

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:

Call: 1 312-626-6799 And Enter Meeting Id 953 5677 9296.

Consequently, the April 2020 Regular Board Meeting of the Housing Authority of the County of Lake was held as an audio-only teleconference.

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held April 16, 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
John Idleburg, Vice Chairman
Kevin Considine, Commissioner
Susan Malter, Commissioner
Beverly Mull, Commissioner
Diana O’Kelly, Commissioner

Absent: Curtis Robinson, Commissioner

(Participating via audio teleconferencing)

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Ofelia Navarro, Deputy Director
Khadija Darr, Chief Financial Officer
Valerie Rogers, Executive Secretary

Others: Eric Hanson, Authority Attorney
Brenda O’Connell, Continuum of Care Program Coordinator
Tim DeBruler, The DeBruler Company

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 14, 2020 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, Chairman Jordan called the meeting to order at 12:32 p.m. Roll call was taken, and the following Commissioners were present: Considine, Idleburg, Malter, Mull, O’Kelly, Jordan. Absent: 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 – 3/25/20 REGULAR MEETING

MINUTES – 3/25/20 EXECUTIVE SESSION - Real Estate Transactions

After discussion, Commissioner Considine moved, seconded by Commissioner O’Kelly to approve the Minutes of the March 25, 2020 Rescheduled Meeting and Executive Session-Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Robinson. Motion Carries.

FINANCE REPORT

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

Khadija reported:

F2019 Annual Fiscal Audit

Audit scheduled field work (April 14th) converted to remote work
COVID-19 issues caused a delay, however HUD audit submission deadlines will be met

CY 2020 HCV Renewal Funding estimated at \$27,985,716

8% increase over LY
\$27,985,716 annual eligibility
\$2.3 mil per mo. expected to fund housing assistance payments
Down just 1% from LY

CY 2020 CFP Loaded in ELOCCS – \$1,555,433 mil

BLI 1410 Administrative funds -10% of CFP grant- to be funged to COCC as CFP mgmt. fee
BLI 1406 Operating funds -10% of CFP grant to be funged to amps to assist with operations

Agency Funding

HCV HAP (housing assistance) was funded at 96% for the month; shortfall absorbed by reserves (RNP)

HCV administrative assistance was funded at 84% for the month; shortfall absorbed by reserves (UNP)

HCV Program (HAP & Admin) operating at consistent operating deficits YTD; as of Feb COCC currently operating at a deficit- pending allocation of CFP Admin funds; \$155k

Public Housing currently operating at a deficit- pending allocation of CFP Operations funds; \$155k
*Program reserves were deployed where operating deficits are reflected

CY2019 ROSS Grant Award

\$239,250 grant funds still pending disbursement

COVID-19 Direct Financial Impact on LCHA

Projected decreased rent revenue caused by a decline in rent collections

Addl' PH operating subsidy to be provided to absorb operating expenses incurred as a result of COVID-19

Addl' PH operating subsidy to be provided to subsidize anticipated loss of rent revenue as a result of COVID-19

Increased operating expenses associated with cleaning costs, PPE, sanitation supplies, maint. Salaries, etc

Increased COVID-19 related PTO liability- 80 addl hrs. per FT employee
Capital Fund Obligation end dates and Expenditure end dates extended by a full year
Annual audit submission deadline extended 6 mo.; from 6/30/20 to 12/31/20
Restrictions lessened on the use of CFP and Operating subsidy for expenses directly related to COVID-19
Addl' HCV administrative funding provided to absorb admin expenses incurred as a result of COVID-19

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

REPORTS

The following reports for March 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)

PBV¹, RHI², Mainstream Vouchers, Jennifer Clemons-Ferguson, Director of Compliance
Portability, Collections & Fraud..... (Exhibit 04)

FSS³, Housing Counseling Heidi Semenek, Dir. FSS, Special Programs & FUP⁴
(Exhibit 05)

Human Resources..... Lefran Elgezdi, Director of Human Resources
(Exhibit 06)

FOIA/OMA⁵, Travel-Training Valerie Rogers, Executive Secretary/FOIA & OMA
(Exhibit 07)

Other Matters

1. Congratulations to Commissioner Mull as she has been reappointed as an LCHA Commissioner for an additional term expiring 2025. (See Exhibit 08)
2. LCHA is in the process of developing our PHA Plan effective 10/1/20. The required Resident Advisory Board Meeting was held on 4/13/20 for receiving comment on the PHA Annual Plan. Under the current circumstances, the meeting was conducted as an audio only gathering. Despite direct contact and widely spread advertisements, no participants joined the meeting. (See Exhibit 09) The proposed PHA Plan will be posted on our website by 4/15/20.

¹ Project-Based Vouchers

² Regional Housing Initiative

³ Family Self-Sufficiency Program

⁴ Family Unification Program

⁵ Freedom of Information Act. Open Meetings Act.

3. The business of housing continues as we discover new and innovative methods to accomplish necessary objectives always with the best interest of our families in mind. Staff works both in-office and at home while we are still closed to the public.
4. Brenda O'Connell, Coordinator for the Continuum of Care Program (CoC) for Lake County joined the audio meeting to provide an update of the Mainstream Program. LCHA partnered with CoC to receive referrals for the Mainstream Vouchers.

She stated they have been working hard on the robust partnership with LCHA. The utilization rate has not been as hoped but is not without successes. To date, 30 people have been housed from the homeless list. Of the 50 vouchers, 27 are available and 21 people are in process for those vouchers. The lists are being reconciled weekly. As per the Lake County Health Dept., shelters have de-congregated with many placed in motels. We previously had a barrier of finding people but for the most part we know the motel they're in.

Ms. Hocker noted LCHA was denied Round 2 vouchers due to non-utilization but will apply for more when the availability for additional vouchers is announced. She is confident the review of processes has led to expedited lease-up and utilization both in-house and between agencies. Ms. Hocker noted a possibility that LCHA would be required to repay \$243,000 of Mainstream funding for non-utilization within the prescribed timeframe. It would not mean the funds are not available but rather LCHA would have to request the funding once a family is housed.

Ms. O'Connell also noted some barriers are not due to client motivation. State offices are closed making it difficult to obtain necessary documents and identification.

NEW BUSINESS

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

1. Lorraine Hocker, Executive Director/CEO. 3/2/20 – 3/3/20
IL Housing Council, 2020 Affordable Housing Conference, Chicago, IL
2. Lorraine Hocker, Executive Director/CEO. 3/11/20 – 3/12/20
Chicago Regional Office, HUD Partner Forum, Chicago, 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. 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, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION 2020-46

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

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

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

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

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

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

(See Exhibits 12, 13, 14)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Malter to adopt Resolution 2020-46.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, 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 16, 2020.

Approval of Project-Based Voucher Contract - Mundelein Senior Housing - Forty-Five (45) Project-Based Vouchers

LCHA administers a tenant-based Housing Choice Voucher program that subsidizes low income tenants in apartments owned by private landlords. Federal regulations allow LCHA to use a portion of its funding to attach project-based Housing Choice Vouchers to certain buildings/units. The principle difference between tenant based and project-based assistance is that with project-based assistance (PBA), the voucher and subsidy assistance remain with the unit when a tenant moves.

Families who have expressed a desire to be offered project-based assistance will be selected from the Lake County Housing Authority’s Housing Choice Voucher waiting list and will be pre-screened for Housing Choice Voucher eligibility (i.e. income determination, etc.) before being referred to the owner. The owner chooses a tenant for occupancy based on their usual screening process. When a family is approved by the owner, they will execute a lease with the owner.

The project-based Housing Choice Voucher apartment remains subsidized for the term of the Housing Assistance Payments (HAP) contract signed by the owner and LCHA (subject to the future availability of appropriations and the availability of funding under the Annual Contributions Contract). LCHA will pay the difference between the tenant share (roughly 30% of adjusted income) and the approved rent for the unit directly to the owner on a monthly basis.

A housing authority can project base up to 20% of the total Housing Choice Vouchers. LCHA has 3,171 vouchers and has currently assigned 473 project-based vouchers.

PBV Property Name	Property Manager Address	Total Units	PBV Units
A Safe Place I (RHI)	28100 N. Ashley Liberville, IL 60048	20	17
A Safe Place II (RHI)	28100 N. Ashley Liberville, IL 60048	20	20
Grayslake Senior Housing - Lakefront	160 Hamelitz Court Grayslake, IL 60030	70	25
Grayslake Senior Residence - Library Lane	50 Library Lane Grayslake, IL 60030	148	131
Mundelein Apartments - Fairhaven Crossing (RHI)	407 E. Hawley Street Mundelein, IL 60060	40	14
TBG Brookstone	2601 Sycamore Drive North Chicago, IL 60064	170	131
TBG Regency	1430 Renken Drive North Chicago, IL 60064	50	48
Tiffany Senior Apartments	893 Tiffany Road Anitoch, IL 60002	38	28
Woodstone Apartments	1501 N. Lorelei Drive Zion, IL 60099	266	59
Totals			473

The DeBruler Company is developing Mundelein Senior Housing, 513 East Hawley Street, Mundelein and is requesting forty-five (45) project-based vouchers to attach to this project. It will serve seniors at or below 60% of the area median income and provide supportive services. It will have 1 BR (40) units and 2 BR (5) units.

LCHA believes this project aligns with our mission and goals and supports the award of the project-based vouchers for a twenty (20) year term. (Resolution 2020-47, Exhibits 15, 16)

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION 2020-47

APPROVAL OF PROJECT BASED VOUCHER CONTRACT

MUNDELEIN SENIOR HOUSING – FORTY-FIVE (45) PROJECT BASED VOUCHERS

WHEREAS, Lake County Housing Authority seeks to increase the supply of affordable housing with necessary and appropriate supportive services for lower-income seniors; and

WHEREAS, the DeBruler Company is an experienced housing provider and is developing Mundelein Senior Housing for seniors (the Project); and

WHEREAS, the DeBruler Company is requesting forty-five (45) project-based vouchers for utilization at The Project; and

WHEREAS, the Project will have all units affordable for senior residents with incomes at or below 60% of the Area Median Income; and

WHEREAS, Mundelein Senior Housing, by competitive process, has been awarded Community Development Block Grant (CDBG) funds by the County of Lake; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of LCHA hereby authorizes the allocation of Housing Choice Voucher Program project-based voucher assistance for Mundelein Senior Housing Project, in an amount not to exceed forty-five (45) units; and

BE IT FURTHER RESOLVED, the Board of Commissioners hereby authorizes the Executive Director of LCHA to take all such action, to execute all such required documents, including an Agreement to Enter into Housing Assistance Payment Contract, and to make any required submissions with respect to the final award of the LCHA subsidy; and

BE IT FURTHER RESOLVED, this award is subject to final underwriting and review by LCHA, the satisfaction by the respondent of the respective program requirements, and any conditions identified in any LCHA notice of award; and

BE IT FURTHER RESOLVED, the Board of Commissioners hereby authorizes the Executive Director of LCHA to make any required submissions to HUD and any other agency with respect to the final award of the LCHA subsidies.

(See Exhibits 15, 16)

After discussion Commissioner Mull moved, seconded by Commissioner Considine to adopt Resolution 2020-47.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, 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 16, 2020.

Commissioner Roundtable - Discussion

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

Executive Session – Real Estate Transactions

At 1:13 p.m. Commissioner Considine moved, seconded by Vice Chairman Idleburg, to go into Executive Session to discuss 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:

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Considine, Idleburg, Malter, Mull, O'Kelly, Jordan. Nays: None. Absent and Not Voting: Robinson.
Motion Carries.

The Board discussed 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 1:22 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer