

Pursuant to Executive Order 04-01-2022 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 04-01-2022 declares 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: Zoom platform <https://us02web.zoom.us/j/89322817211> or Telephone 1 312-626-6799 and Enter Meeting ID 893 2281 7211.

Consequently, the April 21, 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).

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held April 21, 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: Kevin Considine, Vice Chair
John Idleburg, Commissioner
Susan Malter, Commissioner
Dr. Charles Nozicka, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chair
Beverly Mull, Commissioner

Attending Remotely:
Lorraine Hocker, Executive Director/CEO

LCHA Staff physically present at 33928 North US Highway 45, Grayslake, IL 60030.
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, April 19, 2022, 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, Vice Chair Considine called the meeting to order at 12:30 p.m. Roll call was taken, and the following Commissioners were present: Idleburg, Malter, Nozicka, Considine. Absent: Jordan, Mull. One (1) commissioner position is vacant.

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 April 21, 2022, are to be read at the appropriate time in the agenda. No public comments were received.

Vice Chair Considine opened the floor for public comment. There were no public comments.

MINUTES – 3/17/22 REGULAR MEETING
MINUTES – 3/17/22 EXECUTIVE SESSION – PERSONNEL MATTERS

After discussion, Commissioner Idleburg moved, seconded by Commissioner Malter to approve the Minutes of the March 17, 2022, Regular Meeting and Executive Session-Personnel Matters. The Board voted as follows: Ayes: Idleburg, Malter, Nozicka, Considine. Nays: None. Absent and Not Voting: Jordan, Mull. Motion Carries.

APPROVAL OF BILLS

The list of bills was submitted by the accounting department.
(See Exhibit 09)

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

REPORTS

The following reports for April 2022 were provided.

Public Housing	Zachary Stone, Director of Facilities (No report available)
Procurement.....	Zachary Stone, Director of Facilities (No report available)
Property Disposition.....	Derek Eovaldi, Property Disposition Coordinator (Exhibit 03)
Housing Choice Voucher, PBV ¹ , Portability & Collections	Jennifer Ferguson, Director of HCV & Compliance (Exhibit 04)
FSS ² , Housing Counseling,	Heidi Semenek, Director of FSS & Special Programs Mainstream Vouchers & FUP ³ (Exhibit 05)

¹ Project-Based Vouchers
² Family Self-Sufficiency Program
³ Family Unification Program

FOIA/OMA⁴, Travel-Training Valerie Rogers, Executive Secretary/FOIA & OMA
(Exhibit 06)

Other Matters

1. On 4/1/22, Governor Pritzker extended the State's COVID-19 Disaster Declaration over all counties in Illinois for another 30 days. Accordingly, the Board of Commissioners Meeting on 4/21/22 will be a virtual meeting through Zoom.
2. Thank you to Dr. Nozicka for completing the Open Meetings Act training and supplying the required certificate. (See Exhibit 07)
3. HUD's Real Estate Assessment Center (REAC) inspectors were onsite on April 4, 2022 and conducted their inspections. LCHA passed with an initial score of 69. We are appealing some findings and are awaiting a response. Three (3) emergency items were mitigated. REAC summary attached. (See Exhibit 08)
4. BDO USA, LLP has acted as our Fee Accountant for some time. We will utilize BDO now as our Outsourced Financial Services in the absence of a Chief Financial Officer. Brian Alter of BDO has been onsite, meeting with senior staff to coordinate activities.

NEW BUSINESS

Resolution 2022-27 Approval of Travel/Training Expenses for Executive Director and/or Commissioners

1. Commissioner Susan Malter. 3/28/22 - 3/30/22
NAHRO 2022 Washington Conference, Virtual
2. Commissioner Beverly Mull. 4/6/22 - 4/8/22
Nelrod 22nd Annual Consortium Conference, Las Vegas, NV

Commissioners and the Executive Director/CEO must submit a Travel Authorization Form or an Expense Report Form to the Board for approval by a roll call vote at an open meeting.

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2022-27

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

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

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

⁴ Freedom of Information Act. Open Meetings Act.

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

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

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

(See Exhibits 10, 11, 12)

After discussion Commissioner Malter moved, seconded by Commissioner Nozicka to adopt Resolution 2022-27.

Roll Call Vote:

Ayes:Idleburg, Malter, Nozicka, Considine

Nays:None

Absent:Jordan, Mull

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 21, 2022.

Resolution 2022-28 Authorization to Submit the Section 18 Disposition Application and Execute Sales Contract for Seven (7) Properties in the Communities of Lake Zurich and Mundelein - AMPS 4 & 5

On 3/17/22 the Board approved LCHA submitting the Section 18⁵ Demo/Dispo application to HUD for seven (7) properties. HUD also requires a letter of support from the city/village/town of the properties being considered. LCHA petitioned the relevant local governments for the letters. The responses were positive to our overall plan, but the paperwork lagged. The local city/villages did not supply an immediate *written* approval. We are happy to report the written approval has been received from Lake Zurich and Mundelein but *after* LCHA Board approval.

HUD requires a specific order of approval; local city/village and then LCHA Board. Therefore, we are requesting approval to submit the Section 18 Demo/Dispo applications to HUD for seven (7) properties located in Lake Zurich and Mundelein. This is only a change in the approval date by the Board.

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2022 - 28

AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION AND EXECUTE SALES CONTRACT FOR SEVEN (7) PROPERTIES IN THE

⁵ Section 18 of the Housing Act of 1937

COMMUNITIES OF LAKE ZURICH AND MUNDELEIN - AMPS 4 & 5

WHEREAS, the Lake County Housing Authority (LCHA) owns seven (7) single-family residential properties in the communities of Lake Zurich and Mundelein; and

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

WHEREAS, as directed by HUD, LCHA conducted a meeting with the Resident Advisory Board and received letters of support from the officials of the correlating local governmental bodies; 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 Applications for the properties listed above 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 properties above; and

BE IT FURTHER RESOLVED, if the Section 18 applications are accepted and approved by HUD, the Executive Director/CEO is authorized to execute applicable contract sales agreements and take all actions necessary to dispose of the properties shown above without further deliberation or action by the Board of Commissioners of Lake County, IL.

(See Exhibit 13)

After discussion Commissioner Malter moved, seconded by Commissioner Nozicka to adopt Resolution 2022-28.

Roll Call Vote:

Ayes:Idleburg, Malter, Nozicka, Considine

Nays:None

Absent:Jordan, Mull

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 21, 2022.

Resolution 2022-29 Approving the MOU and Accepting the Grant For The Housing Counseling Resource Program (HCRP)

The Illinois Housing Development Authority (IHDA) accepted Request for Applications (RFA) for the Housing Counseling Resource Program (HCRP). The Program will provide grants to housing counseling agencies in Illinois to expand service to minority and low- and moderate- income homebuyers. The

Program aims to generate increased organizational engagement with minority and low- and moderate-income homebuyers due to this expanded reach. Grant funds under HCRP may be used for marketing and outreach, program staffing, and technology upgrades.

LCHA is happy to report our application for the HCRP has been approved pending submission of supporting documents. As has been requested for other grants, Board approval is required for the Conditional Commitment Letter and acceptance of the grant and all conditions. IHDA has not yet released these documents, but it is anticipated they will be required to be returned (with LCHA Board approval) prior to the next Regular Board Meeting. Therefore, we are asking the Board for authorization to process when received.

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2022-29

**AUTHORIZATION TO EXECUTE THE CONDITIONAL COMMITMENT LETTER
FOR THE HOUSING COUNSELING RESOURCE PROGRAM AND ACCEPT THE GRANT**

WHEREAS, In January 2022, the Illinois Housing Development Authority (“IHDA”) announced its request for applications (RFA) for the Housing Counseling Resource Program (“HCRP”), a program providing grants to housing counseling agencies in Illinois to expand service to minority homebuyers and aims to generate increased organizational engagement with minority homebuyers due to expanded reach; and

WHEREAS, Lake County Housing Authority submitted an application to IHDA for the HCRP as it wishes to expand services to minority homebuyers and low-to moderate-income homebuyers through its Housing Counseling Program; and

WHEREAS, by email dated 4/15/22, IHDA notified Lake County Housing Authority it was selected for participation in the Housing Counseling Resource Program (HCRP) and is to be awarded a grant of \$145,000; and

WHEREAS, IHDA noted LCHA’s participation in the Program is contingent upon submission of the Funding Agreement and LCHA’s successful closing with IHDA’s Legal Department; and

WHEREAS, IHDA has not yet released the due diligence checklist or the Funding Agreement; and

WHEREAS, IHDA will require the LCHA Board of Commissioners to formally approve

- A certain Conditional Commitment Letter,
- Acceptance of a grant in an amount not to exceed One Hundred Forty-Five Thousand and 00/100 Dollars (\$145,000.00) (the “Grant”) and
- Certify LCHA will use the Grant funds solely and exclusively for eligible activities in connection with Program and for no other purpose; and

WHEREAS, all due diligence items will be due prior to the next Regular Meeting of the LCHA Board of Commissioners; and

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

THEREFORE, BE IT 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 (IHDA) 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 Exhibit 14)

After discussion Commissioner Malter moved, seconded by Commissioner Idleburg to adopt Resolution 2022-29.

Roll Call Vote:

Ayes:Idleburg, Malter, Nozicka, Considine

Nays:None

Absent:Jordan, Mull

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 21, 2022.

Resolution 2022-30 Approval of the Award of Three (3) Project-Based Vouchers to the Housing Opportunity Development Corporation

LCHA wishes to support the Housing Opportunity Development Corporation (HODC) in their pursuit of purchasing some of our properties through the Demo/Disposition Program. HODC will better be able to finance the acquisition of the properties, and assure they remain affordable, if LCHA assigns three (3) Project-Based Vouchers. The Special Application Center (SAC) looks favorably on the award.

After discussion, Commissioner Idleburg introduced the following Resolution:

RESOLUTION 2022-30

**APPROVAL OF THE AWARD OF THREE (3) PROJECT-BASED VOUCHERS
TO THE HOUSING OPPORTUNITY DEVELOPMENT CORPORATION**

WHEREAS, Lake County Housing Authority (LCHA) seeks to maintain the supply of affordable housing; and

WHEREAS, on September 23, 2021, by Resolution 2021-89 the Board approved the submission of the Section 18 Disposition Application to HUD and execution of the Sales Contract For Eleven (11) Properties In The Communities of Beach Park, Grayslake, Gurnee, Lake Bluff, Lake Zurich and Mundelein (AMPs 4 & 5) to the Housing Opportunity Development Corporation (HODC); and

WHEREAS, HODC endeavors to safeguard these properties as affordable housing; and

WHEREAS, HODC will better be able to finance three (3) of the properties if augmented with three (3) Project-Based Vouchers from Lake County Housing Authority; and

WHEREAS, Lake County Housing Authority has the option of requesting either Tenant Protection Vouchers or assigning Project-Based Vouchers for the properties under the RAD conversion; and

WHEREAS, the Special Application Center (SAC) is favorable to awarding the PBVs as the units will still be leased to low-income families;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of LCHA hereby authorizes the allocation of three (3) Housing Choice Voucher Program Project-Based Vouchers to the Housing Opportunity Development Corporation; 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 Exhibit 15)

After discussion Commissioner Idleburg moved, seconded by Commissioner Malter to adopt Resolution 2022-30.

Roll Call Vote:

Ayes:Idleburg, Malter, Nozicka, Considine

Nays:None

Absent:Jordan, Mull

Abstain:None
Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 21, 2022.

Resolution 2022-31 Approval of Rescheduled Regular Board Meeting for May 2022

LCHA has confirmed we will not have sufficient Commissioners to take action for the Regular Board Meeting on 5/19/22. A quorum of Commissioners is four (4).

After discussion, Commissioner Idleburg introduced the following Resolution:

RESOLUTION NO. 2022-31

APPROVAL OF RESCHEDULED BOARD MEETING MAY 2022

WHEREAS, it has been determined that a lack of a sufficient quorum of Commissioners will be present for the May 19, 2022 Regular Meeting of the Board of Commissioners; and

WHEREAS, as per the By-Laws of the Housing Authority of the County of Lake, Article III Meetings, Section 4 Quorum, states four (4) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers; and

WHEREAS, the purpose of the Rescheduled Meeting is to hold the meeting at a date and time that is convenient to a sufficient quorum of Commissioners, to consider resolutions and other Housing Authority business that had previously been planned for consideration at the meeting that had been scheduled for May 19, 2022, and for any additional business that may come before the Board of Commissioners; and

WHEREAS, the agenda for the Rescheduled Meeting will be provided at least 48 hours in advance of the Rescheduled Meeting, in the manner provided by law;

THEREFORE, BE IT RESOLVED, pursuant to Section 2.02(a) of the Illinois Open Meetings Act [5 ILCS 120/2.02(a)], a Rescheduled Meeting of the Board of Commissioners of the Housing Authority of Lake County has been called by the Secretary of the Board of Commissioners to take place on **Wednesday, May 18, 2022, at 9:00 a.m.** at the Housing Authority of County Lake, 33928 North US Highway 45, Grayslake, Illinois.

(See Exhibit 16)

After discussion Commissioner Idleburg moved, seconded by Commissioner Nozicka to adopt Resolution 2022-31.

Roll Call Vote:

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

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on April 21, 2022.

Commissioner Roundtable – Discussion

No items were presented for discussion.

There being no further business to come before the Board, Commissioner Idleburg moved, seconded by Commissioner Nozicka to adjourn the meeting. The Board voted as follows: Ayes: Idleburg, Malter, Nozicka, Considine. Nays: None. Absent and Not Voting: Jordan, Mull. Motion Carries. Meeting adjourned at 12:44 p.m.

Kevin Considine
Vice Chair

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer