

**Pursuant to Executive Order 2020-15 signed by Governor Pritzker and guidance provided by legal counsel, the Lake County Housing Authority conducted this meeting by audio and video conferencing without a physical quorum present in the boardroom. Executive Order 2021-15, paragraphs 7 and 9 declare the entire State of Illinois as a disaster area per Section 4 of the Illinois EMA Act. Lake County Housing Authority has determined an in-person meeting is not practical or prudent at this time because of the declared disaster. Public access to this meeting was available as follows: Call: 1 312-626-6799 and Enter Meeting ID 893 2281 7211.**

Consequently, the January 20, 2022, Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held as a teleconference via the Zoom platform. 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](http://www.lakecountyha.org)).

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held January 20, 2022, via Zoom and at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

(Commissioners participated in this Board Meeting via teleconference.)

Present: Dr. H. Lee Jordan, Jr., Chairman  
Kevin Considine, Vice Chairman  
John Idleburg, Commissioner (Departed 12:43 p.m.)  
Susan Malter, Commissioner  
Beverly Mull, Commissioner

Absent: None

LCHA Staff physically present at 33928 North US Highway 45, Grayslake, IL 60030.  
Lorraine Hocker, Executive Director/CEO  
Ofelia Navarro, Deputy Director  
Valerie Rogers, Executive Secretary

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 18, 2022, at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:31 p.m. Roll call was taken, and the following Commissioners were present: Considine, Idleburg, Malter, Mull, Jordan. Absent: None. Two (2) commissioner positions are vacant.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### PUBLIC COMMENT

Public comments were accepted by email at [publiccomment@lakecountyha.org](mailto:publiccomment@lakecountyha.org) or by leaving a voice message at (847) 223-1170 ext. 2320. Comments received by 9:00 a.m. on January 20, 2022, are to be

read at the appropriate time in the agenda. No public comments were received. Chairman Jordan opened the floor for public comment. No one requested to be heard.

MINUTES – 10/27/21 REGULAR MEETING  
MINUTES – 10/27/21 EXECUTIVE SESSION-PERSONNEL MATTERS  
MINUTES – 12/16/21 REGULAR MEETING – DISCUSSION ONLY

After discussion, Vice Chair Considine moved, seconded by Commissioner Idleburg to approve the Minutes of the October 27, 2021, Rescheduled Meeting and Executive Session-Personnel Matters and the Minutes of the December 16, 2021 Meeting-Discussion Only. 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 for November 2021, December 2021 and January 2022 were presented. The financial report by Chief Financial Officer Khadija Darr was not available.

Financial Report 1/20/2022, Not Available  
List of Bills November 2021, See Exhibit 9  
List of Bills December 2021, See Exhibit 10  
List of Bills January 2022, See Exhibit 11

After discussion, Commissioner Mull moved, seconded by Vice Chair Considine 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.

Commissioner Idleburg departed the meeting at 12:43 p.m.

#### REPORTS

The following reports for December 2021 were provided.

Public Housing .....	Zachary Stone, Director of Facilities (Exhibit 01)
Procurement.....	Zachary Stone, Director of Facilities (Exhibit 02)
Property Disposition.....	Derek Eovaldi, Property Disposition Coordinator (Exhibit 03)
Housing Choice Voucher, PBV <sup>1</sup> , Portability & Collections .....	Jennifer Ferguson, Director of HCV & Compliance (Exhibit 04)

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<sup>1</sup> Project-Based Vouchers

FSS<sup>2</sup>, Housing Counseling, ..... Heidi Semenek, Director of FSS & Special Programs  
Mainstream Vouchers & FUP<sup>3</sup> (Exhibit 05)

FOIA/OMA<sup>4</sup>, Travel-Training ..... Valerie Rogers, Executive Secretary/FOIA & OMA  
(Exhibit 06)

Other Matters

1. COVID-19:

LCHA Staff, as a unified group, has been weakened by outbreaks of positive cases of COVID-19. Occurrences have erupted on both floors of the Grayslake Central Office. Deep cleaning and fogging followed each report while continually urging staff to distance, wash frequently and mask-up. To our knowledge, most staff cases of breakthrough COVID-19 have not required hospitalization. Any staff working in the immediate presence of a positive reactor has been sent for testing as soon as the case is reported.

Fortunately, only one (1) positive case has appeared among the multi-family public housing buildings. Although all common areas are, and have been, closed to the residents, a sanitation has been conducted.

2. HCV Wait List Temporary Opening

The Housing Choice Voucher Program is planning to open the waiting list for the first time since 2016. We have exhausted our names on the current list except for Project-Based Voucher to Housing Choice Voucher families who may request throughout the year to be added to the list.

Currently, our program's utilization is about 93%. Our goal and requirement are 98%. Our department will need to lease about 150 applicants in order to meet our utilization goal. Since April of 2021, we have been actively pulling families from the waiting list and briefing/issuing vouchers. We have been hosting about 2 briefings per week to issue vouchers.

Certain challenges including COVID-19 and limited housing inventory has made it difficult for many of the families to locate units prior to their voucher expirations.

Proposed Opening of the HCV waiting list:

Pre-applications can be submitted online from Monday, February 21st, 2022 (8:00 am) until 11:59 pm on Friday, February 25th, 2022. All completed pre-applications will be accepted.

Once the list is closed, a lottery will select 2,500 random names and they will be added to the HCV Wait List.

Announcements will be made no later than 2/07/2022 (10 days prior to accepting applications) via the Daily Herald, Local Service Agencies, Social Media Platforms and LCHA website.  
(See Exhibit 07)

3. HUD has awarded LCHA a Family Self-Sufficiency (FSS) grant from HUD's FY21 Renewal Notice of Funding Opportunity (NOFO) for Calendar Year 2022. This is a cost-reimbursable, performance-

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<sup>2</sup> Family Self-Sufficiency Program

<sup>3</sup> Family Unification Program

<sup>4</sup> Freedom of Information Act. Open Meetings Act.

based grant. For FY2021, the grants will be for 1/1/2022-12/31/2022. LCHA's grant award is \$250,045.

NEW BUSINESS

Resolution 2022-09 Reaffirm Approval of Regular and Annual Board of Commissioners Meeting Dates – CY 2022

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 7, 2022) to meet HUD reporting requirements for our PHA plan.

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION 2022-09**

**REAFFIRM APPROVAL OF THE 2022 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 2022 Schedule of Regular Board Meetings;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Lake County Housing Authority hereby reaffirms approval of the calendar year 2022 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 2022, 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 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 (\*).

<u>Date</u>	<u>Date</u>
January 20, 2022	July 7, 2022 Annual and Regular*
February 17, 2022	August 18, 2022
March 17, 2022	September 15, 2022
April 21, 2022	October 20, 2022
May 19, 2022	November 17, 2022
June 16, 2022	December 15, 2022

(See Exhibit 12)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2022-09.

Roll Call Vote:

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

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-10 Reaffirm Authorization of the Acceptance of The Grant and to Enter Into the Funding Agreement for IHDA’s Housing Stability Services (HSS) for The Illinois Rental Payment Program (RPP) 2.0

IHDA Illinois Rental Payment Program 2.0

In April 2021, the Illinois Housing Development Authority (IHDA) launched the Illinois Rental Payment Program (ILRPP), an emergency rental assistance program designed to support households that are unable to pay rent due to the COVID-19 pandemic.

On 3/25/21, by Resolution 2021-40, the Board approved acceptance of a Grant for ILRPP for the amount of \$140,00 and entering into the funding agreement.

LCHA has been provided an opportunity to accept an additional Grant of \$140,00 for this program.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION 2022-10**

**REAFFIRM RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE GRANT AND TO**

**ENTER INTO THE FUNDING AGREEMENT FOR IHDA'S HOUSING STABILITY SERVICES  
(HSS) FOR THE ILLINOIS RENTAL PAYMENT PROGRAM (RPP) 2.0**

**WHEREAS**, the Board of Directors of Lake County Housing Authority, a unit of local government (the "Corporation") met on December 16, 2021, and adopted the following Resolution all of which is in accordance with the laws of the State of Illinois, and the Articles of Incorporation and By-Laws of the Corporation; and

**WHEREAS**, the Illinois Housing Development Authority (the "Authority") has agreed to issue to the Corporation a grant to assist the Authority in operating the Illinois Rental Payment Program ("ILRPP") by providing Housing Stability Services ("HSS") (collectively, the "Program") in an amount not to exceed One Hundred Forty Thousand and 00/100 Dollars (\$140,000) (the "Grant"), and the Corporation will use the Grant funds solely and exclusively for eligible activities in connection with the Program and for no other purpose; and

**WHEREAS**, the Board of Directors deems it to be in the best interest of the Corporation to accept the Grant;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Corporation hereby reaffirms the authorization for the acceptance of the Grant; and

**BE IT FURTHER RESOLVED** that the Corporation is authorized to enter into a Conditional Commitment Letter (the "CCL") and the Grant Agreement for the Program (the "Agreement") with the Authority wherein the Corporation agrees to perform Program services in return for the Grant; and

**BE IT FURTHER RESOLVED** that the Corporation hereby accepts the Grant, agrees to deliver and/or execute the CCL, the Agreement and any and all other instruments, certifications and agreements as may be necessary or desirable for the Corporation to perform all of its obligations and duties under the Program (including any amendments, other agreements or supplements); and

**BE IT FURTHER RESOLVED** that Lorraine Hocker the Executive Director of the Corporation, without the necessity or requirement for the signature of another person, is hereby authorized, empowered, and directed to execute on behalf of the Corporation the Agreement and all other documents and instruments relating to the Grant to be delivered to the Authority in connection with the closing of the Grant and take such further action on behalf of the Corporation as they deem necessary to effectuate the foregoing Resolutions; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Corporation hereby ratifies, authorizes, confirms and approves any prior action of the Corporation taken in furtherance of the foregoing resolutions and any and all documents and instruments previously executed on behalf of the Corporation in connection with the Grant.

(See Exhibits 13, 14)

After discussion Commissioner Mull moved, seconded by Commissioner Malter to adopt Resolution 2022-10.

Roll Call Vote:

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

Nays: .....None  
Absent: .....Idleburg  
Abstain: .....None  
Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-11 Reaffirm Approving Waivers Applicable to COVID-19 Issued by HUD  
Per PIH 2021-14 (HA), 05/04/2021

HUD issued Statutory Waiver notices during COVID that LCHA adopted. We previously identified specific Waivers (Resolution 2020-60 and 2021-12). This Resolution approves the extension of such waivers per the PIH Notice 2021-14 (HA), issued on May 04, 2021, to cover LCHA.

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION 2022-11**

**REAFFIRM APPROVING WAIVERS APPLICABLE TO COVID-19 ISSUED BY HUD  
PER PIH 2021-14 (HA), 05/04/2021**

**WHEREAS**, waiver notices were issued by HUD outlining certain statutory and regulatory waivers that housing authorities may utilize in planning for and responding to COVID-19; and

**WHEREAS**, such waiver notices were initially set forth in Notice PIH 2021-14 issued by HUD on May 4, 2021, which confirmed as its “subject” the “COVID-19 Statutory and Regulatory Waivers for the Public Housing, Housing Choice Voucher (including Mainstream and Mod Rehab), Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, Revision”; and

**WHEREAS**, the Board of Commissioners of the Lake County Housing Authority previously ratified the initially issued waiver notices at its August 20, 2020, Board meeting; and

**WHEREAS**, the extension of such waiver notices was allowed by HUD per PIH 2020-33 (HA), REV-2 issued on November 30, 2020; and

**WHEREAS**, further waiver notice has been allowed by HUD per PIH 2021-14 (HA); and

**WHEREAS**, at the January 20, 2022, Board meeting, the Board of Commissioners of the Lake County Housing Authority has considered the extension of such waiver notices per PIH 2021-14 (HA), issued on May 4, 2021.

**NOW, THEREFORE BE IT RESOLVED**, that the Board hereby reaffirms approval of the extension of such waiver notices per PIH 2021-14 (HA), issued on May 4, 2021.

(See Exhibit 15)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2022-11.

Roll Call Vote:

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

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-12 Reaffirm Approval of Merit and Bonus Range Calculation for Staff

The evaluation process for staff has begun. We seek approval for the attached merit increases for 2022 and bonuses for 2021. (Resolution 2022-12, Exhibits 16, 17)

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION 2022-12**

**REAFFIRM APPROVAL OF 2022 STAFF MERIT INCREASE & 2021 BONUS RANGE CALCULATION**

**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**, administration recommends 2022 salary increases be based solely on merit and be awarded between 1%-4%, consistent with U.S. salary increases; and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Lake do hereby reaffirms approval of the 2022 Salary Merit Increase & 2021 Bonus Methodology as presented; and

**BE IT FURTHER RESOLVED**, the salary increases will be effective 1/1/2022 and the bonuses be effective 12/23/21.

(See Exhibits 16, 17)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2022-12.

Roll Call Vote:

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

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-13 Reaffirm Approval of the Memorandum of Understanding (“MOU”)  
Between Lake County Housing Authority and Chase Bank

Chase Bank is proposing a formalization of the relationship between LCHA’s Housing Counseling program and their regional lending team. Housing Counselors have been providing Pre-Purchase clients with information on Chase Bank’s varying lending programs for 3+ years as part of the standard information offered to these clients regarding down payment assistance and local mortgage offerings. Noting this, Chase’s Community Outreach and Community Reinvestment Act teams have suggested the attached payment structure wherein they will provide \$500 per client referred to Chase after meeting the HUD standard of Pre-Purchase counseling. This \$500 stipend will be in addition to the hours billed to the existing HUD grant and will provide supplemental income for the Housing Counseling Pre-Purchase program.

Counselors will still be required to conduct themselves in the manner outlined in the National Industry Standards for Homeownership Education and Counseling and follow the mandates within HUD’s Housing Counseling Handbook 7610.1 (current version). Lender steering will not be allowed, and only clients who meet the Chase Mortgage program requirements will be provided information on Chase’s mortgage matrix.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION NO. 2022-13**

**REAFFIRM APPROVAL OF THE MEMORANDUM OF UNDERSTANDING (“MOU”)  
BETWEEN LAKE COUNTY HOUSING AUTHORITY AND CHASE BANK**

**WHEREAS**, the Lake County Housing Authority (“LCHA”) is approved by the U.S. Department of Housing and Urban Development (“HUD”) to participate as a housing Counseling Agency in HUD’s Homeownership Counseling Program pursuant to Section 106 of the Housing and Community Development Act (12 U.S.C. §1701x), 24 C.F.R § 214, HUD Handbook 7610.1 REV 5, and related HUD Mortgage Letters and Housing Notices (the “Program”); and

**WHEREAS**, Chase Bank, N.A. (“CHASE”) is a commercial banking lender licensed by the state of Illinois to offer Lake County residents mortgage loans for the purchase of property;

**WHEREAS**, from time to time, LCHA may elect to refer to CHASE clients who have completed housing counseling and CHASE may elect to refer to LCHA customers whom CHASE has rejected for credit (each a “Client”);

**WHEREAS**, CHASE desires to engage LCHA on a non-exclusive basis to perform certain Services (as defined in the attached Services Agreement) pursuant to the Program pertaining to a Client for the CHASE, and LCHA desires to accept such engagement, pursuant to the terms and conditions of the Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of LCHA hereby reaffirms authorization for its Executive Director and or it’s designee to initiate the MOU between LCHA and CHASE, to be in effect from the date of adoption on the 16th day of December 2021.

(See Exhibits 18, 19)

After discussion Commissioner Mull moved, seconded by Commissioner Malter to adopt Resolution 2022-13.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-14 Authorization to Accept the Grant and Enter Into  
A Program Funding Agreement for The Housing Stability Counseling Program HSCP

**PURPOSE FOR HOUSING STABILITY COUNSELING PROGRAM (HSCP)  
FUNDING**

The American Rescue Plan Act of 2021 (Public Law 117-2) appropriated funds to NeighborWorks America (NeighborWorks) to fund the Housing Stability Counseling Program (HSCP). These funds are for housing counseling services, defined as counseling provided directly to households facing housing instability, such as eviction, default, foreclosure, loss of income, or homelessness. HSCP is intended to support the delivery of housing counseling services by HUD-approved housing counseling agencies with demonstrated experience in serving households facing housing instability.

**USE OF FUNDING**

HSCP will cover direct counseling and Program Related Support. The direct counseling request is linked to the estimated number of clients counseled during the grant period. Program Related Support shall be used to increase housing stability program efficiencies which can include, but is not limited to outreach to clients, infrastructure development and improvements, costs related to staff hiring and training, purchasing, or leasing outcome evaluation tools, collecting data for grant reporting purposes, pulling credit reports, and providing quality control oversight of counseling/coaching services.

**ELIGIBILITY AND DEMONSTRATED EXPERIENCE**

HCAs are eligible to apply to participate for this funding if they have been certified by HUD to conduct mortgage delinquency and default housing counseling. To be eligible for funding, applicants must have a successful and recent track record over the last 18 months from November 1, 2019, to April 30, 2021, with providing housing stability counseling services for households facing housing instability such as eviction, default, foreclosure, loss of income, or homelessness. To qualify as having Demonstrated Experience, an Applicant must certify that it has:

- a) worked successfully with landlords, lenders, and/or servicers, and with clients in threat of or facing eviction, foreclosure, and homelessness; AND
- b) documented counseling capacity, outreach capacity, past successful performance, and positive outcomes with documented counseling plans and housing stability counseling outcomes (e.g. landlord and tenant agreements, loan workouts, loan modification agreements or foreclosure resolution outcomes); AND
- c) certified that at least one of the following is true:

- i) has provided housing stability counseling services with documented action plans to at least 30 people during the past year; OR
- ii) 75 percent or more of its service area is in a rural area (if your organization is serving a community that is eligible for USDA Rural Development programs and services as of June 30, 2021, your organization may count that community as rural for the purposes of this application), AND it provided housing stability counseling which included documented action plans to at least 15 people during the past year or 10 people during the most recent quarter.

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION 2022-14**

**AUTHORIZATION TO ACCEPT THE GRANT AND ENTER INTO A PROGRAM FUNDING AGREEMENT FOR THE HOUSING STABILITY COUNSELING PROGRAM HSCP**

**WHEREAS**, the Board of Directors of Lake County Housing Authority, an Illinois unit of local government met on January 20, 2022, and adopted the following Resolutions all of which are in accordance with the laws of the State of Illinois:

**WHEREAS**, the Illinois Housing Development Authority (the “Authority”) has issued to the Lake County Housing Authority that certain Conditional Commitment Letter (together with any amendments thereto, the “Commitment”), pursuant to which the Authority has agreed to issue a grant from the Home Accessibility Program (the “Program”) to the Lake County Housing Authority in an amount not to exceed Three hundred seventy seven thousand and 00/100 Dollars (\$377,000.00) (the “Grant”) and the Lake County Housing Authority will use the Grant funds solely and exclusively for eligible activities in connection with Program and for no other purpose; and

**WHEREAS**, the Lake County Housing Authority deems it to be in the best interest of the Lake County Housing Authority to accept the Grant;

**THEREFORE, BE IT RESOLVED**, the Lake County Housing Authority hereby authorizes the acceptance of the Grant; and

**BE IT FURTHER RESOLVED** that the Lake County Housing Authority is authorized to accept the Commitment and enter into a Program Funding Agreement for the Program (the “Agreement”) with the Authority wherein the Lake County Housing Authority agrees to perform Program services in return for the Grant; and

**BE IT FURTHER RESOLVED** that the Lake County Housing Authority hereby accepts the Grant, agrees to deliver and/or execute the Commitment and the Agreement and any and all other instruments, certifications and agreements as may be necessary or desirable for the Lake County Housing Authority to perform all of its obligations and duties under the Program (including any amendments, other agreements or supplements); and

**BE IT FURTHER RESOLVED** that Lorraine Hocker, Chief Executive Officer of the Corporation or her designee, without the necessity or requirement for the signature of another person, is hereby authorized, empowered, and directed to execute on behalf of the Corporation, the Commitment, the Agreement and all other documents and instruments relating to the Grant to be delivered to the Authority in connection with

the closing of the Grant and take such further action on behalf of the Lake County Housing Authority as they deem necessary to effectuate the foregoing Resolutions; and

**BE IT FURTHER RESOLVED** that the Lake County Housing Authority hereby ratifies, authorizes, confirms and approves any prior action of the Lake County Housing Authority taken in furtherance of the foregoing Resolutions and any and all documents and instruments previously executed on behalf of the Lake County Housing Authority in connection with the Grant.

(See Exhibits 20, 21)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2022-14.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-18 Reaffirmation of Letter of Support - YouthBuild Lake County's Application – 2021 Department of Labor/YouthBuild Grant

YouthBuild Lake County (YBLC) is applying for the DOL grant that will serve 75 students over the next two years. We have worked in unison with YBLC for over fourteen (14) years through the Internship Program and fully support their mission. For this reason, we ask your reaffirmation of this letter of support.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION 2022-18**

**REAFFIRMATION OF APPROVAL OF LETTER OF SUPPORT  
YOUTHBUILD LAKE COUNTY DOL GRANT**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, the Lake County Housing Authority is in full support of YBLC's application for the 2021 U.S. Department of Labor YouthBuild Grant.

(See Exhibits 25, 26)

After discussion Commissioner Mull moved, seconded by Commissioner Malter to adopt Resolution 2022-18.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-19 Approval of Letter of Support and Memorandum of Understanding between Lincoln Avenue Capital & LCHA for the Development of Beech Street Senior Lofts, Island Lake

LCHA wishes to support Lincoln Capital's proposal to develop Beech Street Senior Lofts, a 52-units senior housing development in Lake Villa, IL. If approved, LCHA will provide Beech Street Senior Lofts with eighteen (18) project-based vouchers. The Memorandum of Understanding between Lincoln Avenue Capital and LCHA will be finalized for approval for the February 17, 2022 Board Meeting.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION 2022-19**

**APPROVAL OF PROJECT BASED VOUCHER CONTRACT  
BEECH STREET SENIOR LOFTS, ISLAND LAKE –  
EIGHTEEN (18) PROJECT BASED VOUCHERS**

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

**WHEREAS**, Lincoln Avenue Capital is an experienced housing provider and is developing Beech Street Senior Lofts for seniors (the Project); and

**WHEREAS**, the Lincoln Avenue Capital is requesting a letter of support from LCHA to the Illinois Housing Development Authority (IHDA) to obtain a preliminary determination of eligibility for receipt of Tax Credits; and

**WHEREAS**, the Lincoln Avenue Capital is requesting eighteen (18) LCHA 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**, Beech Street Senior Lofts, 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 letter of support to IHDA and the allocation of Housing Choice Voucher Program project-based voucher assistance for Beech Street Senior Lofts Project, in an amount not to exceed eighteen (18) 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 27, 28)

After discussion Commissioner Mull moved, seconded by Vice Chair Considine to adopt Resolution 2022-19.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

#### Commissioner Roundtable – Discussion

Commissioner Mull commended the public housing maintenance staff on completing 131 work orders and 21 emergency calls with a staff of only 13.

Vice Chair Considine commented on the opening of the HCV wait list. He offered to assist in the marketing of the announcement. ED/CEO Lorraine Hocker explained Constant Contact, an email marketing agency will be utilized for wide-spread announcements to community partners. It will also be published in the *Daily Herald*, minority publications and on LCHA's website.

Executive Session – Review of Executive Session Audio Recordings,  
Executive Session Minutes and Personnel Issues

At 1:01 p.m. Vice Chair Considine moved, seconded by Commissioner Mull to go into Executive Session to discuss Review of Executive Session Audio Recordings, Executive Session Minutes and Personnel Issues. The Board voted as follows: Ayes: Considine, Malter, Mull, Jordan. Nays: None. Absent and Not Voting: Idleburg. Motion Carries.

The Board returned to open session at 1:27 p.m. and roll call was taken. Present: Considine, Malter, Mull, Jordan. Absent: Idleburg.

The Board discussed Review of Executive Session Audio Recordings, Executive Session Minutes and Personnel Issues. No action was taken during the Executive Session.

Resolution 2022-15 Authorization to Destroy Executive Session Audio Recordings  
Prior To July 1, 2020

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, 2020. Five (5) additional audio recordings are now eligible and recommended for destruction.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION NO. 2022-15**

**AUTHORIZATION TO DESTROY  
EXECUTIVE SESSION AUDIO RECORDINGS PRIOR TO 7/1/2020  
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, 2020 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, 2020 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, 2020 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 22)

After discussion Commissioner Mull moved, seconded by Commissioner Malter to adopt Resolution 2022-15.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-16 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 three (3) executive sessions dealing with Security Matters, Real Estate Transactions and Personnel Issues. 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, Vice Chair Considine introduced the following Resolution:

(See Exhibit 23)

After discussion Vice Chair Considine moved, seconded by Commissioner Malter to adopt Resolution 2022-16.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg

Abstain: .....None

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

Resolution 2022-17 Resolution Adjusting the Salary and Incentive Payment  
of the Executive Director/CEO of the Housing Authority of the County of Lake

ED/CEO Lorraine Hocker's contract provides for an annual review.

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION 2022-17**

**RESOLUTION ADJUSTING THE SALARY AND INCENTIVE PAYMENT OF THE  
EXECUTIVE DIRECTOR/CEO OF  
THE HOUSING AUTHORITY OF THE COUNTY OF LAKE**

**WHEREAS**, on 1/21/2021 by Resolution 2021-24 the Board of Commissioners of the Housing Authority of the County of Lake (Board) reviewed and approved the performance, compensation and term of a new employment agreement for Lorraine Hocker as Executive Director/CEO; and

**WHEREAS**, pursuant to the Employment Agreement of January 1, 2021 between the Board and Lorraine Hocker, the LCHA Board has conducted an annual performance evaluation of Ms. Hocker; and

**WHEREAS**, pursuant to the Employment Agreement of January 1, 2021 between the Board and Lorraine Hocker, the LCHA Board also evaluated her achievement of the Board's criteria of high performance in relation to her Employment Agreement (3) INCENTIVE PAYMENT; and

**WHEREAS**, waiver notices issued by HUD outlined certain statutory and regulatory waivers that housing authorities may utilize in planning for and responding to COVID-19; and

**WHEREAS**, the Board concurs with HUD's waivers and elects to apply the spirit of the waivers to Lorraine Hocker's Employment Agreement in (3) INCENTIVE PAYMENT by disregarding the 98% plateau for this evaluation; and

**WHEREAS**, 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 an award of an incentive payment;

**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 by 4%, to \$161,200.00 effective 1/1/2022, and
2. The Executive Director/CEO Lorraine Hocker is awarded a one-time Incentive Payment of \$7,500.00.

**BE IT FURTHER RESOLVED**, these awards will be implemented with continuation of the same fringe benefits as per the Employment Agreement of 1/1/2021.

(See Exhibit 24)

Minutes of the Regular Board Meeting

January 20, 2022

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After discussion Commissioner Mull moved, seconded by Vice Chair Considine to adopt Resolution 2022-17.

Roll Call Vote:

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

Nays: .....None

Absent: .....Idleburg

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 20, 2022.

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: Considine, Malter, Mull, Jordan. Nays: None. Absent and Not Voting: Idleburg. Motion Carries. Meeting adjourned at 1:30 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer