

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held May 16, 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  
Kevin Considine, Commissioner  
Beverly Mull, Commissioner (Arrived at 12:36 p.m.)  
Diana O'Kelly, Commissioner

Absent:  
John Idleburg, Vice Chairman  
Curtis Robinson, Commissioner  
(Vacant) Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Khadija Darr, Chief Financial Officer  
Ofelia Navarro, Deputy Director  
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, May 14, 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

At 12:34 p.m. roll call was taken and the following Commissioners were present: Considine, O'Kelly, Jordan. Absent: Idleburg, 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.

#### OLD BUSINESS

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

On 4/9/19, LCHA received the Certificate of Occupancy for Regency at Coles Park. (See Exhibit 11)

Ms. Hocker reported as required, families have been attending briefing sessions and are allowed to move-in; there were about 17 moves-in. Approximately 38 families are ready to go; paperwork needs to be completed.

Commissioner Beverly Mull arrived at 12:36 p.m.

Chairman Jordan noted that a quorum of Commissioners was present.

#### OLD BUSINESS

##### OIG Audit Report 2018-CH-1007, dated 9/25/18

On 5/2/19 LCHA received a Revised Demand Letter and confirmation of receipt of our response(s) within the prescribed time. (See Exhibits 12, 13)

There are three (3) remaining Housing Choice Voucher (HCV) debts identified by the Office of Inspector General (OIG) from the audit of our HCV program.

The 5/2/19 letter confirmed supporting documentation was submitted after the initial demand letter, and the OIG reversed \$333,842 and the remaining amount to be returned is \$111,280. The remaining debts are as follows:

- \$10,119 in unearned administrative fees must be returned to the Treasury. (Payment Already Issued)
- \$111,280 in Family Self-Sufficiency (FSS) Coordinator Grant Funds.
- \$60,552 in unsupported/ineligible administrative expenses that must be reimbursed to your program administrative fund account from non-federal funds.

Congratulations to the LCHA staff and Deputy Director Ofelia Navarro for compiling the information for OIG to reverse \$333,842.

##### Energy Performance Contract – Johnson Controls, Inc.

The Board of Commissioners was mailed correspondence dated 5/1/19 from Johnson Controls (JCI) regarding the status of the Energy Performance Contract (EPC). Unless directed otherwise, JCI will terminate the pursuit of an EPC with LCHA effective 7/1/19. If terminated, LCHA will be responsible for an engineering fee to JCI. (See Exhibit 14)

Ms. Hocker may be exploring the services of another agency for an energy efficiency assessment at a considerable savings.

#### MINUTES – 4/18/19 REGULAR MEETING

#### MINUTES – 4/18/19 EXECUTIVE SESSION – Personnel Issues, Pending & Probable Litigation, Real Estate Transactions

After discussion, Commissioner O’Kelly moved, seconded by Commissioner Considine, to approve the Minutes of the April 18, 2019 Regular Meeting and Executive Session Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Mull, O’Kelly, Jordan. Absent and Not Voting: Idleburg, 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 09, 10)

Khadija reported the list of bills was substantially higher due in part to PILOT payments to the various counties.

A payment in lieu of taxes (usually abbreviated as PILOT, or sometimes as PILT) is a payment made to compensate a government for some or all of the property tax revenue lost due to tax exempt ownership or use of real property.

She stated Cook and McHenry counties returned LCHA's PILOT payment but Lake County (\$136,000) retains the PILOT payment. She stated this list of bills also reflects \$250,000 of LCHA's treasury reimbursement as per the OIG Audit findings.

Khadija reported LCHA received notice from HUD that after the annual reconciliation to determine accurate amount of funding, it was determined LCHA was under-funded for administrative and will therefore receive an additional \$36,000 but housing funding will have \$105,000 offset as it was determined LCHA was over-funded based on our lease-up. She explained the offset will be taken from our HUD-held reserves.

Khadija reported public housing rent collections are over 100%; aged receivables decreased by 52% mainly due to write-offs.

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

REPORTS

The following reports for April 2019 were provided for review.

- Capital Improvements, ..... Keon Jackson, Director of Asset Management  
Procurement, Public Housing Program, (Exhibit 01)  
Maintenance, LCHA Rentals
  
- Housing Choice Voucher Program..... Gilma Beachem, Dir. 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, Deputy Director  
(Exhibit 04)
- Human Resources..... Lefran Elgezdi, Director of Human Resources  
(Exhibit 05)
- FOIA/OMA<sup>3</sup>, Travel-Training ..... Valerie Rogers, Executive Secretary/FOIA & OMA  
(Exhibit 06)

Other Matters

1. Thank you to Commissioner Beverly Mull for supplying her Certificate of Training for the Open Meetings Act as required by Section 1.05 (b) of OMA. (See Exhibit 07)
2. Ms. Hocker announced LCHA had been selected for participation in Round 6 of the Foreclosure Prevention Program (FPP). LCHA's grant award amount is \$76,500.00. Under the Foreclosure Prevention Program Fund (FPP), IHDA<sup>4</sup> provides grants to community based organizations and housing counseling agencies approved by the HUD for capacity building, operational expenses, pre and post purchase counseling, financial literacy counseling, foreclosure counseling and education, and staff/counselor training. (See Exhibit 08)
3. LCHA is scheduling an energy efficiency assessment with Elevate Energy for our public housing units. Elevate Energy helps nonprofit organizations improve their buildings and reduce their energy costs so they can divert more resources to the important programs they operate in their communities. They help nonprofit organizations understand how they can improve their facilities, help them prioritize upgrades that are practical, easy, and affordable, and act as their advocate through the entire process.

NEW BUSINESS

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

1. Executive Director/CEO Lorraine Hocker. 4/10/19 – 4/12/19  
IAHA Maintenance & Management Clinic, Springfield, IL

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:

(See next page for Resolution.)

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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> Illinois Housing Development Authority

**RESOLUTION 2019-63**

**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 15, 16)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-63.

Roll Call Vote:

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

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 16, 2019.

**Reaffirmation of Application & Authorization to Participate – IHDA’s Foreclosure Prevention Program**

The Foreclosure Prevention Program (FPP) was created in 2010 with the passage of the Save Our Neighborhoods Act, Senate Bill 3739. Funding comes through a \$50 fee for plaintiffs filing a foreclosure complaint, which goes toward funding foreclosure prevention efforts. The purpose of the Program is to use moneys appropriated from the Foreclosure Prevention Program Funds to support housing counseling and foreclosure prevention outreach. Under the Program, the Illinois Housing Development Authority (IHDA) will make grants to the Counseling Agencies and the Community-Based Organizations for Eligible Uses, as defined in Section 385.303 of the Program. This grant will significantly enhance LCHA’s current activities in Housing Counseling.

LCHA submitted an application for funding under Round 6 of the FPP and is seeking your reaffirmation of the application and authorization to participate in the program.

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

**RESOLUTION 2019-64**

**REAFFIRMATION OF APPLICATION & AUTHORIZATION TO PARTICIPATE**

**IHDA'S FORECLOSURE PREVENTION PROGRAM**

**WHEREAS**, the Board of Commissioners ("Board of Commissioners") of the Housing Authority of the County of Lake, an Illinois not for profit corporation (the "Corporation"), do hereby adopt the following resolutions all of which are in accordance with the Articles of Incorporation and the By-Laws of the Corporation; and

**WHEREAS**, the Illinois Housing Development Authority (the "Authority") has issued and the Corporation has accepted, that certain Conditional Commitment Letter (together with any amendments thereto, the "Commitment"), pursuant to which the Authority has agreed to issue a grant from the Foreclosure Prevention Program (the "Program") to the Corporation in an amount not to exceed Seventy-Six Thousand, Five Hundred and 00/100 Dollars (\$76,500.00) (the "Grant") and the Corporation will use the Grant funds solely and exclusively for eligible activities in connection with Program and for no other purpose; and

**WHEREAS**, the Board of Commissioners deems it to be in the best interest of the Corporation to enter into the Commitment and accept the Grant;

**NOW, THEREFORE, BE IT RESOLVED**, the Corporation hereby accepts the Grant; and

**BE IT FURTHER RESOLVED**, that the Corporation shall enter into a Program Funding Agreement for the Program (the Agreement") with the Authority wherein the Corporation agrees to perform Program services in return for the Funds; and

**BE IT FURTHER RESOLVED**, that the Corporation hereby accepts the Grant, agrees to deliver and/or execute the Agreement and any and all other instruments, certifications and agreements as may be necessary or desirable for the Corporation to perform all of its obligations and duties under the Program (including any amendments, other agreements or supplements); and

**BE IT FURTHER RESOLVED**, that Lorraine Hocker, Executive Director/Chief Executive Officer, without the necessity or requirement for the signature of another person, are hereby authorized, empowered, and directed to execute on behalf of the Corporation the Agreement, Commitment and all other documents and instruments relating to the Grant to be delivered to the Authority in connection with the closing of the Grant and take such further action on behalf of the Corporation as they deem necessary to effectuate the foregoing resolutions; and

**BE IT FURTHER RESOLVED**, that the Corporation hereby ratifies, authorizes, confirms and approves any prior action of the Corporation taken in furtherance of the foregoing resolutions and any and all documents and instruments, previously executed on behalf of the Corporation in connection with the Grant.

(See Exhibits 17, 18)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-64.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 16, 2019.

Approval of Memorandum of Agreement between Lake County Housing Authority and Catholic Charities

Ms. Hocker explained this non-financial cooperative agreement encourages and allows both agencies to better serve its clients. Our partnership has been beneficial and it is recommended to continue. The contract period is from July 1, 2019 – June 30, 2020.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION 2019-65**

**APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN**

**LAKE COUNTY HOUSING AUTHORITY AND CATHOLIC CHARITIES**

**WHEREAS**, the Housing Authority of the County of Lake and Catholic Charities of the Archdiocese of Chicago/Lake County Services both serve clients through Family Self-Sufficiency programs; and

**WHEREAS**, it is the expectation of both parties that clients who are served by both agencies will benefit from interagency treatment planning; and

**WHEREAS** where the two agencies primarily interface, a successful cooperative and reciprocal working arrangement between the agencies has transpired over the years; and

**WHEREAS**, the purpose of this agreement is to establish in writing the ongoing interagency planning so that clients referee between the two agencies receive the maximum beneficial care and careful treatment planning with the minimum of duplication of services;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of LCHA hereby approves the Executive Director and or her designee to execute the Memorandum of Agreement Between Lake County Housing Authority and Catholic Charities of The Archdiocese of Chicago in substantially the form attached hereto and incorporated herein by reference.

(See Exhibits 19, 20)

After discussion Commissioner Mull moved, seconded by Commissioner Considine to adopt Resolution 2019-65.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 16, 2019.

Amending the Housing Choice Voucher Administrative Plan

The changes to the Lake County Housing Authority Administrative Plan are being proposed to reflect updates in regulations, PHA operations, and to ensure staff consistency in operations. LCHA will give the required public notice by publishing the relevant information in suitable media outlets including, but not limited to *The Daily Herald*, local social service agencies, Facebook and on the LCHA website.

Chapter 6: Strike all on pages 1 through 68  
Add verbiage on pages 69 through 77

Chapter 7: Strike all on pages 1 through 35  
Add verbiage on pages 36 and 37

Chapter 10: Strike all on pages 1 through 22  
Add verbiage on pages 23 and 24

Chapter 11: Strike all on pages 1 through 15  
Add verbiage on pages 16, 17 and 18

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION 2019-66**

**ADOPTING A REVISED SECTION 8 ADMINISTRATIVE PLAN**

**WHEREAS**, the Housing Authority of the County of Lake (LCHA) must adopt a written administrative plan that establishes local policies for administration of the program in accordance with HUD requirements; and

**WHEREAS**, a thorough review of LCHA’s Housing Choice Voucher (HCV) Administrative Plan demonstrated a need for alignment with HCV operations and procedures; and

**WHEREAS**, it is also necessary to conform the Authority’s Housing Choice Voucher Administrative Plan with HUD regulations; and



**WHEREAS**, the Administrative Plan and any revisions of the plan must be formally adopted by LCHA's Board of Commissioners;

**NOW, THEREFORE BE IT RESOLVED**, that the Housing Choice Administrative Plan revise Sections 6, 7, 10 and 11 by deleting all items that are stricken and adding the items following the stricken sections as attached and

**BE IT FURTHER RESOLVED**, as required under 24 CFR § 903.17, LCHA will exhibit public notice by publishing the relevant information in suitable media outlets including, but not limited to *The Daily Herald*, local social service agencies, Facebook and the LCHA website upon the Board of Commissioners review and approval.

(See Exhibits 21, 22, 23, 24, 25)

After discussion Commissioner Considine moved, seconded by Commissioner O'Kelly to adopt Resolution 2019-66.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg, Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 16, 2019.

Bids

Capital and/or Operating Fund

1. Concrete Repairs – Warren Manor & Almond Townhomes – AMPs 2 & 4

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION NO. 2019-67**

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

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**CONCRETE REPAIRS – WARREN MANOR & ALMOND TOWNHOMES – AMPS 2 & 4**

**WHEREAS**, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

**WHEREAS**, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

**WHEREAS**, the following contractor is determined not to be on the HUD Debarred Contractors list;

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Bee Liner Lean	Concrete Repairs	Warren Manor, Gone & Almond Townhomes, Gurnee/AMPs 2 & 4	Not To Exceed \$34,999.00

(See Exhibits 26, 27)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-67.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg, Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 16, 2019.

Operating

1. Microsoft Office 365 – Agency Wide

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION NO. 2019-68**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**MICROSOFT OFFICE 365**

**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>
Lentner LLC	Microsoft Office 365	Agency Wide	Not To Exceed \$12,360.00/year

(See Exhibits 28, 29)

After discussion Commissioner Mull moved, seconded by Commissioner Considine to adopt Resolution 2019-68.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg, Robinson

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on May 16, 2019.

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items as initiated by members of the Board. No items of discussion were initiated by the Commissioners.

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

At 12:52 p.m. Commissioner Considine moved, seconded by Commissioner Mull, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted unanimously in favor of the motion. Motion Carries

The Board returned to open session at 1:10 p.m. and roll call was taken. Present: Considine, Mull, O’Kelly, Jordan. Absent: Idleburg, Robinson.

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

(See next page for Adjournment)

ADJOURNMENT

There being no further business to come before the Board, Commissioner Mull moved, seconded by Commissioner Considine to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:11 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer