

Pursuant to Executive Order 2020-07 & 2020-18 signed by Governor Pritzker and guidance provided by legal counsel, the Lake County Housing Authority conducted 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 832 6343 1783.

Consequently, the December 17, 2020 Regular Board Meeting of the Housing Authority of the County of Lake was held as an audio-only teleconference. A public notice of the meeting and the opportunity for telephonic access by the public has been posted on LCHA's social media and website (www.lakecountyha.org).

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held December 17, 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
Diana O'Kelly, Vice Chairman
Kevin Considine, Commissioner
John Idleburg, Commissioner (Exited the meeting 1:34 p.m.)
Susan Malter, Commissioner
Beverly Mull, Commissioner

Absent: Curtis Robinson, Commissioner

Present: (Physically present at 33928 North US Highway 45, Grayslake, IL 60030.)
LCHA Staff: Lorraine Hocker, Executive Director/CEO
Ofelia Navarro, Deputy Director (Arrived 12:35 p.m.)
Khadija Darr, Chief Financial Officer
Lefran Elgezdi, Director of Human Resources
Valerie Rogers, Executive Secretary

Others: Eric Hanson, Mahoney, Silverman & Cross, LLC, LCHA 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, December 15, 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.

PUBLIC COMMENT

Public comments were accepted by email at publiccomment@lakecountyha.org or by leaving a voice message at (847) 223-1170 ext. 2320. Comments received by 9:00 a.m. on December 17, 2020 are to be read at the appropriate time in the agenda. No Public Comments were submitted either by email or

telephone by 9:00 a.m. on 12/17/20. Chairman Jordan opened the floor for public comment. No one requested to be heard.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MINUTES –10/15/20 REGULAR MEETING

MINUTES –10/15/20 EXECUTIVE SESSION- PERSONNEL MATTERS

The Board of Commissioners Meeting scheduled for 11/19/20 was cancelled as a quorum was not established.

After discussion, Commissioner Idleburg moved, seconded by Commissioner Mull to approve the Minutes of the October 15, 2020 Regular Meeting and Executive Session-Personnel Matters. 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 were submitted by Chief Financial Officer Khadija Darr.

Financial Report 9/30/20, See Exhibit 09

Financial Report 10/30/20, See Exhibit 37

List of Bills October 2020, See Exhibit 10

List of Bills November 2020, See Exhibit 35

Khadija’s report 9/30/20 reflected the following:

LRPH/Public Housing Program

LRPH no longer operates at a deficit; PH operating surplus reports at \$61,706 mtd

Public Housing maintenance costs exceeded budgeted projections by \$130,797 or just over 10%

Dwelling rent income is -5% or (\$61,954) less than budgeted mtd, the decline is potentially COVID-19 related

LRPH operating reserves report as favorable at 3 months on hand

HCV/Voucher Program

The HCV HAP expense has increased consistently over the past quarter and remains static at just over \$2.5 mil

HAP subsidy was funded at 94% for the mo; 18% less than last month; the deficit was absorbed by program reserves (RNP)

HCV Admin costs were funded at 88%, 18% less than last month, the deficit was funded with admin reserves (UNP)

The Voucher program reports an operating surplus YTD

Mainstream Program

Mainstream lease up continues to improve

The increase in lease up activity hasn't been proportionate to the funding resulting in a neg. MS5 (HAP) Reserve balance;(-\$132k)

46 of the total 65 Mainstream vouchers were in a leased status as of month end
Until the program is consistently adequately funded it will operate at a deficit

Business Activities

The Business Activities entity operates at a surplus

Rental revenues are consistent and are exceeding budget

Operating reserves are favorable

LCHA has yet to recognize returns on the investment to the Coles Park development, the loan receivable bal reports at just over \$2.7 mil

Housing Counseling Program

The Housing Counseling program reports an operating surplus for the first time this fiscal year

The increase in operating reserves are a direct result of the program securing over \$160k in non-HUD grant funding

The entity is projected to sustain the trend of a favorable operating surplus thru fiscal year end

CARES ACT Financial Update

Mgmt. is consistently addressing COVID-19 related eligible costs specific to the needs of LCHA staff & participants

To date we've proportionately deployed CARES ACT funding to absorb the following costs:

Agency specific COVID-19 costs :

- protective wear for staff and participants
- disinfectant supplies and materials for staff and participants
- routine preventive cleaning services
- Temporary/contract staffing
- U/C operating costs
- U/C admin costs
- Subsidize operating losses

Khadija's report 10/30/20 was submitted after the meeting. (See Exhibit 37)

Brookstone & Regency

ED/CEO Lorraine explained she is on a weekly call with IHDA and the developers. LCHA is working through the process of completing the development. IHDA's Board approved loaning the project \$2M in additional funds.

IHDA will then get their additional \$756,000 to complete the project. We are waiting for an additional four buildings to become available. In Brookstone (multi-family) we have total leased today of 106 of 131 units. They have the balance in tax credits. They have 15 tax credits leased. Project expected to be complete April 2021.

Regency (seniors) is fully leased and occupied.

We will not receive cash flow or any earnings on the project until its more than 90% utilized and then IHDA has to recognize the project and certain bills and we are then the second mortgage.

An outstanding issue remains regarding the playground equipment for North Chicago. The developer, Benoit Group stated they got in touch with North Chicago and Foss Park. It is uncertain who was to supply the equipment. A conference call is scheduled for 1/4/21.

Housing Counseling

Operating at surplus as they secured non-HUD funding through IHDA programs for rental assistance, utility assistance and mortgage assistance.

Agency Reserves

Through last quarter of physical year, LCHA has been experiencing an upward trajectory of approximately 23% partially due to receiving CARES Act funds, some decrease in operating expenses as a result of turnover and reduced benefit costs.

Financial Report 9/30/20, See Exhibit 09

Financial Report 10/30/20, See Exhibit 37

List of Bills October 2020, See Exhibit 10

List of Bills November 2020, See Exhibit 35

After discussion, Commissioner Considine moved, seconded by Commissioner Idleburg 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 October & November 2020 were provided.

Information Technology,.....	Jeff Zimmermann, Director of IT
Capital Fund Program	(Exhibit 01)
Public Housing Program, LCHA Rentals	Aaron Broeski, Director of Public Housing
Procurement	(Exhibit 02 & 27)
Housing Choice Vouchers, PBV ¹ ,	Jennifer Clemons-Ferguson, Director of Compliance
Portability & Collections	(Exhibit 03 & 28)
FSS ² , Housing Counseling,	Heidi Semenek, Director of FSS & Special Programs
Mainstream Vouchers & FUP ³	(Exhibit 04 & 29)
Human Resources.....	Lefran Elgezdi, Director of Human Resources
	(Exhibit 05 & 30)
FOIA/OMA ⁴ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA
	(Exhibit 06 & 31)

¹ Project-Based Vouchers

² Family Self-Sufficiency Program

³ Family Unification Program

⁴ Freedom of Information Act. Open Meetings Act.

Other Matters

1. LCHA staff has always enjoyed celebrating the fall holidays with our public housing senior residents by hosting a holiday feast. Staff and residents come together, share food, smiles and laughter.

The pandemic this year will not allow this tradition to continue. Although this gathering will be missed, we realize the holidays do not depend on us getting together to show our residents we care. We were reminded we need to demonstrate our commitment to our residents by our everyday actions.

LCHA provided our residents with an individually boxed holiday-style meal on 11/17/20 & 11/18/20. We mimicked “Meals on Wheel Delivery.” The meals were prepared and packaged by Catered Production and brought to the various sites for distribution.

With COVID-19 touching all our lives, the most important thing we all need to do is stay safe.

2. HUD’s Veterans Affairs Supportive Housing (HUD-VASH) Program combines rental assistance from HUD with case management and clinical services provided by the VA. LCHA submitted a *Registration of Interest* in receiving HUD-VASH⁵ Vouchers, was deemed eligible and approved to apply for an allotment. (See Exhibit 07). LCHA formally applied for six (6) VASH Vouchers and was granted the award. (See Exhibit 36)
3. LCHA submitted a letter in support of NICASA’s Behavioral Health Services grant application to Lake County. Specifically, the Substance Abuse and Mental Health Services Administration (SAMHSA) Gains Center Criminal Justice Communities of Practice, Building a Competent Crisis Care System at Intercepts 0-1 technical assistance (TA) grant. The goal of the TA grant is to collaboratively explore policies and practices to build and enhance a competent crisis care system that will reduce the strain on law enforcement, emergency departments, and justice systems by individuals in mental health and substance use crisis.

If Lake County is selected, it will work to improve strategies related to crisis line integration, mobile crisis response, and communities alternatives to emergency department for those who do not need inpatient hospitalizations. Lake County’s goal is to explore and develop a strategic plan to permit emergency management services to transport certain individuals to our future crisis triage 23-hour stabilization (wellness) center. (See Exhibit 32)

4. Under the *Toys For Tots* program, Resident Services Coordinators Danita Ward and Alecia Boddie will be picking up toys from the Marines on 12/14/20. The toys will be organized and sorted for age appropriateness. Distribution to LCHA Public Housing families will be Saturday, 12/19/20 from 11:00 - 1:00 p.m. at Warren Manor, Gurnee. (See Exhibit 33)

Resident Services also distributed fruit & snack baskets to our senior residents the week of December 8, 2020. (See Exhibit 34)

⁵ Veterans Affairs Supportive Housing Vouchers

NEW BUSINESS

Approval of Regular and Annual Board of Commissioners Meeting Dates – CY 2021

To help mitigate and reduce any unnecessary exposure and spread of Coronavirus Disease 2019 (COVID-19), in accordance with Public Act 101-0640 and until the rescission of the Gubernatorial Disaster Proclamation, meetings will be held by audio conference without the physical presence of a quorum of the LCHA Commissioners. Access codes for the audio conferences will be published on LCHA's website.

Meetings will be physically attended at the Central Office, 33928 North US Highway 45, Grayslake, IL by at least one member of Lake County Housing Authority's chief administrative officers, unless not feasible due to the disaster.

Meetings will begin no earlier than 12:30 p.m. or as soon as a quorum of Commissioners is established.

The July date is earlier (July 8, 2021) in order to meet HUD reporting requirements for our PHA plan.

After discussion, Vice Chairman O'Kelly introduced the following Resolution:

RESOLUTION 2021-11

APPROVAL OF THE 2021 SCHEDULE OF REGULAR BOARD MEETINGS

WHEREAS, 5 ILCS 120/2.02(a) and 2.03 of the Illinois Open Meetings Act requires LCHA to give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and to state the regular dates, times, and places of such meetings; and

WHEREAS, Lake County Housing Authority wishes to notify any news medium that has filed an annual request for notice of meetings in accordance the requirement of the Open Meetings act; and

WHEREAS, Lake County Housing Authority encourages community members to stay informed on current issues and business actions pertaining to public housing in Lake County, IL; and

WHEREAS, the Board of Commissioners of Lake County Housing Authority have reviewed and wishes to approve the calendar year 2021 Schedule of Regular Board Meetings;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Lake County Housing Authority hereby approves the calendar year 2021 Schedule of Regular Board Meetings as set forth below; and

BE IT FURTHER RESOLVED, Lake County Housing Authority, by permission of Public Act 101-0640 signed by Governor Pritzker on 6/12/20, continues to follow social distancing requirements and Governor Pritzker's Stay-At-Home order and will conduct all scheduled Board Meetings germane to the public health disaster, as audio-only teleconferences to protect the health, safety, and welfare of the staff and public.

During 2021, unless noted otherwise (*), the regular monthly meetings of the Board of Commissioners of the Housing Authority of the County of Lake, Illinois, will be held each

Minutes of the Regular Board Meeting

December 17, 2020

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third Thursday of the month at the Lake County Housing Authority offices, 33928 North Route 45, Grayslake, Illinois and are scheduled to begin at 12:30 p.m. or as soon as a quorum of Commissioners is present. Exceptions noted by asterisk (*).

Date

January 21, 2021

February 18, 2021

March 18, 2021

April 15, 2021

May 20, 2021

June 17, 2021

Date

July 8, 2021 Annual and Regular*

August 19, 2021

September 16, 2021

October 21, 2021

November 18, 2021

December 16, 2021

(See Exhibit 11)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2021-11.

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 December 17, 2020.

Authorization To Submit The Section 18 Disposition Application-12305 W. Bonnie Brook Lane, Beach Park, IL

LCHA continues the process of repositioning its Public Housing portfolio, specifically its Scattered Sites. The attached outline details steps discussed with HUD’s Repositioning Panel and the Chicago Field Office. (See Exhibit 08)

LCHA wishes to proceed with the properties at 12305 W. Bonnie Brook Lane, Beach Park, IL and 37080 N. Avon Drive, Lake Villa, IL.

LCHA is in the process of consulting with the residents and local governmental officials regarding the disposition of these properties. Both properties have current Public Housing tenants who will be offered alternative housing. LCHA fully intends to comply with the relocation provisions of Section 18. LCHA held the required Resident Advisory Board Meeting 10/14/20.

After discussion, Vice Chairman O’Kelly introduced the following Resolution:

RESOLUTION 2020-15

AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION

FOR 12305 W BONNIE BROOK LANE, BEACH PARK, IL

WHEREAS, the Lake County Housing Authority (LCHA) owns a vacant single-family residential property located at 12305 W Bonnie Brook Lane, Beach Park, IL and

WHEREAS, LCHA desires to sell the property to the general public as it aligns with the PHA's goals and Public Housing reposition strategy; and

WHEREAS, in order to obtain the approval of U.S. Department of Housing and Urban Development (HUD), pursuant to Section 18 of the 1937 Housing Act, 24 CFR part 970 and PIH Notice 2018-04 LCHA needs to submit a disposition application to the Special Applications Center (SAC) office at HUD;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake Approves and Authorizes the Submission of the Section 18 Disposition Application to the U.S. Department of Housing and Urban Development; and

BE IT FURTHER RESOLVED, the LCHA Executive Director is authorized to execute the final form of the agreements and any supporting HUD documents to facilitate the sale of the property located at 12305 W Bonnie Brook Lane, Beach Park, IL.

(See Exhibit 18)

After discussion Vice Chairman O'Kelly moved, seconded by Commissioner Malter to adopt Resolution 2021-15.

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 December 17, 2020.

Authorization To Submit The Section 18 Disposition Application-37080 N. Avon Drive, Lake Villa, IL

After discussion, Vice Chairman O'Kelly introduced the following Resolution:

RESOLUTION 2020-16

AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION

FOR 37080 N AVON DRIVE, LAKE VILLA, IL

WHEREAS, the Lake County Housing Authority (LCHA) owns a vacant single-family residential property located at 37080 N Avon Drive, Lake Villa, IL and

WHEREAS, LCHA desires to sell the properties to the general public as it aligns with the PHA's goals and Public Housing reposition strategy; and

WHEREAS, in order to obtain the approval of U.S. Department of Housing and Urban Development (HUD), pursuant to Section 18 of the 1937 Housing Act, 24 CFR part 970 and PIH Notice 2018-04 LCHA needs to submit a disposition application to the Special Applications Center (SAC) office at HUD;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake Approves and Authorizes the Submission of the Section 18 Disposition Application to the U.S. Department of Housing and Urban Development; and

BE IT FURTHER RESOLVED, the LCHA Executive Director is authorized to execute the final form of the agreements and any supporting HUD documents to facilitate the sale of the property located at 37080 N Avon Drive, Lake Villa, IL.

(See Exhibit 19)

After discussion Vice Chairman O'Kelly moved, seconded by Commissioner Malter to adopt Resolution 2021-16.

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 December 17, 2020.

Approval of Illinois Pubic Housing Authorities Cooperative Agreement Between Lake County Housing Authority and North Chicago Housing Authority For Advisory Services With HCV & Public Housing Program Operations, Compliance & Procurement

In the temporary absence of trained staff, LCHA believes the most efficient and cost-effective strategy to support a smooth-running process is to partner with North Chicago Housing Authority's staff. NCHA has knowledgeable employees and the agency is agreeable to a cooperative working relationship.

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION 2021-17

ILLINOIS PUBIC HOUSING AUTHORITIES COOPERATIVE AGREEMENT

BETWEEN LAKE COUNTY HOUSING AUTHORITY AND

**NORTH CHICAGO HOUSING AUTHORITY FOR ADVISORY SERVICES WITH
HCV & PUBLIC HOUSING PROGRAM OPERATIONS, COMPLIANCE & PROCUREMENT**

This COOPERATIVE AGREEMENT (Agreement), effective the 22nd day of January, 2021 is made by and between the North Chicago Housing Authority (NCHA) and the Lake County Housing Authority (LCHA).

WHEREAS, Lake County Housing Authority (LCHA) recognizes gaps in certain aspects of its Housing Choice Voucher (HCV) and Public Housing Programs operations, compliance and procurement; and

WHEREAS, North Chicago Housing Authority (NCHA) has on-site personnel experienced in these programs and compliance with HUD regulations; and

WHEREAS NCHA has reviewed the scope of work and affordability of their staff knowledgeable in these programs; and

WHEREAS, LCHA's immediate need and benefits from NCHA, forming an efficient and cost-effective working relationship; and

WHEREAS, Lake County Housing Authority will continue to be responsible for assuring compliance with all applicable rules and regulations under LCHA's Policies, the Annual Contributions Contract (ACC) with HUD, Federal Regulations and applicable State and Local laws; and

WHEREAS, the above-referenced PHAs are entering into this cooperative agreement in compliance with HUD regulations at 2 CFR 200.318 (e) for the express purpose of utilizing local resources and provide opportunities to underserved residents of both jurisdictions;

NOW, THEREFORE, BE IT AGREED BY THE PARTIES

1. Incorporation of Recitals

The recitals set forth above, and the Agreement, are incorporated herein.

2. Term of Agreement

The term of this Agreement shall be for two (2) years and shall commence on the 22nd day of January, 2021 and shall expire on the 21st day of January, 2023 unless earlier terminated or extended as provided herein.

3. General Relationship of the Parties

The relationship created by this Agreement is that of cooperating parties that are forming this Agreement for the specific purpose of allowing North Chicago Housing Authority to provide Advisory Services to Lake County Housing Authority for their Housing Choice Voucher and Public Housing Program operations, compliance and procurement.

The cooperating parties agree that nothing contained in this Agreement shall create a partnership, joint venture or any other legal relationship other than allowing the cooperating parties to provide

and receive as needed services as specified and stated in the terms of the agreement. None of the cooperating parties shall have any right to enter into any agreement, contract or arrangement with any third party that binds the other parties in any manner without the express, specific written consent of such other parties.

4. Scope of Services

North Chicago Housing Authority will provide as needed Advisory Services to Lake County Housing Authority for their Housing Choice Voucher and Public Housing Program operations, compliance and procurement on a Fee-for-Service basis as follows:

Actual hourly rate plus travel at same rate.
Technical Services/Deputy Director.....\$55.00/hour
Executive Director.....\$110.00/hour

Only qualified staff will perform services. As required training certifications are to be provided to Lake County Housing Authority prior to providing any services.

5. Agreement Extension/Termination

This Agreement may be extended by mutual written agreement. Any party to the Agreement may terminate this Agreement or any subsequent extension by giving the other parties thirty (30) days written notice of such intent to terminate.

6. Joint Indemnification

The cooperating parties agree to hold each other harmless and to indemnify each other against any damage or loss arising out of any claim, demand, suit, action, or judgment, including reasonable attorney's fees, brought by any of the parties related to this cooperative effort or asserted by any third party relating to any service provided during this cooperative effort, based on the actions or negligence of the other party, its employees or agents.

7. Assignment

None of the parties to this Cooperative Agreement may assign this Agreement or any rights or obligations hereunder to any other party. Any such attempted assignment shall be void without the consensus of the other parties.

8. Miscellaneous

- A. Law Governing. The laws of the State of Illinois shall govern the interpretation and enforcement of this Cooperative Agreement. All parties agree that any irresolvable disputes that may arise from this Agreement will be subject to arbitration. Any dispute or court action ensuing from this Agreement or any agreement that ensues from the aforementioned competitive solicitations shall take place in a venue within the State of Illinois.
- B. Captions. Captions or paragraph headings contained in this Agreement are for convenience of reference only and do not affect the substance of the captioned paragraphs.

- C. Entire Agreement/Amendment. This Agreement constitutes the entire Agreement of the parties with respect to the subject matter hereof, and there are no written or oral agreements between the parties pertaining to such subject matter. No change, alteration or amendment to the Agreement shall be effective unless in writing and signed by a duly authorized representative of each cooperating party.

- D. Contact Information. For purposes of providing written correspondence between the parties the following contact information will be used:
 - a. North Chicago Housing Authority
Executive Director
1440 Jackson Street, North Chicago, Illinois 60064

 - b. Lake County Housing Authority
Executive Director
33928 North US Highway 45, Grayslake Illinois 60030

BE IT FURTHER RESOLVED, that the Board of Commissioners of LCHA hereby approves the Executive Director and or her designee to execute the Agreement Between Lake County Housing Authority and North Chicago Housing Authority for Advisory Services with HCV & Public Housing Program Operations, Compliance & Procurement in substantially the form attached hereto and incorporated herein by reference.

(See Exhibits 20, 21)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2021-17.

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 December 17, 2020.

Bids

Awarding these projects to outsourced contractors will allow LCHA to swiftly rehab these units on time and with no foreseen delays, resulting in very little subsidy that is lost while the units sit vacant.

Capital Fund

1. Unit Turnaround - 421 Lawrence Ave., Grayslake, IL 60030 – AMP 4

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2021-18

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 421 LAWRENCE AVENUE, GRAYSLAKE – 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>
Legacy One Builders	Unit Turnaround	421 Lawrence Ave., Grayslake/AMP 4	\$13,700.00

Next lowest, qualified, and responsive bidder of all firms solicited. The other two (2) vendors that came in at a slightly lower overall cost are currently working on other sizeable projects for LCHA. Awarding this project to Legacy One Builders will allow LCHA to swiftly rehab this unit on time and with no foreseen delays, resulting in very little subsidy that is lost while the unit sits vacant.

(See Exhibits 22, 23)

After discussion Commissioner Considine moved, seconded by Vice Chairman O’Kelly to adopt Resolution 2021-18.

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 December 17, 2020.

2. Unit Turnaround at 23524 N Garden Lane, Lake Zurich, IL 60047 – AMP 5

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2021-19

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 23524 N. GARDEN LANE, LAKE ZURICH – AMP 5

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

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

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

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Arias Repair Services	Unit Turnaround	23524 N. Garden Lane Lake Zurich/AMP 5	\$17,000.00

(See Exhibits 24, 25)

After discussion Commissioner Considine moved, seconded by Vice Chairman O’Kelly to adopt Resolution 2021-19.

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 December 17, 2020.

Operating Fund

1. Emergency Sanitation & Disinfection Services – AMPs 2 & 3, HCV, COCC

As per the LCHA Procurement Policy, procurement by Non-Competitive Proposals may be used only when the award of a contract is not feasible using other purchasing procedures and an emergency exists that seriously threatens the public health, welfare or safety. LCHA determined that sanitizing and disinfecting against COVID-19 meets this definition.

After discussion, Vice Chairman O’Kelly introduced the following Resolution:

RESOLUTION NO. 2021-20

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

EMERGENCY SANITATION & DISINFECTION SERVICES – 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>
Best Maintenance Services	Emergency Sanitizing & Disinfecting Services	AMP 2 Warren	\$84.00/visit
		AMP 2 Shiloh	\$325.00/visit
		AMP 2 Hawley	\$325.00/visit
		AMP 3 Beach Haven	\$325.00/visit
		HCV & COCC	\$400.00/visit

(See Exhibits 26, 15)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2021-20.

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 December 17, 2020.

Commissioner Roundtable - Discussion

It was noted the cost of the unit turnarounds has decreased. ED/CEO Lorraine Hocker stated we have been working towards better policies and procedures to achieve a higher level of efficiency from our staff first before going to a service contract.

A conversation regarding vouchers issued and turnover. The explanation could be a family's difficulty in finding a place or not searching. ED/CEO Lorraine Hocker explained the voucher holder has 120 days to find new location or request portability (transfer to another housing authority).

A conversation regarding unauthorized occupants in an HCV subsidized unit. ED/CEO Lorraine Hocker explained LCHA issues a notice to the assisted family. The family has 14 days to notify LCHA if the unauthorized individual is living there and therefore need to be added along with their income or provide 3 pieces of verification of the unauthorized occupant's current address.

It was questioned if LCHA resolved overtime calculation for staff. ED/CEO Lorraine Hocker explained modifications were made in the timesheet module of ADP and is now accurately recording overtime.

Deputy Director Ofelia Navarro reported on a proposed resolution for LCHA to submit an application to request funds under the Community Development Block Grant Program (CDBG). The funds would allow LCHA to continue our utility and rental assistance programs. The current programs end 12/30/20. Ofelia explained if the Board infers a consensus in favor of the application, the resolution and application will be presented at the next Board Meeting for ratification. The Board indicated an understanding of the proposal and the consensus was in favor of consideration of the ratification at the 1/21/21 Board Meeting.

Executive Session – Personnel Matters

At 1:22 p.m. Commissioner Considine moved, seconded by Commissioner Mull, to go into Executive Session to discuss Personnel Matters. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, O'Kelly, Jordan. Nays: None. Absent and Not Voting: Robinson. Motion Carries.

Commissioner Considine exited the meeting at 2:31 p.m.

The Board returned to open session at 2:32 p.m. Roll call was taken. Present: Malter, Mull, O'Kelly, Jordan. Absent: Considine, Idleburg, Robinson.

The Board discussed Personnel Matters, but no action was taken during the Executive Session.
Roll Call

Approval of COVID-19 Stipend

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2021-12

APPROVAL OF 2020 COVID-19 STAFF STIPEND

WHEREAS, the County of Lake, State of Illinois has experienced an event of critical significance as a result of the novel coronavirus known as COVID-19; and

WHEREAS, the World Health Organization has declared COVID-19 as a global pandemic (COVID-19 Pandemic); and

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency in response to the outbreak of COVID-19; and

WHEREAS, on March 9, Governor JB Pritzker declared all counties in the State of Illinois as a disaster in response to the outbreak of COVID-19; and

WHEREAS, on October 16, Governor JB Pritzker declared a disaster still exists within the State of Illinois and declared all counties in the State of Illinois as a disaster in response to the outbreak of COVID-19; and

WHEREAS, COVID-19 is a public emergency affecting and threatening the safety, health and well-being of the citizens of the County of Lake; and

WHEREAS, during this COVID-19 pandemic, Lake County Housing Authority employees have continued to work and due to the nature of their work, are at an increased likelihood of exposure to the virus which causes COVID-19 (Coronavirus). Due to the nature of their work, the employees have the potential to come into contact with the public and are at a greater risk;

NOW, THEREFORE BE IT RESOLVED that the employees of Lake County Housing Authority are hereby designated as “At Risk” employees and will receive COVID-19 stipend pay of \$250.00 per pay date, in addition to any other pay due to the employee. Such stipend pay will be retroactive to the July 17, 2020 pay date and continue while the State of Disaster declared by the governor is in effect, pending the availability of Cares Act Funds.

(See Exhibits 12, 13)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2021-12.

Roll Call Vote:

Ayes:Malter, Mull, Jordan

Nays:O’Kelly

Absent:Considine, 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 December 17, 2020.

Approval of 2021 Staff Salary Increase

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2021-13

APPROVAL OF FY 2021 STAFF SALARY INCREASE & METHODOLOGY

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Lake has determined that merit increased salary adjustment to personnel is appropriate; and

WHEREAS, the compensation review team which consists of the Executive Director, Deputy Director, Chief Financial Officer, Director of Human Resources and Executive Secretary recommend 2021 salary increases be at 3.3%, which is consistent with U.S. salary increases; and

WHEREAS, LCHA wishes to provide an increase of 3.3% to its employees across the board to each employee as merit increases;

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Lake do hereby approve the 2021 Salary Increase & Methodology as presented; and

BE IT FURTHER RESOLVED, the salary increases will be effective 12/13/2020.

(See Exhibit 14)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2021-13.

Roll Call Vote:

Ayes:Malter, Mull, Jordan

Nays:O’Kelly

Absent:Considine, 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 December 17, 2020.

Approval of Executive Direct/CEO Lorraine Hocker’s Contract

The Board opted to table consideration of this agenda item.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Mull moved, seconded by Commissioner Malter to adjourn the meeting. The Board voted as follows: Ayes: Malter, Mull, O’Kelly,

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Jordan. Nays: None. Absent and Not Voting: Considine, Idleburg, Robinson. Motion Carries. Meeting adjourned at 2:35 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer