

**Pursuant To Executive Order 2020-07 Signed By Governor Pritzker And Guidance Provided By Legal Counsel, The Lake County Housing Authority Conducted All Of This Meeting By Use Of Telephonic Or Electronic Means Without A Physical Quorum Present In The Boardroom. Public Access To This Meeting Was Available As Follows: For Access Call: 1 312-626-6799 And Enter Meeting Id 233 118 943.**

Consequently, the rescheduled March 2020 Regular Board Meeting of the Housing Authority of the County of Lake was rescheduled to March 25, 2020 as an audio-only teleconference. A public notice of the rescheduled meeting and the opportunity for telephonic access by the public has been posted on LCHA's social media and website ([www.lakecountyha.org](http://www.lakecountyha.org)). Notice was also sent to all media requesting notice. (See Exhibit 23)

The Rescheduled Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held March 25, 2020, telephonically and at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

(Commissioners participated in this Board Meeting via audio teleconference.)

Present: Dr. H. Lee Jordan, Jr., Chairman  
Kevin Considine, Commissioner  
Susan Malter, Commissioner  
Beverly Mull, Commissioner

Absent: John Idleburg, Vice Chairman  
Diana O'Kelly, Commissioner  
Curtis Robinson, Commissioner

(Participating via audio teleconferencing)

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Ofelia Navarro, Deputy Director  
Valerie Rogers, Executive Secretary

Others: Jean Kenol, Authority Attorney

As required by the Open Meetings Act at 5 ILCS 120, Section 2.02, public notice and the agenda were posted at least 48 hours before this rescheduled meeting. The notice and agenda were posted prior to 10:00 a.m. on Monday, March 23, 2020 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030, on the agency's website, [www.lakecountyha.org](http://www.lakecountyha.org) and to news media, in particular to any media that filed an annual request for such a notice. (See Exhibit 23)

## ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 10:05 a.m. Roll call was taken, and the following Commissioners were present: Considine, Malter, Mull, Jordan. Absent: Idleburg, O'Kelly, Robinson.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

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

MINUTES – 2/20/20 REGULAR MEETING

MINUTES – 2/20/20 EXECUTIVE SESSION - Personnel Matters and Real Estate Transactions

After discussion, Commissioner Considine moved, seconded by Commissioner Mull to approve the Minutes of the February 20, 2020 Regular Meeting and Executive Session-Personnel Matters and Real Estate Transactions. The Board voted as follows: Ayes: Considine, Malter, Mull, Jordan. Nays: None. Absent and Not Voting: Idleburg, O’Kelly, Robinson. Motion Carries.

FINANCE REPORT

The list of bills and financial report was submitted by Chief Financial Officer Khadija Darr. (See Exhibits 12, 13)

After discussion, Commissioner Malter moved, seconded by Commissioner Mull to approve the list of bills as presented. The Board voted as follows: Ayes: Considine, Malter, Mull, Jordan. Nays: None. Absent and Not Voting: Idleburg, O’Kelly, Robinson. Motion Carries.

REPORTS

The following reports for February 2020 were provided.

- Public Housing Program, LCHA Rentals..... Aaron Broeski, Director of Public Housing  
Maintenance, Public Housing Inspections..... (Exhibit 02)
- Housing Choice Voucher Program..... Gilma Beachem, Dir. of Housing Choice Voucher  
(Exhibit 03)
- PBV<sup>1</sup>, RHI<sup>2</sup>, Mainstream Vouchers, ..... Jennifer Clemons-Ferguson, Director of Compliance  
Portability, Collections & Fraud..... (Exhibit 04)
- FSS<sup>3</sup>, Housing Counseling ..... Heidi Semenek, Dir. FSS, Special Programs & FUP<sup>4</sup>  
(Exhibit 05)
- Human Resources..... Lefran Elgezdi, Director of Human Resources  
(Exhibit 06)
- FOIA/OMA<sup>5</sup>, Travel-Training ..... Valerie Rogers, Executive Secretary/FOIA & OMA  
(Exhibit 07)

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<sup>1</sup> Project-Based Vouchers  
<sup>2</sup> Regional Housing Initiative  
<sup>3</sup> Family Self-Sufficiency Program  
<sup>4</sup> Family Unification Program  
<sup>5</sup> Freedom of Information Act. Open Meetings Act.

Other Matters

1. Commissioners were reminded to complete the Statement of Economic Interest (SEI).
2. On 2/11/20, LCHA was notified by HUD that the Housing Choice Voucher self-assessment, SEMAP scored the HCV Program as a *High Performer*. (See Exhibit 08)

As required, LCHA replied with a written report describing the action to be taken to correct our zero rating for Indicators 6 and 8. (See Exhibit 09)

3. On 3/11/20, LCHA was notified by HUD of the Preliminary Closeout of Capital Funding for FY 2016. Pending LCHA's next fiscal audit, this means the full amount of \$859,000 was approved, disbursed and expended in a timely manner. (See Exhibit 10)
4. On March 6, 2020, a press conference was held announcing LCHA to be a recipient of a ROSS Grant award in the amount of \$239,000. The U.S. Department of Housing and Urban Development (HUD) Midwest Regional Administrator, Joseph P. Galvan joined Executive Director/CEO, Lorraine Hocker to make a funding announcement that will connect LCHA public housing residents with employment training, financial literacy services, educational opportunities, and health and wellness programs. (See Exhibit 11)

NEW BUSINESS

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

1. Dr. H. Lee Jordan, Jr., Chairman  
PHADA 2020 Commissioners' Conference, Phoenix, AZ. 1/5/20-1/8/20

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. A roll call vote by the Board is also required when combined travel expenditures for any one event is greater than \$4,000.00.

After discussion, Commissioner Malter introduced the following Resolution:

**RESOLUTION 2020-41**

**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 14, 15)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2020-41.

Roll Call Vote:

Ayes: .....Considine, Malter, Mull, Jordan

Nays: .....None

Absent: .....Idleburg, O’Kelly, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 25, 2020.

Approval to Accept Proof of Loss and To Remove Vehicles From Inventory

1. 2012 Ford Van
2. 2009 Ford Focus

In December 2019 and January 2020, two LCHA owned vehicles suffered damage beyond repair as determined by our insurance carrier AHRMA.

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION NO. 2020-42**

**APPROVAL TO ACCEPT PROOF OF LOSS AND TO**

**REMOVE VEHICLE FROM INVENTORY**

**WHEREAS**, Lake County Housing Authority is the owner of the vehicles (2) described as:

Ford Van 2012

VIN #1FTNE2EW1CDAY6577

License Plate M189586

Ford Focus 2009

VIN #1FAHP3FN4AW109116

License Plate M177450

registered in the County of Lake for the year 2020; and

**WHEREAS**, LCHA hereby certifies that on 1/21/2020 said vehicle sustained collision damage; and

**WHEREAS**, LCHA’s insurance carrier, the Assisted Housing Risk Management Association (AHRMA), upon considering repair costs and current value have declared said vehicle to be a total loss; and

**WHEREAS**, said vehicle will not be reconditioned or rebuilt; and

**WHEREAS**, the last issued Certificate of Title has been properly endorsed, Certificate of Registration and License Plates assigned to said motor vehicle are herewith surrendered for cancellation; and

**WHEREAS**, LCHA is willing to accept AHRMA’s Proof of Loss offering a cash pay-out of \$9,500.00 less a deductible; and

**WHEREAS**, LCHA is willing to accept an \$600 from Copart Salvage Company to dispose of the vehicle.

**NOW, THEREFORE, BE IT RESOLVED** that the attached Proof of Loss is accepted and incorporated as presented herein; and

**BE IT FURTHER RESOLVED**, said vehicle is permanently removed from Lake County Housing Authority’s inventory.

(See Exhibits 16, 17, 18)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2020-42.

Roll Call Vote:

Ayes: .....Considine, Malter, Mull, Jordan

Nays: .....None

Absent: .....Idleburg, O’Kelly, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 25, 2020.

Authorization For FY 2020/March Collection Losses-Public Housing

Writing off bad debts is a periodic event. All accounts have been terminated, skipped, evicted, etc. and sent to the collection agency.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION NO. 2020-43**

**AUTHORIZATION FOR FY 2020/MARCH COLLECTION LOSSES – PUBLIC HOUSING**

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

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

<u>Account #</u>	<u>Amount</u>	<u>Amp</u>
#0134-9	\$2,259.70	2
#0128-6	\$294.96	2
#0147-4	\$349.83	2
#0171-10	\$1,047.90	2
#0485-8	\$227.99	2
#0508-3	\$23.93	2
#0499-4	\$495.92	2
#0337-9	\$275.54	2
#0218-7	\$409.84	3
#0185-8	\$114.95	3
#0260-8	\$28.83	3
#0223-13	\$14.90	3
#0258-17	\$11.00	3
#0282-11	\$639.97	3
#0433-2	\$6.02	3
#0456-9	\$235.90	4
#0585-7	\$2,908.48	4
#0568-9	\$519.80	4
#0611-5	\$1,786.17	4
#0583-3	\$2,293.39	4
#0550-4	\$76.86	4
#0389-7	\$444.93	4
#0286-11	\$2,365.83	5
#0302-9	\$499.38	5
#0598-5	\$2,289.60	5
	<b>\$19,621.62</b>	

(See Exhibit 19)

After discussion Commissioner Mull moved, seconded by Commissioner Considine to adopt Resolution 2020-43.

Roll Call Vote:

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

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 25, 2020.

Authorization For FY 2020/March Collection Losses-Housing Choice Voucher

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION NO. 2020-44**

**AUTHORIZATION FOR FY 2020/MARCH COLLECTION LOSSES-**

**HOUSING CHOICE VOUCHER**

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

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

<b><u>PROGRAM</u></b>	<b><u>AMT Owed</u></b>
S8	\$1,434.00
S8	\$979.00
	<b>\$2,413</b>

(See Exhibit 20)

After discussion Commissioner Mull moved, seconded by Commissioner Considine to adopt Resolution 2020-44.

Roll Call Vote:

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

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 25, 2020.

Authorization to Formalize a SubRecipient Agreement With Housing Action Illinois For the Purpose of Participating in The AmeriCorps VISTA Program

Lake County Housing Authority's mission is to provide affordable, safe, sanitary housing to the most vulnerable members of the Lake County community.

The goal of the Landlord Outreach Project (LOP) is to enhance and develop new relationships with landlords in Lake County to increase the number of housing opportunities and house people long-term.

An AmeriCorps VISTA (Volunteers in Service to America) Landlord Outreach Specialist is tasked with growing the number of affordable housing units available in Lake County by maintaining & expanding landlord participation in the Lake County HCV program.

Tasks include the identification of property owners, addressing the roots of non-participation, scheduling community events, & the production of marketing materials. Encouraging landlords to accept the voucher will grant access to high-opportunity areas whose benefits to the households could assist in the elimination of generational poverty.

LCHA, as a host site, will pay a participation fee of \$5,000.00 per VISTA member and an initial fee of \$2,500.00.

The HCV program depends on landlord participation to make privately owned units available to voucher holders; therefore, their participation determines the number of available units and their geographic distribution, which in turn affects tenant mobility, healthy housing, fair housing choice, and other HUD goals and strategies. LCHA believes this Agreement will open opportunities for the benefit of many.

After discussion, Commissioner Malter introduced the following Resolution:

**RESOLUTION 2020-45**

**AUTHORIZATION TO FORMALIZE A SUBRECIPIENT AGREEMENT WITH HOUSING ACTION ILLINOIS FOR THE PURPOSE OF PARTICIPATING IN THE AMERICORPS VISTA PROGRAM**

**WHEREAS**, the existing Housing Counseling Intermediary for the Lake County Housing Authority (LCHA) is HOUSING ACTION ILLINOIS; and

**WHEREAS**, the AMERICORPS VISTA PROGRAM has designated HOUSING ACTION ILLINOIS as the acting Program Sponsor organization for its intermediaries; and

**WHEREAS**, execution of the Subrecipient Agreement with HOUSING ACTION ILLINOIS will provide LCHA with one or more AMERICORPS VISTA PROGRAM members to perform services specifically within the designated perimeters of LCHA's Landlord Outreach Program;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Lake County Housing Authority hereby grants authorization for its Executive Director and or her designee to perform the following actions:



- a) Execute the proposed Housing Action Illinois “Subrecipient Agreement Between Sponsor and Subrecipient Memorandum of Understanding”.
- b) Pay to Housing Action Illinois the host site project participation fee of up to \$5,000 per VISTA member.

(See Exhibits 21, 22)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2020-45.

Roll Call Vote:

Ayes: .....Considine, Malter, Mull, Jordan

Nays: .....None

Absent: .....Idleburg, O’Kelly, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 25, 2020.

Commissioner Roundtable - Discussion

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

Executive Session – Personnel Matters and Real Estate Transactions

At 10:15 a.m. Commissioner Considine moved, seconded by Commissioner Mull, to go into Executive Session to discuss Personnel Matters and Real Estate Transactions and to adjourn the regular Board Meeting at the conclusion of the Executive Session, being that no further action will be taken. The Board voted as follows: Ayes: Considine, Malter, Mull, Jordan. Nays: None. Absent and Not Voting: Idleburg, O’Kelly, Robinson. Motion Carries.

The Board discussed Personnel Matters and Real Estate Transactions. No action was taken during the Executive Session.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:25 a.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer