

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 January 21, 2021 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 January 21, 2021 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
John Idleburg, Commissioner
Susan Malter, Commissioner
Beverly Mull, Commissioner (Arrived 1:14 p.m.)

Present: (Physically present at 33928 North US Highway 45, Grayslake, IL 60030.)
LCHA Staff: Lorraine Hocker, Executive Director/CEO
Ofelia Navarro, Deputy Director
Khadija Darr, Chief Financial Officer
Valerie Rogers, Executive Secretary

Others: Eric Hanson, Mahoney, Silverman & Cross, LLC, LCHA Attorney
Jean Kenol, 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, January 19, 2021 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 12:36 p.m. Roll call was taken, and the following Commissioners were present: Considine, Idleburg, Malter, Jordan. Absent: Mull.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

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 January 21, 2021 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 1/21/21. Chairman Jordan opened the floor for public comment. No one requested to be heard.

NEW BUSINESS

Executive Session – Personnel Matters & Review of Executive Session Minutes

At 12:39 p.m. Commissioner Considine moved, seconded by Commissioner Malter, to go into Executive Session to discuss Personnel Matters & Review of Executive Session Minutes. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Jordan. Nays: None. Absent and Not Voting: Mull. Motion Carries.

The Board returned to open session at 1:15 p.m.

Commissioner Beverly Mull arrived at 1:15 p.m.

Roll call was taken. Present: Considine, Idleburg, Malter, Mull, Jordan. Absent: None.

The Board discussed Personnel Matters and Review of the Executive Session Minutes, but no action was taken during the Executive Session.

MINUTES –12/17/20 REGULAR MEETING MINUTES –12/17/20 EXECUTIVE SESSION- PERSONNEL MATTERS

After discussion, Commissioner Considine moved, seconded by Commissioner Idleburg to approve the Minutes of the December 17, 2020 Regular Meeting and Executive Session-Personnel Matters. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, Jordan. Nays: None. Absent and Not Voting: None. Motion Carries.

FINANCE REPORT

The list of bills and financial report were submitted by Chief Financial Officer Khadija Darr.
(See Exhibits 08, 09)

Khadija's reported LCHA is being adequately funded for FY Q1. She stated the list of bills is higher due to our programs providing emergency rental and utility assistance.

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

REPORTS

The following reports for December 2020 were provided.

Public Housing Program, LCHA Rentals..... Aaron Broeski, Director of Public Housing
Procurement (Exhibit 01)

Housing Choice Vouchers, PBV ¹ , Portability & Collections	Jennifer Ferguson, Director of HCV & Compliance (Exhibit 02)
FSS ² , Housing Counseling, Programs Mainstream Vouchers & FUP ³	Heidi Semenek, Director of FSS & Special (Exhibit 03)
Human Resources.....	Lefran Elgezdi, Director of Human Resources (Exhibit 04)
FOIA/OMA ⁴ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA (Exhibit 05)

Other Matters

1. Lake County Housing Authority has regrettably accepted the resignation of Diana O’Kelly as a Commissioner. We are grateful for her service and for bringing her extensive knowledge and wisdom to our agency.
2. In September 2018 LCHA was awarded fifty (50) MS5 vouchers and received an additional fifteen (15) in May 2020.

As discussed during the 10/15/20 Board Meeting, LCHA submitted an application for twenty-five (25) additional Mainstream 5 Vouchers (MS5).

We are happy to report LCHA was approved for an additional twenty-five (25) Mainstream Vouchers as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). (See Exhibit 06)

3. Congratulations to Deputy Director Ofelia Navarro, Director of FSS Heidi Semenek, and FSS Specialists for a job well done. Lake County Housing Authority was awarded \$250,045.00 for the FY 2020 FSS Program. Thank you All! (See Exhibit 07)

NEW BUSINESS (continued)

Reaffirmation for The Executive Director to Submit an Application and Request Funds Under the Community Development Block Grant with The Lake County Consortium

At the 12/17/20 Board Meeting, 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 ended 12/30/20. 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.

¹ Project-Based Vouchers

² Family Self-Sufficiency Program

³ Family Unification Program

⁴ Freedom of Information Act. Open Meetings Act.

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION 2021-21

REAFFIRMATION FOR THE EXECUTIVE DIRECTOR

TO SUBMIT AN APPLICATION AND REQUEST FUNDS UNDER THE COMMUNITY

DEVELOPMENT BLOCK GRANT WITH THE LAKE COUNTY CONSORTIUM

WHEREAS, the LAKE COUNTY CONSORTIUM has issued a Notice of Funding Availability for funds under the Community Development Block Grant for Affordable Housing FY 2021; and

WHEREAS, Lake County Housing Authority confirms the ability and desire to comply with all applicable Federal regulations, terms of affordability, monitoring, and contract requirements under this program; and

WHEREAS, Lake County Housing Authority is proposing to request these funds to continue to provide rental and utility assistance to the residents of Lake County, Illinois financially impacted by Covid-19;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Lake County Housing Authority hereby grants authorization for its Executive Director and or it's designee to submit an application and request funds under the Community Development Block Grant with the Lake County Consortium.

(See Exhibits 10, 11)

After discussion Commissioner Mull moved, seconded by Commissioner Malter to adopt Resolution 2021-21.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Jordan

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 21, 2021.

Authorization to Destroy Executive Session Audio Recordings Prior To July 1, 2019

In 2013, by Resolution 2013-194 the Board first approved the destruction of Executive Session *Audio* Recordings, in accordance with the Open Meetings Act, and provided the provision for a semi-annual review of Executive Session Audio Recordings further eligible for destruction. Audio recordings may be destroyed after they have been retained for at least 18 months after the making of the recording. The approved written minutes of all Executive Sessions remain on file.

This Resolution only considers the destruction of the audio recordings made before July 1, 2019. Six (6) additional audio recordings are now eligible and recommended for destruction.

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION NO. 2021-22

AUTHORIZATION TO DESTROY

EXECUTIVE SESSION AUDIO RECORDINGS PRIOR TO 7/1/2019

IN ACCORDANCE WITH THE OPEN MEETINGS ACT

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (a), a verbatim audio or video recording is required for all closed sessions; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act; and

WHEREAS, the Executive Session Audio Recordings prior to July 1, 2019 have been retained for at least 18 months after the making of the recording; and

WHEREAS, the written Minutes of the Executive Sessions prior to July 1, 2019 have been approved by a majority of a quorum of the Board of Commissioners; and

WHEREAS, the adoption of this Resolution signifies the authorization of destruction by the entity which held the meeting; and

WHEREAS, this Resolution has been voted upon in an open, public forum;

NOW THEREFORE, BE IT RESOLVED that all Executive Session Audio Verbatim Recordings prior to July 1, 2019 will be erased or destroyed; and

BE IT FURTHER RESOLVED, the Board of Commissioners will review qualifying Executive Session Audio Recordings forward on a semi-annual basis.

(See Exhibit 12)

After discussion Commissioner Malter moved, seconded by Commissioner Considine to adopt Resolution 2021-22.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Jordan

Nays:None

Absent:None

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 21, 2021.

Semi-Annual Review of Executive Session Minutes

In accordance with the Open Meetings Act the Executive Session Minutes must be reviewed semi-annually to either allow for release to the public or to remain closed. There have been two (2) executive sessions dealing with personnel matters, pending or probable litigation or real estate transactions. All are recommended to remain closed to the public. The minutes of the Executive Sessions are included in your Executive Session packet with other closed session materials.

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2021-23

SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, the Act requires a periodic review of Executive Session Minutes to determine whether or not such Minutes may be available for public inspection; and

WHEREAS, the Board of Commissioners has reviewed Executive Session Minutes from the Executive Sessions held on:

October 15, 2020.....Personnel Matters; Security and Real Estate Transactions

December 17, 2020Personnel Matters

NOW, THEREFORE, BE IT RESOLVED that since both (2) sessions were devoted to Personnel Issues, none of the sessions are determined to be available for public inspection.

(See Exhibit 13)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2021-23.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Jordan

Nays:None

Absent:None

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 21, 2021.

Approval of Executive Direct/CEO Contract and Compensation

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2021-24
AUTHORIZING THE EXECUTION AND RENEWAL OF
LCHA'S EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER'S
EMPLOYMENT AGREEMENT

WHEREAS, the Board of Commissioners ("Board") of the Lake County Housing Authority ("Authority") is the governing body of the Authority and is charged with the oversight of the Authority; and

WHEREAS, the Board named Lorraine Hocker Executive Director/Chief Executive Officer and Secretary of the Board of Commissioners with all the powers and duties of Executive Director, CEO and Secretary, subject to terms negotiated by the Board and Hocker as of October 1, 2018; and

WHEREAS, the Board is responsible for the appointment and supervision of the Executive Director of the Authority; and

WHEREAS, as per Hocker's employment agreement of 0/20/2018, Section 2. **COMPENSATION**, the Authority shall review Hocker's performance annually, and this review may result in salary adjustments at the discretion of Authority's Board; and

WHEREAS, as per Hocker's employment agreement of 9/20/2018, Section 8. **TERM**, her Employment Agreement commenced on October 1, 2018 and shall continue until September 30, 2020; provided that this Agreement shall automatically be renewed for successive one (1) year terms thereafter; and

WHEREAS, the Board conducted a review of Hocker's performance and based on the satisfactory performance evaluation of the Executive Director/CEO Lorraine Hocker, the LCHA Board of Commissioners recommends an increase in her base annual salary and awarding a new employment agreement;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Lake that:

1. The Executive Director/CEO Lorraine Hocker's base annual salary is increased to \$155,000.00; and
2. The Chairman is authorized on behalf of the Board, to execute a new three-year employment agreement with Lorraine Hocker for the Executive Director/Chief Executive Officer position with an annual salary as stated in Item 1, an annual transportation allowance of \$7,800.00 (\$650.00 per month) and LCHA employee benefits package as modified from time to time. The salary and transportation allowance to be paid in accordance with the LCHA's customary payroll policies in force at the time of payment; and

BE IT FURTHER RESOLVED, these resolves will be retroactive, effective 1/1/2021.

(See Exhibits 14, 15)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2021-24.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Jordan
Nays:None
Absent:None
Abstain:None
Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 21, 2021.

Bids

Capital Fund

1. Unit Turnaround - 9872 Michigan Ave., Beach Park – AMP 4
- 2.

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2021-25

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 9872 MICHIGAN AVE., 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>
McCann Windows & Doors	Unit Turnaround	9872 Michigan Ave., Beach Park/AMP 4	\$20,000.00

(See Exhibits 16, 17)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2021-25.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Jordan

Nays:None

Absent:None

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 21, 2021.

3. Unit Turnaround – 207 Dundee, Barrington – AMP 5

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2021-26

(CAPITAL FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 207 DUNDEE, BARRINGTON – 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	207 Dundee, Barrington/AMP 5	\$14,700.00

(See Exhibits 18, 19)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2021-26.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, Mull, Jordan
 Nays:None
 Absent:None
 Abstain:None
 Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 21, 2021.

Commissioner Roundtable - Discussion

Commissioner Considine requested a recap of LCHA’s Care’s Act funding for the next meeting. CFO Khadija Darr reported the following:

CARES Act thru 11/2020

CARES Funding Obligated	\$ 2,769,102	
Public Housing Ops	\$ (115,684)	i.e. Pilot
Admin/Maint Wages	\$ (798,568)	Apr 2020-Nov 2020
Direct COVID-19 costs	\$ (151,060)	Apr 2020-Nov 2020
Benefits	\$ (161,404)	Apr 2020-Nov 2020
HAP (Housing Assistance Pmts)	\$ (1,237,446)	Sep 2020
Total CARES Expended	\$ (2,464,163)	Thru 11/2020
Balance to Expend	\$ 304,939	Thru 12/2021

ED/CEO Lorraine Hocker reported she would be arranging a commissioner training in February 2021 to be conducted by Brian Alten, Partner, CPA of BDO USA. She stated Brian has more than 20 years of experience in areas of accounting and financial advisory for Public Housing Authorities. She explained he is our fee accountant.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Considine moved, seconded by Commissioner Idleburg to adjourn the meeting. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, Jordan. Nays: None. Absent and Not Voting: None. Motion Carries. Meeting adjourned at 1:29 p.m.

Dr. H. Lee Jordan, Jr.
 Chairman

Lorraine Hocker, Executive Director/CEO
 Secretary/Treasurer