

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held August 15, 2019, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)
John Idleburg, Vice Chairman
Kevin Considine, Commissioner (Exited the meeting at 1:32 p.m.)
Susan Malter, Commissioner
Beverly Mull, Commissioner
Diana O'Kelly, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chairman
Curtis Robinson, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Keon Jackson, Director of Asset Management
Jeff Zimmermann, Director of Information Technology
John Sykes, Contracted Senior Accountant
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, August 13, 2019 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org.

ROLL CALL

Noting that a quorum of Commissioners was present, Vice Chairman Idleburg called the meeting to order at 12:30 p.m. Roll call was taken, and the following Commissioners were present: Considine, Malter, Mull, O'Kelly, Idleburg. Absent: Jordan, Robinson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

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

MINUTES – 7/8/19 ANNUAL MEETING
MINUTES – 7/8/19 REGULAR MEETING

After discussion, Commissioner Considine moved, seconded by Commissioner O'Kelly, to approve the Minutes of the July 8, 2019 Annual and Regular Meetings. The Board voted unanimously in favor of the motion. 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 submitted by Chief Financial Officer Khadija Darr. (See Exhibits 10, 11)

ED/CEO Lorraine Hocker opened the floor for comments or questions.

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, Malter, Mull, O’Kelly, Idleburg. Absent and Not Voting: Jordan, Robinson. Motion Carries.

REPORTS

The following reports for July 2019 were provided.

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

Other Matters

1. Thank you to Commissioner Malter for completing her Open Meetings Act training and supplying the required Certificate of Completion. (See Exhibit 07)

¹ Family Self-Sufficiency Program

² Family Unification Program

³ Freedom of Information Act. Open Meetings Act.

2. LCHA contracted with Anderson Environmental in October 2018 to conduct our environmental review services. They have finalized our unit addresses in HUD's HEROS system. Anderson reports full completion meaning LCHA met the 8/7/19 deadline set by HUD.
3. We have set the date & begun preparation for a celebration with our staff and their families for the LCHA staff picnic. As you are a very important part of our family, we hope you will be able to join us. It will be held on Wednesday, August 28th from 12:30 noon to 4:00 p.m. at Independence Grove, North Bay Pavilion, 16400 W. Buckley Road, Libertyville, 60048.
4. The audited financial statements for the fiscal year ended September 30, 2018 have been completed. It reports the PHA's financial activities and its overall financial position and to show whether current year revenues covered current year expenses and the extent to which the PHA has invested its capital assets. Chief Financial Officer Khadija Darr summarized the findings. The full report is attached. (See Exhibits 08, 09)
5. The Chicago Field Office team will be on-site August 13-14, 2019. They will review and discuss the remaining open findings for the 2018-CH-1007, OIG Audit that was issued September 25, 2018. The team will consist of Cynthia Mitchell, Portfolio Management Specialist, Donica Davis, Financial Analyst, Mike Siry, Engineer and Tedd Termunde, Program Analyst.

NEW BUSINESS

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

Lorraine Hocker, Executive Director/CEO

1. 5/14/19 - 5/15/19, HUD PHA Financial Reporting Training, Washington, DC
2. 6/11/19 - 6/13/19, HUD Part 58 Environmental Review Training, Chicago, IL
3. 6/14/2019, HUD Regional Housing Preservation Forum, Chicago, IL
4. 6/18/19 - 6/19/19, HUD EIV Training, Chicago, IL

Dr. H. Lee Jordan, Jr., Chairman:

5. 6/2/19 - 6/6/19, PHADA 2019 Annual Convention, Ft. Lauderdale, FL

John Idleburg, Vice Chairman:

6. 7/11/19 - 7/13/19, NAHRO 2019 Summer Conference, Boston, MA

Beverly Mull, Commissioner:

7. 7/11/19 - 7/13/19, NAHRO 2019 Summer Conference, Boston, MA

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 2019-82

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.

(Exhibits 12, 13, 14, 15, 16, 17, 18, 19)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-82.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

Reaffirmation of Letter of Support-YouthBuild Lake County’s Application – 2019 Department of Labor/YouthBuild Grant

YouthBuild Lake County (YBLC) is applying for the DOL grant that will serve 70 students over the next two years. We have worked in unison with YBLC for many years through the Internship Program and fully support their mission.

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION 2019-83

APPROVAL OF LETTER OF SUPPORT – YOUTHBUILD LAKE COUNTY

WHEREAS, YouthBuild Lake County (YBLC) serves as a catalyst of change for low income and underserved young people (ages 16-24) with education, counseling, leadership, construction, and graduate resources; and

WHEREAS, Lake County Housing Authority has been in partnership with YBLC with our internship program since December 2007; and

WHEREAS, LCHA is committed to assisting YBLC with their career training services, paid internships/work experiences, guidance and support in training curriculum and development; and

WHEREAS, the YouthBuild Lake County program is funded through a grant from the Employment and Training Administration of the U.S. Department of Labor;

NOW, THEREFORE, BE IT RESOLVED, the Lake County Housing Authority is in full support of YBLC’s application for the 2019 U.S. Department of Labor YouthBuild Grant.

(See Exhibits 20, 21)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-83.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

Reaffirmation of Letter of Support-Youth Conservation Corps. Application – 2019 Department of Labor/YouthBuild Grant

At the 11/17/16 Board meeting, by Resolution 2017-25, LCHA and the Youth Conservation Corps (YCC) entered into an Internship Program Agreement. YCC is again applying for the DOL grant.

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2019-84

APPROVAL OF LETTER OF SUPPORT – YOUTH CONSERVATION CORPS

WHEREAS, the Youth Conservation Corps YouthBuild Waukegan is a non-profit organization committed to providing Lake County’s young people with education, certification programs and career development to build skills for life; and

WHEREAS, Lake County Housing Authority’s mission is to provide safe, decent, and sanitary affordable housing while promoting opportunities for social, economic, and community development; and

WHEREAS, Lake County Housing Authority recognizes Youth Conservation Corps’ efforts to prepare young people for the trades and supports the YouthBuild program by providing internships and job placement opportunities for the members of Youth Conservation Corps; and

WHEREAS, the Youth Conservation Corps YouthBuild Waukegan program is funded through a grant from the Employment and Training Administration of the U.S. Department of Labor;

NOW, THEREFORE, BE IT RESOLVED, the Lake County Housing Authority is in full support of Youth Conservation Corps YouthBuild Waukegan’s application for the 2019 U.S. Department of Labor YouthBuild Grant.

(See Exhibits 22, 23)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2019-84.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

Authorization to Enter into a Service Agreement With ServicePoint Data Services and To Participate in The ServicePoint Referral Network

The ServicePoint® Referral Network (“ServicePoint”) is an information system that helps improve service delivery and evaluate the effectiveness of services provided. Lake County uses ServicePoint® as its Homeless Management Information System (HMIS). LCHA wishes to maximize its utilization and effectiveness of our Mainstream Vouchers and therefore, is asking to utilize ServicePoint as a tool.

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

RESOLUTION 2019-85

**AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH
SERVICEPOINT DATA SERVICES AND
TO PARTICIPATE IN THE SERVICEPOINT REFERRAL NETWORK**

WHEREAS, the SERVICEPOINT Referral Network is an information system that helps improve service delivery and evaluate the effectiveness of services provided; and

WHEREAS, all programs funded under US Department of Housing and Urban Development McKinney-Vento Act as amended by the HEARTH Act or the Emergency Solutions Grant are required to participate in a Homeless Management Information System (HMIS) as a condition of their funding; and

WHEREAS, while HUD does not require providers that do not receive HUD funds to participate in SERVICEPOINT, it strongly encourages their participation in order to achieve a comprehensive and accurate understanding of homelessness and other social service needs in Lake County; and

WHEREAS, Lake County will be using SERVICEPOINT as its HMIS to track Mainstream vouchers;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of LCHA hereby grants authorization for its Executive Director and/or her designee to enter into the attached Service Agreement with SERVICEPOINT Data Services; and

BE IT FURTHER RESOLVED, that the Housing Authority of the County of Lake is hereby authorized to participate in the SERVICEPOINT Referral Network.

(See Exhibits 24, 25)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-85.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

Approval of Job Center of Lake County MOU & Operating Budget for July 2019-June 2020

The Lake County Workforce Development Board approached LCHA to execute a Memorandum of Understanding initiated in 2018. The MOU describes cost sharing, service access, service delivery and other matters essential to the establishment of effective local workforce development services under WIOA (§678.705).

The MOU will be used as an essential tool for achieving a key goal of WIOA – establishing an integrated and effective local workforce delivery system that produces the skilled workers that businesses in Lake County and regional economies require. The MOU is intended to reflect the shared vision and commitment of the Workforce Development Board and required partners to high-quality workforce development systems and centers, and be consistent with the vision articulated by the Federal government and State, regional and local planning priorities.

ED/CEO Lorraine Hocker explained the final details have not yet been established. She hopes to have it ready for the September 2019 meeting.

Rescind Resolution 2019-62 – Access Control System – Sonitrol

The Board approved a bid award on 4/18/19 by Resolution 2019-62 to Sonitrol for an Access Control System. Sonitrol subsequently petitioned LCHA to revoke their bid submission. No work had begun.

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

RESOLUTION 2019-86

RESCINDING BID AWARD

(OPERATING)

INFORMAL BID AWARD FOR PURCHASES OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

ACCESS CONTROL SYSTEM – CENTRAL OFFICE

RESOLUTION 2019-62

WHEREAS, at the Authority’s Regular Board Meeting on April 18, 2019 a bid for Access Control System for the Central Office was awarded by Resolution 2019-62 to Sonitrol for the Central Office-COCC in the amount of \$17,150.00; and

WHEREAS, no work had begun when the vendor informed us, they could not meet the terms of the contract, due to cost and contractual obligations; and

WHEREAS, an email notifying LCHA of this intent was received on June 10, 2019 expressing termination of contract;

NOW, THEREFORE, BE IT RESOLVED, that the bid award made at the April 18, 2019 Regular Board Meeting by Resolution 2019-62 be and is hereby rescinded.

(See Exhibit 26)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-86.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

Rescind Resolution 2019-80 – Parking Lot Resurfacing at Shiloh Towers –
Nabar Sealcoating & Paving, LLC

The Board approved a bid award on 7/8/19 by Resolution 2019-80 to Nabar Sealcoating & Paving for Parking Lot Resurfacing at Shiloh. Nabar subsequently petitioned LCHA to revoke their bid submission. No work had begun.

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

RESOLUTION 2019-87
RESCINDING BID AWARD
(CAPITAL FUND)
INFORMAL BID AWARD FOR PURCHASES OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
PARKING LOT RESURFACING – SHILOH TOWER – AMP 2
RESOLUTION 2019-80

WHEREAS, at the Authority’s Regular Board Meeting on July 8, 2019 a bid for Parking Lot Resurfacing was awarded by Resolution 2019-80 to Nabar Sealcoating and Paving for Shiloh Towers-AMP 2 in the amount of \$65,000.00; and

WHEREAS, no work had begun when the contractor informed us, he could not meet the terms of the contract due to cost and personal reasons; and

WHEREAS, an email notifying LCHA of this intent was received on July 18, 2019 expressing termination of contract;

NOW, THEREFORE, BE IT RESOLVED, that the bid award made at the July 8, 2019 Regular Board Meeting by Resolution 2019-80 be and is hereby rescinded.

(See Exhibit 27)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-87.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

Bids

Capital Fund

1. Unit Turnaround-12786 West Blanchard, Beach Park-AMP 4

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2019-88

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 12786 WEST BLANCHARD, BEACH PARK – AMP 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 service.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Charleston Building Services	Unit Turnaround	12786 West Blanchard, Beach Park/AMP 4	Not To Exceed \$33,100.00

(See Exhibits 28, 29)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-88.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

2. Parking Lot Resurfacing – Shiloh Towers – AMP 2

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2019-89

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

PARKING LOT RESURFACING – SHILOH TOWERS, ZION – AMP 2

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

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

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

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Total Paving And Brick Services	Parking Lot Resurfacing & Marking	Shiloh Towers, 1525 27 th Street, Zion/AMP 2	\$68,520.00

(See Exhibits 30, 31)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-89.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

3. Parking Lot Resurfacing – Kuester Manor – AMP 3

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2019-94

(CAPITAL FUND)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

PARKING LOT RESURFACING – KUESTER MANOR, WAUCONDA – AMP 3

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

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

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

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Chicagoland Paving	Parking Lot Resurfacing	Kuester Manor, 310 Osage, Wauconda/AMP 3	Not To Exceed \$38,500.00

(See Exhibits 40, 41)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-94.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

Operating Fund

1. Office Partitions – Central Office

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2019-90
(OPERATING)
INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
OFFICE PARTITIONS – CENTRAL OFFICE/COCC

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>
Office Furniture Warehouse Of Kenosha, LLC	Office Partitions	HCV & COCC	\$29,812.00

(See Exhibits 32, 33)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-90.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

2. Electrical Infrastructure Wiring – Central Office

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2019-91

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
ELECTRICAL INFRASTRUCTURE WIRING – HCV/COCC**

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>
Dean Investments	Electrical Infrastructure Wiring	HCV & COCC	\$7,950.00

(See Exhibits 34, 35)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-91.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

3. Anti-Virus Software – AMPs 2&3/HCV/COCC

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2019-92

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
ANTI VIRUS SOFTWARE – AMPS 2 & 3, HCV & COCC**

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>
Front Blade Systems, Inc.	Anti-Virus Software	AMPs 2 & 3, HCV & COCC	Annually \$1,158.30

(See Exhibits 36, 37)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-92.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

4. Access Control Security System – Central Office

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2019-93

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
ACCESS CONTROL SYSTEM – HCV & COCC**

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>
Allied Tele-Com, Inc.	Access Control System	Central Office	\$18,783.42

(See Exhibits 38, 39)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2019-93.

Roll Call Vote:

Ayes:Considine, Malter, Mull, O’Kelly, Idleburg

Nays:None

Absent:Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

Commissioner Roundtable - Discussion

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

Commissioner O’Kelly requested an explanation of the deficiencies of the audit report in regard to expense over runs. Contracted Senior Accountant John Sykes stated the FY 2020 Budget will be presented at the September Board meeting. With it will be an adjusted FY 2019 Budget with Actuals through July to more accurately depict the performance of the Housing Authority. LCHA will implement

mandatory budget meetings with key member of management identifying projected vs. actual variances on a routine basis.

Commissioner Malter went to the Indiana Commissioner training (IN IL NAHRO 2019 Conference) and spoke of four (4) topics.

- Audio recordings of the open portion of the Board meetings - review of the local Records Act for their preservation
- If there is an audit, the actual auditor should provide a presentation to the Commissioners
- Anyone new, six months or newer, should spend two hours per week with the Executive Director and the Chairperson
- Never say “so moved” – should restate the full recital of the resolution

The Board recognized two people who entered the meeting room and were seated in the audience section. The consensus of the Board was to allow an opportunity for public comment.

ED/CEO Lorraine Hocker introduced Director of FSS & Special Programs, Heidi Semenek to the Board. She explained Heidi comes with 23 experience in FSS and was key to satisfying and closing many of the items from the audit review regarding FSS. Ms. Semenek exited the meeting.

Kevin Carter stated he is the landowner/neighbor to an LCHA public housing property located at 207-209 Dundee Avenue, Barrington. He inquired as to the procedure to propose purchasing this property from LCHA. Mr. Carter exited the meeting at 12:57 p.m.

Executive Session – Personnel Matters, Pending & Probable Litigation

At 12:58 p.m. Commissioner Malter moved, seconded by Commissioner O’Kelly, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation. The Board voted as follows: Ayes: Considine, Malter, Mull, O’Kelly, Idleburg. Absent and Not Voting: Jordan, Robinson. Motion Carries.

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

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

Commissioner Considine exited the meeting at 1:32 p.m.

Approval of Settlement Agreement – McCann Construction Litigation

After discussion, Ms. O’Kelly introduced the following Resolution:

RESOLUTION NO. 2019-95

APPROVAL OF A SETTLEMENT AGREEMENT AMONG

THE LAKE COUNTY HOUSING AUTHORITY,

PATRICK MCCANN, INC. AND ALL AMERICAN EXTERIORS

WHEREAS, in 2017, Patrick McCann, Inc. filed suit against the Lake County Housing Authority (LCHA) for an alleged breach of contract in the Circuit Court for the Nineteenth Judicial Circuit, Lake County, Illinois, entitled *Patrick McCann, Inc., an Illinois corporation, v. Lake County Housing Authority*, and bearing Case No. 17 CH 518; and

WHEREAS, All American Exteriors was named as an additional party to the lawsuit; and

WHEREAS, the parties have reached a negotiated settlement that will dispose of the lawsuit and will enable both Patrick McCann, Inc. and All American Exteriors to complete work on LCHA's buildings pursuant to the original bids submitted; and

WHEREAS, the Lake County Housing Authority finds it is in the best interest of the agency to settle the dispute, rather than continue litigating the matter; and

WHEREAS, LCHA desires to enter into a Settlement Agreement, a copy of which is attached hereto as Exhibit "A" and incorporated by reference, with Patrick McCann, Inc. and All American Exteriors;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Lake County Housing Authority does hereby approve authorizing the Executive Director of the Lake County Housing Authority to execute a Settlement Agreement with Patrick McCann, Inc. and All American Exteriors related to Lake County Case No. 17 CH 518, in substantially the form of the attached Agreement, subject to final attorney review and modification.

(See Exhibit 42, 43)

After discussion Commissioner O'Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-95.

Roll Call Vote:

Ayes:Malter, Mull, O'Kelly, Idleburg

Nays:None

Absent:Considine, Jordan, Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on August 15, 2019.

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ADJOURNMENT

There being no further business to come before the Board, Commissioner Malter moved, seconded by Commissioner Mull to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:33 p.m.

John Idleburg
Vice Chairman

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer