

Pursuant to Executive Order 2022-23 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 2022-23 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 December 15, 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 website (www.lakecountyha.org).

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held December 15, 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., Chair
 Kevin Considine, Vice Chair
 Susan Malter, Commissioner
 Beverly Mull, Commissioner
 Dr. Charles Nozicka, Commissioner

Absent: John Idleburg, Commissioner

LCHA Staff physically present at 33928 North US Highway 45, Grayslake, IL 60030:
 Lorraine Hocker, Executive Director/CEO
 Michelle Perkins, Operations Director
 Quieshala Little, Director of Human Resources & Operations
 Jackie Petritis, Accounting Manager
 Paul Mazur, LCHA Staff Accountant
 Valerie Rogers, Executive Secretary

Attending remotely:
 Ofelia Navarro, Deputy Director

Other Guests participating in this Board Meeting via teleconference:

 Damien Kelly, CFO of Joliet Housing Authority
 Asia Dzierzynski, Senior Accountant of Joliet Housing Authority

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 13, 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, Chair Dr. Jordan called the meeting to order at 12:31 p.m. Roll call was taken, and the following Commissioners were present: Considine, Malter, Mull, Nozicka, Jordan. Absent: Idleburg. 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. December 15, 2022, are to be read at the appropriate time in the agenda. No public comments were received.

Chair Jordan opened the floor for public comment. There were no other public comments.

MINUTES – 11/17/22 REGULAR MEETING

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

FINANCE REPORT AND APPROVAL OF BILLS

The list of bills for November 2022 was provided.

After discussion, Vice Chair Considine moved, seconded by Commissioner Mull to approve the list of bills as presented. The Board voted as follows: Ayes: Considine, Malter, Mull, Nozicka, Jordan. Nays: None. Absent and Not Voting: Idleburg. Motion Carries. (See Exhibit 10)

The financial report (October 2022) was provided by Contracting Chief Financial Officer (CFO) Damien Kelly. (See Exhibit 09)

Contracting CFO Damien Kelly relayed the following summary for October 2022 and reviewed the Revised Operating Budget for FY 2023:

- Since September 2022, when the Board approved the FY 2023 budget, we discovered some inadvertently omitted temporary labor costs, a significant consideration
- Adjusted the proposed bonuses and merit increases and some salaries
- Made changes to site allocation of costs
- Salaries are most weighty, reallocated salaries based on employee function
- Correction to admin fee for housing counseling grant
- Revised budget presents a more conservative picture for FY 2023
- Going forward, will work on improvements, cost cutting and efficiency.

REPORTS

The following reports for November 2022 were provided. See Department Reports for the Exhibits.

Maintenance, Procurement.....	Zachary Stone, Director of Facilities Norma Carlon, Manager of Capital Improvements & Procurement (Exhibit 01)
Public Housing.....	Brian Snook, Director of Public Housing (Exhibit 02)
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 ,..... Mainstream Vouchers & FUP ³	Heidi Semenek, Director of FSS & Special Pgms (Exhibit 05)
Housing Counseling and FERA	Elizabeth Werning Manager of Housing Counseling Ofelia Navarro, Deputy Director (Exhibit 06)
Human Resources.....	Quieshala Little, Human Resources/Operations Director (Exhibit 07)
FOIA/OMA ⁴ , Travel-Training	Elena Lara, Executive Secretary/FOIA & OMA (Exhibit 08)

Other Matters

1. By Executive Order 2022-23 signed 12/8/22, Governor Pritzker extended the State's COVID-19 Disaster Declaration over all counties in Illinois for another 30 days (expiring 1/6/23). Accordingly, the Board of Commissioners Meeting on 11/17/22 was a virtual meeting through Zoom.
2. On May 23, 2022, Governor JB Pritzker signed HB 2775 into law. Effective January 1, 2023, housing providers may continue to use business criteria to screen tenants but will no longer be able to turn renters away from available housing simply because of their source of income (SOI).

This is a huge win for the Illinois Coalition for Fair Housing and for persons who have experienced hardship and discrimination based on the legal way they pay for their housing.

¹ Project-Based Vouchers

² Family Self-Sufficiency Program

³ Family Unification Program

⁴ Freedom of Information Act. Open Meetings Act.

LCHA staff participated in an in-person training on Fair Housing and the soon effective SOI law. The training was conducted by HOPE Fair Housing Center.

3. A holiday outing for LCHA staff has been organized for Wednesday, 12/14/22. Bowlero Bowling Center, 316 Center Drive, Vernon Hills will be the host location for bowling, socializing, food and a gathering for distribution of LCHA swag bags. Please feel from to come and join us. Wednesday, 12/14/22 from Noon – 4 p.m.
4. Executive Director/CEO Lorraine Hocker commended Deputy Director Ofelia Navarro and the FERA staff for a job well done and for bringing in increased revenues to alleviate our administrative burden. The FERA staff works tirelessly to provide rental and utility assistance to our community.

NEW BUSINESS

Resolution 2023-09 Approval of FY 2023 Operating Budget Revision

A revision to the original FY 2023 budget is being requested for the following reasons:

- Salaries and benefits were allocated incorrectly across the organization,
- Temporary labor was excluded entirely,
- LCRA and FERA administrative fees were not correctly accounted for, and
- Adjusted bonus and merit increases

The revised budget now actually represents our end of fiscal year projections.

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION NO. 2023-09

APPROVAL OF FY 2023 OPERATING BUDGET REVISION

WHEREAS, the attached FY 2023 Operating Budget Revision for the period October 1, 2022 through September 30, 2023 for Lake County Housing Authority is being presented to the Board of Commissioners for approval; and

WHEREAS, the revised expenditures shown in the Operating Budget Revision are necessary for the efficient and economical operation and administration of the Lake County Housing Authority's Public Housing programs for the purpose of serving low-income families; and

WHEREAS, the financial plan detailed in the FY 2023 Operating Budget Revision is reasonable in that it indicates a source of funds adequate to cover expenditures and does not provide for federal funding in excess of that payable under the HUD Annual Budget Authority; and

WHEREAS, all charges and expenditures set out in the FY 2023 Operating Budget revision will be consistent with the provisions of the law and the Annual Contributions Contract;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Lake County Housing Authority that the FY 2023 Operating Budget Revision attached hereto is hereby approved and staff is authorized to execute and submit the necessary documents to HUD's Financial Management Center.

(See Exhibits 11, 12)

After discussion Commissioner Mull moved, seconded by Commissioner Nozicka to adopt Resolution 2023-09.

Roll Call Vote:

Ayes:Considine, Malter, Mull, Nozicka, 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 December 15, 2022.

Resolution 2023-10 Authorization to Submit SEMAP Certification

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

LCHA completed and submitted the SEMAP certification for FY 2022 on November 29, 2022. HUD will assess our responses and provide a summary. Based on our internal audit, LCHA is considered a High Performing agency.

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2023-10

AUTHORIZATION TO SUBMIT SEMAP CERTIFICATION

WHEREAS, the Authority is required to submit its Section 8 Management Assessment Program (SEMAP) Certification to HUD within 60 days of the end of the fiscal year; and

WHEREAS, staff and Commissioners have reviewed the attached Certification for Fiscal Year 2022 and believe to the best of their knowledge all responses thereon to be true and accurate;

NOW, THEREFORE BE IT RESOLVED that the attached Certification be and is hereby approved; and

BE IT FURTHER RESOLVED that, pursuant to HUD instructions, the Executive Director or her designee is authorized and directed to sign and electronically submit the Certification.

(See Exhibits 13, 14)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2023-10.

Roll Call Vote:

Ayes:Considine, Malter, Mull, Nozicka, 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 December 15, 2022.

Resolution 2023-11 Approval Of 2023 Staff Wage Increase Range & 2022 Fixed Bonus Calculation

After a thorough review with Financial Consultant Damien Kelly, staff has re-assessed the wage increase range and bonus proposals from the draft presented at the 11/17/22 Board Meeting.

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION 2023-11

APPROVAL OF 2023 STAFF WAGE INCREASE & 2022 BONUS CALCULATION

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Lake has determined that a universal bonus of 4.1% is appropriate given current economic conditions; and

WHEREAS administration recommends 2022 merit raises be based solely on performance and be awarded between 1% - 3%, consistent with U.S. industry studies;

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Lake do hereby approve of the 2023 wage increase adjustment of 1%-3% & 2022 Bonus Methodology as presented: and

BE IT FURTHER RESOLVED, the wage increase adjustment will be effective 1/1/2023 and the bonuses be effective 12/14/22.

(See Exhibits 15, 16)

After discussion Commissioner Mull moved, seconded by Commissioner Nozicka to adopt Resolution 2023-11.

Roll Call Vote:

Ayes:Considine, Malter, Mull, Nozicka, 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 December 15, 2022.

Commissioner Roundtable – Discussion

Commissioner Mull expressed appreciation to staff for supplying detailed reports and acknowledged Deputy Director Ofelia Navarro for substantially increasing administrative fees through the FERA program.

Commissioner Malter commended the Housing Counseling staff for fully advocating for their clients.

Executive Session

(5 ILCS 120/1) Sec. 2(c)(11)

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court...or when the public body finds that an action is probable or imminent.

(5 ILCS 120/1) Sec. 2(c)(1)

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

At 12:56 p.m. Commissioner Malter moved, seconded by Commissioner Mull to go into Executive Session to discuss (5 ILCS 120/1) Sec. 2(c)(11) Litigation and (5 ILCS 120/1) Sec. 2(c)(1) Personnel Matters. The Board voted as follows: Ayes: Considine, Malter, Mull, Nozicka, Jordan. Nays: None. Absent and Not Voting: Idleburg. Motion Carries.

The Board returned to open session at 1:51 p.m. and roll call was taken. Present: Considine, Malter, Mull, Nozicka, Jordan. Absent: Idleburg.

Chair Dr. Jordan stated the Board discussed Litigation and Personnel Matters. No action was taken during the Executive Session.

Introduction of Michelle Perkins – Operations Deputy

ED/CEO Lorraine Hocker introduced Michelle Perkins, Operations Deputy. Ms. Hocker stated Michelle was the Executive Director of DeKalb Housing Authority. Michelle “Shelly” stated she comes with sixteen years of experience and looking forward to working with LCHA.

Resolution 2023-12 Approval of Executive Director/CEO Wage Adjustment & Bonus

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION 2023-12

**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, 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 5.5%, to \$170,066.00 effective 1/1/2023, and
2. The Executive Director/CEO Lorraine Hocker is awarded a one-time, 5% Incentive Payment of \$8,060.00.

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 17)

After discussion Commissioner Mull moved, seconded by Commissioner Malter to adopt Resolution 2023-12.

Roll Call Vote:

Ayes:Considine, Malter, Mull, Nozicka, 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 December 15, 2022.

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Minutes of the Regular Board Meeting

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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, Nozicka, Jordan. Nays: None. Absent and Not Voting: Idleburg Motion Carries. Meeting adjourned at 1:55 p.m.

Dr. H. Lee Jordan, Jr.

Chair

Board of Commissioners

Lake County Housing Authority

Lorraine Hocker

Executive Director/CEO

Secretary