

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held April 18, 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  
Beverly Mull, Commissioner  
Diana O'Kelly, Commissioner

Absent:  
Curtis Robinson, Commissioner  
(Vacant) Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Ofelia Navarro, Director of FSS & Special Programs  
Valerie Rogers, Executive Secretary

Others Present: Eric Hanson, 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, April 16, 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 Jordan called the meeting to order at 12:34 p.m. Roll call was taken and the following Commissioners were present: Considine, Idleburg, Mull, O'Kelly, Jordan. Absent: 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.

Stephen Condren spoke of his time on board the USS Midway CV-41 and Congressman Schneider's presentation to him and other veterans with the Certificate of Special Congressional Recognition.

No one else requested to be heard.

#### MINUTES – 3/21/19 REGULAR MEETING

MINUTES – 3/21/19 EXECUTIVE SESSION – Personnel Issues, Pending & Probable  
Litigation, Real Estate Transactions

After discussion, Vice Chairman Idleburg moved, seconded by Commissioner O'Kelly, to approve the Minutes of the March 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. Abstain: Mull. Absent and Not Voting: 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 previously by the Chief Financial Officer Khadija Darr. (See Exhibits 08, 09)

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, Mull, O’Kelly, Jordan. Absent and Not Voting: 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. On 3/17/19, at the Cook Memorial Library in Libertyville, Congressman Bradley Schneider honored Stephen Condren and other veterans with the Certificate of Special Congressional Recognition. Mr. Condren is a resident of Hawley Manor. Mr. Condren spoke during the public

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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.

comment period to share a few things from his time on board the USS Midway CV-41 and Congressman Schneider's presentation.

2. On 3/9/19, by Resolution 19-0632, the Lake County Board approved the reappointment of Dr. Jordan for another term as Commissioner. His new term expires 4/16/2024. (See Exhibit 07)
3. Ms. Hocker introduced Director of FSS & Special Programs Ofelia Navarro. Ofelia would subsequently speak of the Mainstream Vouchers and the required amendments to the Administrative Plan. Ms. Hocker also announced Ofelia will be named Deputy Director effective 4/21/19.

#### OLD BUSINESS

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

Ms. Hocker said she completed the HAP contract for Regency and is forwarding to Torian Priestly, Executive Vice President of The Benoit Group for signatures. Ms. Hocker anticipates move-ins to begin on Monday, 4/22/19. A ground breaking ceremony will be planned for a later date.

##### Office of Inspector General (OIG) - Review

Ms. Hocker said LCHA sent checks in accordance with the formal demand letter from Financial Management Center (FMC) and the Quality Assurance Division (QAD). She stated we are waiting on recognition of LCHA's Cost Allocation Plan for FSS as it will determine the reduced amount LCHA will be required to repay.

#### NEW BUSINESS

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

1. Executive Director/CEO Lorraine Hocker. 3/5/19 – 3/7/19  
HCV Financial Accounting & Reporting, Charlotte, NC (See Exhibit 11)
2. Chairman Dr. H. Lee Jordan, Jr. 4/7/19 – 4/9/19  
NAHRO 2019 Washington Conference, Arlington, VA (See Exhibit 12)

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.

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

#### **RESOLUTION 2019-56**

#### **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 11, 12)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-56.

Roll Call Vote:

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

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 18, 2019.

Amending the HCV Administrative Plan – Mainstream Vouchers

Director of FSS & Special Programs Ofelia Navarro reported the Mainstream Vouchers will serve an under-served population of Lake County. She said LCHA already has vouchers earmarked for Non-Elderly/Disabled families but they only apply if the head-of-household is non-elderly/disabled. The Mainstream Vouchers will serve families who are homeless and where a member of the household is the non-elderly/disabled qualifier.

LCHA submitted an application for the FY2017 Mainstream Voucher Program NOFA<sup>4</sup>. In the application, LCHA earned additional points by indicating they would collaborate with the Lake County Coalition for the Homeless to implement a Program Evaluation Plan and Tracking System. LCHA also earned additional points by indicating that they would amend their administrative plan to implement a preference, for one of four preference categories, for at least the number of vouchers awarded. LCHA was awarded 50 vouchers and therefore will need to establish the tracking system and make the admin plan amendment to establish a preference; the Coalition and Lake County Community Development (LCCD) are here to help LCHA with those two efforts.

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<sup>4</sup> Notice of Funding Availability (NOFA)

Ofelia explained Lake County Coalition for the Homeless will assess prospective families, assign wrap-around services and send approved referrals to LCHA. Agencies participating in the ServicePoint Referral Network will be able to enter their client's information through the ServicePoint software and help supportive agencies identify needs and pair them with services.

Irene Marsh-Elmer, Housing Grant Administration Specialist of the Lake County Community Development Division, spoke of the steps to be taken to help a family apply for the Mainstream Vouchers.

Lake County Housing Authority (LCHA) is proposing changes to 4 chapters in the Housing Choice Voucher Program Administrative Plan in accordance with the administration and implementation of the Mainstream Program. (Resolution 2019-57, Exhibit 13)

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION 2019-57**

**AMENDING THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN**

**MAINSTREAM VOUCHERS**

**WHEREAS**, the Omnibus Appropriations Acts in 2017 and 2018 made approximately \$400 million available for new mainstream voucher assistance, the first funding for new mainstream vouchers since 2005; and

**WHEREAS**, HUD awarded over \$98 million in funding to 286 PHAs on September 4, 2018 including fifty (50) new vouchers for Lake County Housing Authority; and

**WHEREAS**, Lake County Housing Authority will target funds to assist non-elderly persons with disabilities who are homeless, or at risk of becoming homeless in partnership with the Lake County Coalition for the Homeless; and

**WHEREAS**, LCHA will partner with the Lake County Coalition for the Homeless to ensure that services, programs, and activities are provided in the most integrated setting appropriate to the needs of individuals with disabilities, as affirmed by the Supreme Court in the *Olmstead* decision (and settlements and decrees implementing *Olmstead*), with the aim of providing sustained community-based integrated housing opportunities to non-elderly persons with disabilities; and

**WHEREAS**, LCHA is proposing changes to 4 chapters in the Housing Choice Voucher Program Administrative Plan in accordance with the administration and implementation of the Mainstream Program;

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Choice Voucher Program Administrative Plan be and is hereby amended as follows; and

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

**Chapter 3 ELIGIBILITY**

**PART III: DENIAL OF ASSISTANCE**

**3-III.E. CRITERIA FOR DECIDING TO DENY ASSISTANCE**

### **Evidence [24 CFR 982.553(c)]**

#### **LCHA Policy**

The PHA will use the concept of the preponderance of the evidence as the standard for making all admission decisions.

*Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

### **Consideration of Circumstances [24 CFR 982.552(c)(2)]**

HUD authorizes the PHA to consider all relevant circumstances when deciding whether to deny assistance based on a family's past history except in the situations for which denial of assistance is mandatory (see Section 3-III.B).

In making its decision to deny assistance, the Authority may consider all relevant circumstances in evaluating a decision to terminate or deny assistance. Upon consideration of such factors, the PHA may, on a case-by-case basis, decide not to deny assistance.

#### LCHA Policy

The PHA will consider the following factors prior to making its decision:

The seriousness of the case, especially with respect to how it would affect other residents

The effects that denial of assistance may have on other members of the family who were not involved in the action or failure

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or (as discussed further in section 3-III.G) a victim of domestic violence, dating violence, sexual assault, or stalking

The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully

The PHA will require the applicant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

## **Chapter 4 APPLICATIONS- WAITING LIST AND TENANT SELECTION**

### **4-I.D. PLACEMENT ON THE WAITING LIST**

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless

there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

#### **Ineligible for Placement on the Waiting List**

##### LCHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 30 business days of receiving a complete application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16). **If the PHA denies an applicant's preference claim, the PHA notifies the applicant and referring service provider (as applicable) in writing, including the reason(s) for the preference denial.**

#### **Eligible for Placement on the Waiting List**

##### LCHA Policy

The PHA will provide written notification of the preliminary eligibility determination within 60 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the PHA.

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

#### **Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

The Authority may, as it deems appropriate, assign preference to otherwise eligible pre-applicant families based on Involuntarily Displacement. Such displacement may include but is not limited to:

Disaster declared by President or Governor

Action by Government in connection with public improvement, development or code enforcement not caused by the applicant.

Such action will be taken with administrative discretion and approval of the Authority's Board of Commissioners.

In accordance with specific, specialized vouchers provided under the Family Unification Program,

families certified by the Illinois Department of Children and Family Services (DCFS) as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care and that the HA has determined to be eligible for a Family Unification Program (FUP) Housing Choice Voucher. These families may be:

A current LCHA waiting list applicant identified to and certified by the DCFS as a FUP-eligible family and assisted in position number order after certification or

A FUP-eligible family referred from the DCFS and placed on the LCHA waiting list in order of first come first served.

In accordance with specific, specialized vouchers provided under the provided through the HUD's Section 811 Mainstream Housing Choice Voucher Program, household certified by the Lake County Coalition for the Homeless as a household who is a non-elderly persons with disabilities who is transitioning out of institutional or other separated settings; at serious risk of institutionalization; homeless; or at risk of becoming homeless, and that the HA has determined to be eligible for a Section 811 Mainstream Housing Choice Voucher Program. These households may be:

A current LCHA waiting list applicant identified to and certified by the Lake County Coalition for the Homeless as a Section 811 Mainstream -eligible household and assisted in position number order after certification or

A Section 811 Mainstream -eligible family referred from the Lake County Coalition for the Homeless and placed on the LCHA waiting list in order of first come first served through the preference process.

#### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

#### LCHA Policy

The PHA administers the following types of targeted funding:

Family Unification Program (FUP)

Non Elderly Disabled (NED)

Section 811 Mainstream (Mainstream)

#### **4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

#### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.



LCHA Policy

Residency: Head or spouse lives, works or has received a written offer of employment to work in Lake County, IL (15 Points)

Nursing Home: Head or spouse resides in a licensed nursing home or similar licensed facility and remains there solely due to the inability to afford housing. (10 Points)

Veteran: Head or spouse is a veteran (5 Points)

Insufficient Funding: Families that have been terminated from this PHAs HCV program due to insufficient program funding. (5 Points)

LCHA Limited Preference Policy

**Local Preferences for Admission**

All local preferences for admission are contingent upon HUD funding.

***HCVP Mainstream Limited Preference for Admission***

On September 4, 2018, HUD awarded LCHA with 50 Mainstream vouchers, provided through the HUD's Section 811 Mainstream Housing Choice Voucher Program. These Mainstream vouchers assist non-elderly persons with disabilities who are transitioning out of institutional or other separated settings; at serious risk of institutionalization; homeless; or at risk of becoming homeless.

The Mainstream Housing Opportunities for Persons with Disabilities (Mainstream) Program is a targeted voucher program for families with disabilities to allow such persons to rent affordable private housing.

This preference is specifically for non-elderly persons with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. For this preference, LCHA adheres to the definitions of transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless that is outlined in the FR-6100-N-43.

In the context of eligibility under this preference Non-elderly person with disabilities will be defined as follows:

A person 18 year of age or older and less than 62 years of age, and who:

1. Has a disability, as defined in 42 U.S.C. 423;
2. Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
  - a. Is expected to be of long-continued and indefinite duration;
  - b. Substantially impedes his or her ability to live independently, and
  - c. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
3. Has a developmental disability as defined in 42 U.S.C. 6001.

In the context of eligibility under this preference LCHA defines an Eligible household as: A household composed of one or more non-elderly person with disabilities, which may include additional household members who are not non-elderly persons with disabilities. A household where the sole members is an emancipated minor is not an eligible household. Adopted by the Board of Commissioners 04-XX-2019.

Each year LCHA gives a preference to no more than 50 applicant households meeting all of the following criteria:

1. Households who meet the definition of Non-elderly person with disabilities as described above;
2. Households who have been certified by the Continuum of Care (Name) with whom LCHA has executed a Memorandum of Understanding (MOU) as transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless;
3. Are referred to LCHA by the the Lake County Coalition for the Homeless (LCCH) with whom LCHA has executed a Memorandum of Understanding (MOU) outlining the LCCH's responsibilities with respect to the provision of housing search assistance and supportive services for the referred household;
4. Have received a written commitment from the referring LCCH service provider for housing search assistance;
5. Have received a written commitment from the LCCH for supportive services to help the household's transition from homelessness and/or housing instability (as defined above) to permanent housing; and
6. Have received a written commitment from the LCCH for supportive services to help the household comply with Housing Choice Voucher program rules.
7. This preference shall be limited to applicants who have been certified as meeting the criteria for this preference by the LCCH noted above. Applicants shall first be referred to the LCCH who will then provide a certified referral to LCHA. If it is determined that an applicant referred by LCCH, as described above, does not meet the criteria described therein, the applicant is removed from the waiting list, but retains their place on any LCHA waiting lists they were on prior to their referral by the service provider.

If the LCHA denies an applicant's preference claim, LCHA notifies the applicant and referring service provider in writing, including the reason(s) for the preference denial.

#### **4-III.F. COMPLETING THE APPLICATION PROCESS**

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

##### LCHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review (Chapter 16). If the PHA denies an applicant's limited preference claim, the PHA notifies the applicant and referring service provider (as applicable) in writing, including the reason(s) for the preference denial.

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

#### **5-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS**

##### **Voucher Term [24 CFR 982.303]**

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

##### LCHA Policy

The initial voucher term will be 90 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 90-day period.

##### **Extensions of Voucher Term [24 CFR 982.303(b)]**

The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54].

PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

##### LCHA Policy

The PHA will approve additional extensions only in the following circumstances:

It is necessary as a reasonable accommodation for a person with disabilities.

The family is participating in LCHA's C.H.O. I.C.E.S program.

The C.H.O. I.C.E.S program allows for an addition 30 day Voucher extension for families that can document search efforts in an LCHA designated opportunity area.

**The family is participating in LCHA's Mainstream program.**

Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.

All requests for extensions to the voucher term must be made in writing and submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).

The PHA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.

#### **7-II.H. VERIFICATION OF PREFERENCE STATUS**

The PHA must verify any preferences claimed by an applicant that determined placement on the waiting

list.

LCHA Policy

**Insufficient Funding preference:** This preference is available to any family that has been terminated from its HCV program due to insufficient program funding. The PHA will verify this preference using the PHA's termination records.

**Veterans' preference:** This preference is available to current member of the U.S. Military Armed Forces, veterans, or spouses of veterans. The PHA will require U.S. government documents which indicate that the applicant qualifies under the above definition.

**Lake County Residency preference:** This preference is available for families, who live, work or has been hired to work in Lake County, IL. In order to verify that an applicant is a resident, the PHA will require a minimum of 2 of the following documents: utility bills, employer or agency records, school records, State issued ID, or voter's registration records. For families who have been hired to work in jurisdiction of the PHA, a statement from the employer will be required.

**Nursing Home preference:** This preference is available to any family who resides in a licensed nursing home or similar facility because they cannot afford housing. The PHA will require a letter from the facility verifying the residency and discharge date.

LCHA Policy- Limited Preference

**Section 811 Mainstream (Mainstream):** This preference is available for households who:

1. Meet the definition of Non-elderly person with disabilities as described above;
2. Who have been certified by the Continuum of Care (Name) with whom LCHA has executed a Memorandum of Understanding (MOU) as transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless;
3. Are referred to LCHA by the Lake County Coalition for the Homeless with whom LCHA has executed a Memorandum of Understanding (MOU) outlining the LCCH's responsibilities with respect to the provision of housing search assistance and supportive services for the referred household;
4. Have received a written commitment from the referring LCCH service provider for housing search assistance;
5. Have received a written commitment from the LCCH for supportive services to help the household's transition from homelessness and/or housing instability (as defined above) to permanent housing; and
6. Have received a written commitment from the LCCH for supportive services to help the household comply with Housing Choice Voucher program rules.
7. Have been certified as meeting the criteria for this preference by the LCCH noted above.

(See Exhibit 14)

After discussion Commissioner Considine moved, seconded by Vice Chairman Idleburg to adopt Resolution 2019-56.

Roll Call Vote:

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

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 18, 2019.

Bids

Capital and/or Operating Fund

1. Unit Turnaround - 28152 Wells Drive, Wauconda – AMP 5

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION NO. 2019-58**  
**(CAPITAL AND/OR OPERATING FUND)**  
**INFORMAL BID AWARD FOR PURCHASE OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**UNIT TURNAROUND – 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 bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Bee Liner Lean Services	Unit Turnaround	28152 Wells Drive, Wauconda/AMP 5	Not To Exceed \$27,995.00

(See Exhibits 14, 15)

After discussion Commissioner Considine moved, seconded by Vice Chairman Idleburg to adopt Resolution 2019-58.

Roll Call Vote:

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

Nays: .....None

Absent: .....Robinson

Abstain: .....None  
Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 18, 2019.

2. Fleet Maintenance Services – CO, HCV, AMPs 2, 3, 4, 5

After discussion, Vice Chairman Idleburg introduced the following Resolution:

**RESOLUTION NO. 2019-59**  
**(CAPITAL AND/OR OPERATING FUND)**  
**INFORMAL BID AWARD FOR PURCHASE OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**FLEET MAINTENANCE SERVICES – CO, HCV, AMPS 2, 3, 4, 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 materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>POINTS</u>
Enterprise Fleet Management	Fleet Maintenance Services	CO HCV, AMPs 2, 3, 4, 5	854/1,000

(See Exhibits 16, 17)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2019-59.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Mull, O’Kelly, Jordan  
Nays: .....None  
Absent: .....Robinson  
Abstain: .....None  
Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 18, 2019.

3. Elevator Service Contract – AMPs 2 & 3

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

**RESOLUTION NO. 2019-60**  
**(CAPITAL AND/OR OPERATING FUND)**  
**INFORMAL BID AWARD FOR PURCHASE OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**ELEVATOR SERVICE CONTRACTOR**

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 services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Anderson Elevator Company	Elevator Service Contract	Central Office, AMPs 2 & 3	Monthly \$2,585.00

(See Exhibits 18, 19)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-60.

Roll Call Vote:

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

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 18, 2019.

Operating

1. Go Section 8 Proposal – HCV

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

**RESOLUTION NO. 2019-61**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
SOLE SOURCE BID - GOSECTION8 SOFTWARE**

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>
GoSection8	Sole Source Bid Rent Reasonable Software	HCV	\$9,000.00/yr

(See Exhibits 20, 21)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-61.

Roll Call Vote:

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

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 18, 2019.



2. Access Control Security System – Central Office

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION NO. 2019-62**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES  
ACCESS CONTROL SYSTEM – CENTRAL OFFICE**

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>
Sonitrol	Access Control System	Central Office	\$17,150.00

(See Exhibits 22, 23)

After discussion Commissioner Considine moved, seconded by Vice Chairman Idleburg to adopt Resolution 2019-62.

Roll Call Vote:

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

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 18, 2019.

Commissioner Roundtable - Discussion

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

Commissioner O’Kelly congratulated Chairman Jordan on his reappointment to the Board of Commissioners for Lake County Housing Authority.

Commissioner Considine shared the details of Lake County Partners “Big Event” being held on May 17, 2019 at the Lincolnshire Marriott. He said it is the single largest gathering of business and civic leaders focused on economic growth and innovation.

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

At 1:18 p.m. Vice Chairman Idleburg moved, seconded by Commissioner Considine, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Robinson. Motion Carries.

The Board returned to open session at 1:31 p.m. and roll call was taken. Present: Considine, Idleburg, Mull, O’Kelly, Jordan. Absent: Robinson.

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

Commissioner Roundtable - Discussion

Commissioner O’Kelly voiced a concern regarding documentation issues of an application on the waiting list and the resulting accuracy. ED/CEO Lorraine Hocker stated she would investigate the occurrence and make any necessary corrections.

ADJOURNMENT

There being no further business to come before the Board, Vice Chairman Idleburg moved, seconded by Commissioner Considine to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:36 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer