and expects to get the Certificate of Occupancy by March 29<sup>th</sup>. Regency is at 50% occupied but the list shortens the longer it takes to allow move-in. A marketing push will be developed for Brookstone within a few weeks.

#### NEW BUSINESS

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

1. Executive Director/CEO Lorraine Hocker. 1/29/19 – 1/31/19  
HCV Financial Management Seminar & Exam, Anaheim, CA. (See Exhibit 13)
2. Executive Director/CEO Lorraine Hocker. 2/26/19 – 2/27/19  
2019 IL Governor's Conference on Affordable Housing, Chicago, IL. (See Exhibit 14)

Commissioners and the Executive Director/CEO must complete and submit a Travel Authorization Form or an Expense Report Form to the Board for approval by a roll call vote at an open meeting. The attached Expense Report Forms are presented for your approval.

After discussion, Commissioner O'Kelly introduced the following Resolution:

#### **RESOLUTION 2019-48**

#### **APPROVAL OF TRAVEL REPORT EXPENSES FOR COMMISSIONERS AND/OR EXECUTIVE DIRECTOR**

**WHEREAS**, the Illinois General Assembly enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

**WHEREAS**, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses; and

**WHEREAS**, on 2/16/17 By Resolution 2017-54 the Board approved the policy governing the combined travel, meal, and lodging expenses for any one travel event, incurred by its employees and officers to be effective 3/2/17; and

**WHEREAS**, expenses for travel, meals and lodging of the Executive Director/Chief Executive Officer and any member of the Board of Commissioners of the Lake County Housing Authority may only be approved by roll call vote at an open meeting of the Board of Commissioners of the Lake County Housing Authority;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Lake hereby grants approval of the Expense Reports as attached here for a member of the Board of Commissioners and/or for the Executive Director.

(See Exhibits 12, 13, 14)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-48.

Roll Call Vote:

Ayes: .....Considine, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Mull, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 21, 2019.

Amending Employee Handbook – Section 16 Travel and Associated Expenses - Procedure

The procedure for obtaining approval for travel/training and submission of the expense report is being revised to align more with Human Resources. Human Resources will assure the training is appropriate to an employee’s position and within the department’s budget. The Employee Handbook is being amended to reflect the new procedure.

After discussion, Commissioner O’Kelly introduced the following Resolution:

**RESOLUTION 2019-49**

**AMENDING THE EMPLOYEE HANDBOOK**

**SECTION 16. TRAVEL AND ASSOCIATED EXPENSES - PROCEDURE**

WHEREAS, it is appropriate and necessary from time to time to review the Employee Handbook; and

WHEREAS, the current Procedure paragraph directs LCHA Employees to submit a Travel Authorization Form (used for training) to the Executive Director/Chief Executive Officer; and

WHEREAS, employee training normally falls within the scope of Human Resources; and

WHEREAS, the Executive Director/Chief Executive Officer wishes to designate Human Resources to review and approve all training travel based upon the defined travel policy parameters in the LCHA Employee Handbook; and

WHEREAS, the Executive Secretary is responsible for making travel arrangements and managing employee expense reports; and

WHEREAS, it is in the best interest of the employee and the Authority to change the Procedure paragraph in Section 16 to the following:

## **16. TRAVEL AND ASSOCIATED EXPENSES**

### **Procedure**

LCHA Employees or Agent:

Complete and submit a *Travel Authorization Form* to the ~~Executive Director/Chief Executive Officer~~ **Human Resources** for approval. Within 14 calendar days of final date of travel submit completed *Expense Report Form*, including all receipts, to ~~Director of Finance~~ **Executive Secretary**. As per Resolution 2017-54, combined travel expenditures for any one event beyond \$4,000.00 must be approved by the Board of Commissioners by a roll call vote.

LCHA ED/CEO:

Complete and submit a *Travel Authorization Form* or an *Expense Report Form* to the Board for approval by a roll call vote at an open meeting no later than the next regular Board meeting following the final date of travel or, if less than 14 calendar days between the final date of travel and the next regular Board meeting, by the 2<sup>nd</sup> regular Board meeting following the final date of travel. If not already done, submit completed *Expense Report Form*, including all receipts, to ~~Director of Finance~~ **Executive Secretary** within 14 calendar days of final date of travel. As per Resolution 2017-54, combined travel expenditures for any one event beyond \$4,000.00 must be approved by the Board of Commissioners by a roll call vote.

LCHA Board of Commissioners:

Complete and submit a *Travel Authorization Form* or an *Expense Report Form* to the Board for approval by a roll call vote at an open meeting no later than the next regular Board meeting following the final date of travel or, if less than 14 calendar days between the final date of travel and the next regular Board meeting, by the 2<sup>nd</sup> regular Board meeting following the final date of travel. If not already done, submit completed *Expense Report Form*, including all receipts, to ~~Director of Finance~~ **Executive Secretary** within 14 calendar days of final date of travel. As per Resolution 2017-54, combined travel expenditures for any one event beyond \$4,000.00 must be approved by the Board of Commissioners by a roll call vote.

NOW, THEREFORE, BE IT RESOLVED that the Employee Handbook be and is hereby amended by changing the Procedure paragraph in Section 16 within the employee handbook; and

BE IT FURTHER RESOLVED the new Procedure paragraph will be effective immediately.

(See Exhibit 15)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-49.

Roll Call Vote:

Ayes: .....Considine, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Mull, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 21, 2019.

Adopting an Internal Control Policy

Internal control is all of the policies and procedures management uses to achieve the following goals:

- Safeguard LCHA assets - well designed internal controls protect assets from accidental loss or loss from fraud.
- Ensure the reliability and integrity of financial information - Internal controls ensure that management has accurate, timely and complete information, including accounting records, in order to plan, monitor and report business operations.
- Ensure compliance - Internal controls help to ensure LCHA is in compliance with the many federal, state and local laws and regulations affecting the operations of our business.
- Promote efficient and effective operations - Internal controls provide an environment in which managers and staff can maximize the efficiency and effectiveness of our operations.
- Accomplishment of goals and objectives - Internal controls system provide a mechanism for management to monitor the achievement of operational goals and objectives.

After discussion, Commissioner O’Kelly introduced the following Resolution:

**RESOLUTION 2019-50**

**APPROVING AND INTERNAL CONTROLS POLICY**

**WHEREAS**, HUD’s Office of the Inspector General (OIG) recommends the implementation of strong internal controls, through accounting policies and procedures, in order to help mitigate the potential for fraud; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the County of Lake (LCHA), recognizes the importance of maintaining strong internal controls, hereby resolves to adhere to certain internal control principles; and

**WHEREAS**, LCHA expects effective control and accountability be maintained for all cash, real and personal property, and other assets and LCHA must adequately safeguard all such property and must assure that it is used solely for authorized purposes; and

**WHEREAS**, LCHA believes effective internal controls cover two key areas:

- Accounting Controls: Needed to ensure that transactions are properly recorded, financial reporting is accurate, and assets are safeguarded against loss from unauthorized use; and
- Management Activities: Required to establish controls to monitor operations to ensure that programs are carried out in an efficient and economical manner and to guard against fraud, waste, and abuse; and

**WHEREAS**, control techniques to be utilized by LCHA include the following:

- Clearly defined staff responsibilities and job accountability,
- Separation of duties so that no one staff member has complete control over an asset,
- A management information system which provides an internal flow of data for monitoring, forecasting and policy decisions,
- An effective personnel selection system so that competent staff are hired,
- A supervisory review system to assure routine monitoring of employee/contractor compliance with procedures and timeliness/quality of completed work,
- Competitive procurement practices,
- Accurate inventory systems,
- Security of property and records,
- Well planned, organized and supervised maintenance programs, and
- A timely, annual independent audit of operations;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Lake hereby approves the Internal Controls Policy in the form attached hereto and incorporated herein by reference; and

**BE IT FURTHER RESOLVED**, that this policy takes effect immediately upon adoption.

(See Exhibits 16, 17)

After discussion Commissioner O’Kelly moved, seconded by Vice Chairman Idleburg to adopt Resolution 2019-50.

Roll Call Vote:

Ayes: .....Considine, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Mull, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 21, 2019.



Adopting a Cost Allocation Policy

The purpose of the cost allocation policy is to summarize, in writing, the methods and procedures that LCHA will use to allocate costs to various programs, grants, contracts and agreements. Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

After discussion, Vice Chairman Idleburg introduced the following Resolution:

**RESOLUTION 2019-51**

**ADOPTING A COST ALLOCATION POLICY**

**WHEREAS**, the Board of Commissioners of the Housing Authority of the County of Lake (LCHA) recognizes the importance of maintaining effective cost allocation practices; and

**WHEREAS**, the purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements; and

**WHEREAS**, OMB Circular A-122, "Cost Principles for Non-Profit Organizations," establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government; and

**WHEREAS**, LCHA's Cost Allocation Plan is based on the Direct Allocation method described in OMB Circular A-122; the Direct Allocation Method treats all costs as direct costs except general administration and general expenses; and

**WHEREAS**, direct costs are those that can be identified specifically with a particular final cost objective and indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective; and

**WHEREAS**, only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by the Housing Authority of the County of Lake;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Lake hereby approves the Cost Allocation Policy in the form attached hereto and incorporated herein by reference; and

**BE IT FURTHER RESOLVED**, that this policy takes effect immediately upon adoption.

(See Exhibits 18, 19)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2019-51.

Roll Call Vote:

Ayes: .....Considine, Idleburg, O'Kelly, Jordan

Nays: .....None

Absent: .....Mull, Robinson  
Abstain: .....None  
Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 21, 2019.

Authorization to Execute an Energy Services Agreement With Johnson Controls Contingent Upon Lake County Housing Authority Legal Counsel Approval; And Authorization To Execute A Contract With A Financing Company Contingent Upon Lake County Housing Authority Legal Counsel Approval

On 3/15/19, Joe Pash of Johnson Controls reported the HUD Energy office has agreed to reinstate all makeup air units with the exception of the unit at Beach Haven Tower. The price of the “final” project is now \$1,384,493. The annual measurement & verification decreased to \$11,713. HUD is requesting an updated Cost Reasonableness letter since the price has increased. The revised HUD Approval Letter should be approved by HUD Energy next week. It will then be sent to the Chicago Field Office for their approval and signature. Unfortunately, it most likely will not be approved prior to your Board Meeting on 3/21/19.

The Board opted to table consideration of this agenda item.

Write-Off Collection Losses - Public Housing Program & HCV

Writing off bad debts is a periodic event. All have been terminated, skipped, evicted, etc. and sent to the collection agency. Until recently, we had been executing this process on an annual basis at the end of the fiscal year. We have begun implement this process twice per year in order to remove debt from our financial books sooner.

CFO Khadija Darr stated these collection losses will be reported to the state collection agency as well as to HUD’s EIV system to alert all other housing authorities of unpaid debts.

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION NO. 2019-53**

**AUTHORIZATION FOR FY 2019 COLLECTION LOSSES – PUBLIC HOUSING & HCV**

WHEREAS, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant’s location is unknown;

THEREFORE, BE IT RESOLVED that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority’s collection company.

(See Exhibit 22)

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Public Housing				HCV	
Account #	Amount	Amp		Program	AMT Owed
#0173-7	\$1,011.92	2		S8	\$2,260
#0337-8	\$923.88	2		S8	\$4,212
#0485-7	\$1,596.98	2		S8	\$828
#0162-11	\$2,298.91	2		S8	\$3,898
#0140-9	\$127.00	2		S8	\$31,456
#0175-10	\$1,338.94	2		S8	\$9,139
#0136-13	\$1,533.96	2		S8	\$3,584
#0164-7	\$438.96	2		S8	\$3,104
#0161-13	\$250.79	2		S8	\$6,854
#0142-17	\$1,161.95	2		S8	\$9,696
#0149-11	\$546.88	2		S8	\$2,914
				S8	\$4,460
				S8	\$13,461
#0189-17	\$1,473.97	3		S8	\$2,691
#0210-8	\$65.94	3		S8	\$8,157
#0281-11	\$302.97	3			
#0276-10	\$789.00	3		Total	\$106,714
#0216-13	\$2,922.35	3			
#0603-4	\$3,727.76	4			
#0526-6	\$3,126.94	4			
#0571-9	\$4,702.20	4			
#0570-3	\$5,118.12	4			
#0302-8	\$6,436.36	5			
#0400-6	\$3,363.40	5			
#0458-11	\$3,673.75	5			
Total	\$46,932.93				

After discussion Commissioner Considine moved, seconded by Vice Chairman Idleburg to adopt Resolution 2019-53.

Roll Call Vote:

Ayes: .....Considine, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Mull, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 21, 2019.

Bids

Capital and/or Operating Fund

1. Unit Turnaround - 35650 N. Laurel Island Lake - AMP 5

Director of Asset Management Keon Jackson explained the damage to this unit was due to a fire. We are working with the insurance company who will cover the majority of the cost. LCHA will be responsible for the \$5,000 deductible. The family admitted to be at fault and will be charged for the deductible.

After discussion, Commissioner O’Kelly introduced the following Resolution:

**RESOLUTION NO. 2019-54**

**(OPERATING AND/OR CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND - 35650 LAUREL, INGLESIDE – 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 bid is approved and the appropriate staff are authorized to issue purchase orders for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Charleston Building Services	Unit Turnaround	35650 Laurel, Ingleside/AMP 5	Not To Exceed \$97,000.00

(See Exhibits 23, 24)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-54.

Roll Call Vote:

Ayes: .....Considine, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Mull, Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 21, 2019.

Operating

1. Replacement Desk – HCV

After discussion, Vice Chairman Idleburg introduced the following Resolution:

**RESOLUTION NO. 2019-55**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
REPLACEMENT DESK - HCV**

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 equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Amazon	Replacement Desk	HCV	\$715.23

(See Exhibits 25, 26)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2019-55.

Roll Call Vote:

Ayes: .....Considine, Idleburg, O’Kelly, Jordan

Nays: .....None

Absent: .....Mull, Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 21, 2019.

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items as initiated by members of the Board.

Commissioner O’Kelly requested additional information about the homeless vouchers. Ms. Hocker said the Mainstream Vouchers that LCHA has been awarded will be a cooperative partnership with a social service agency within Lake County who will assess the individuals who are homeless and then initiate a referral. LCHA is beginning work with Lake County Coalition for the Homeless but will supply Commissioners with details once they are better defined.

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

At 1:26 p.m. Commissioner O’Kelly moved, seconded by Vice Chairman Idleburg, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Mull, Robinson. Motion Carries.

The Board returned to open session at 1:50 p.m. and roll call was taken. Present: Considine, Idleburg, O’Kelly, Jordan. Absent: Mull, Robinson.

The Board discussed Personnel Matters, Pending & Probable Litigation and Real Estate Transactions but no action was taken during the Executive Session.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Considine moved, seconded by Vice Chairman Idleburg to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:50 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer