



## Lake County Housing Authority Board of Commissioners

### Minutes of the Regular Meeting June 20, 2024

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held June 20, 2024, at 33928 North U.S. Highway 45., Grayslake, IL 60030.

Present: Kevin Considine, Vice Chairman  
LaShaundra Barnes, Commissioner  
John Idleburg, Commissioner  
Susan Malter, Commissioner  
Dr. Charles Nozicka, Commissioner  
Beverly Stackhouse, Commissioner

Absent: Dr. H. Lee Jordan, Jr., Chairman

LCHA Staff: Michelle Perkins, Operations Deputy  
Damien Kelly, Consulting Chief Financial Officer  
Tamara Harrington, Assistant Finance Manager  
Tracey Heleniak, Executive Assistant

Absent: Lorraine Hocker, Executive Director/CEO

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, June 18, 2024, at the principle office: 33928 North US Highway 45, Grayslake, IL 60030 and on the organization's website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### ROLL CALL

Noting that a quorum of Commissioners was present, Vice Chairman Considine called the meeting to order at 12:32 p.m. Roll call was taken, and the following Commissioners were present: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse. Absent: Jordan

#### 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. June 20, 2024, are to be read at the appropriate time in the agenda. No public comments were received.

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

**MINUTES 5/16/24 – Regular Meeting**  
**MINUTES 5/16/24 – Executive Session**

Commissioner Stackhouse moved, seconded by Commissioner Malter, to approve the Minutes of the May 16, 2024, Regular Meeting, and the Minutes of the May 16, 2024, Executive Session. The Board voted as follows: Ayes: Barnes, Considine, Idleburg, Malter, Nozicka. Abstain: None. Nays: None. Absent and Not Voting: Jordan. Motion carries.

**FINANCE REPORT AND APPROVAL OF BILLS**

The list of bills for May was provided. CFO Damien Kelly relayed the following financial summary:

**Financial Actuals and Forecasts for May 2024**

CFO Kelly discussed the financial actuals and forecasts for May 2024. He explained the significant net income for May, particularly for units and houses that were sold. CFO Kelly clarified the net gains from sales were not included in the Operating budget as they were not part of the core business.

CFO Kelly also noted that the audit expenses hit in May and that Housing Council had smaller margins due to professional expenses.

CFO Kelly reports a positive financial variance for the month, attributed to the continued strong performance of AMPs and a decrease in contract costs.

With upcoming transition to Yardi, CFO Kelly highlighted the challenges and advantages of the transition, emphasizing its potential to improve efficiency, connectivity and accessibility.

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

**REPORTS**

The following reports for May 2024 were provided:

- Maintenance, Assets ..... Brian Snook, Director of Public Housing
- Procurement..... Norma Carlon, Manager of Capital Improvements Procurement
- Property Disposition..... Derek Eovaldi, Property Disposition Coordinator
- Public Housing ..... Brian Snook, Director of Public Housing
- Housing Choice Voucher, PBV<sup>1</sup>, ..... Gilma Beachem, HCV Intake Program Manager, Portability & Collections

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

FSS <sup>2</sup> , Mainstream Vouchers & FUP <sup>3</sup> .....	Heidi Semenek, Director of FSS & Special Programs
Housing Counseling and FERA .....	Elizabeth Werning, Manager of Housing Counseling & Ofelia Navarro, Deputy Director
Information Technology .....	Michelle Perkins, Operations Deputy
Human Resources.....	Christine Pryor, Senior Human Resources Generalist
FOIA/OMA <sup>4</sup> , Travel-Training .....	Tracey Heleniak, Executive Assistant/FOIA & OMA Officer

**Other Matters**

1. Ms. Hocker attended the Lake County Coalition for the Homeless (“LCCH”) full board meeting on May 7<sup>th</sup>.
2. Ms. Hocker and several staff members attended The Lake County Partners’ popular annual breakfast program, The Big Event, on May 9<sup>th</sup> in Lincolnshire. Vice Chairman Kevin Considine is the President and CEO of Lake County Partners, Inc. The Big Event annually brings together 500+ business and civic leaders for unparalleled networking opportunities, expert insights, and important business updates.
3. On May 13<sup>th</sup>, Ms. Hocker attended the New Grantee Orientation Radon Testing & Mitigation Demo Grant Program training.
4. On May 14<sup>th</sup>, Ms. Hocker and several staff members attended HOPE for Housing: Envisioning Equity. This is a HUD-approved nonprofit organization dedicated to eliminating housing discrimination across Illinois.
5. Phase 1 of Yardi training (our new Property Management Software System) began on May 14<sup>th</sup>.
6. On May 20<sup>th</sup>, Ms. Hocker attended the Expansion MTW Agencies and Form HUD-52723-CY 2025 Operating Subsidy Eligibility call.
7. On May 22<sup>nd</sup>, Ms. Hocker attended HUD’s 5-Year & PHA Annual Plan training.
8. On May 30<sup>th</sup>, the LCHA staff attended the Milwaukee Brewers vs. Chicago Cubs game in Milwaukee. The staff was decked out in their various Cubs gear and a great time was had by all, despite the Cubs losing 6-4.

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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

9. General Monthly Notes:

- a. Ms. Hocker continues to participate in a unique leadership training series with Nan McKay & Associates for Leadership and Mid-Management Staff.
- b. Executive Director Hocker and Staff continue with monthly calls to review Utilization and Occupancy and Demo/Dispo, in addition to IAHA and NAHRO.
- c. Monthly Check-in with LCCD for Special Program referrals from the COC.
- d. Ms. Hocker attended the CBRAP HSS Biweekly Check-In calls with IHDA.

**NEW BUSINESS**

After discussion, Vice Chairman Considine introduced the following Resolution:

**RESOLUTION 2024-35**  
**AUTHORIZATION FOR ROOF REPAIR SERVICES**  
**AT JOHN KUESTER MANOR**

**WHEREAS**, The Authority received a competitive bid through Belfor Property Restoration for roof repair at John Kuester Manor, 310 Osage, Wauconda, IL 60084; and

**WHEREAS**, the roof repair work needing to be performed is detailed in the work order attached hereto in **Exhibit A**; and

**WHEREAS**, it is the recommendation of the Executive Director and Staff to enter in to contract with **Belfor Property Restoration**. and to proceed with the scope of work described in Exhibit A, at the cost of **\$54,826.55**; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with **Belfor Property Restoration** as specified in **Exhibit A**.

After discussion Commissioner Malter moved, seconded by Commissioner Idleburg, to adopt Resolution 2024-35.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 20th day of June 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

**RESOLUTION 2024-36**  
**AUTHORIZATION FOR RENOVATIONS**  
**AT VIOLET TOWNHOMES**

**WHEREAS**, The Authority received a competitive bid through SOURCEWELL (Contract Number: IL-R1-GC-122122-LEO for General Construction) for renovations at Violet Drive Townhomes, 26270 & 26280 Violet Drive, Mundelein, IL 60060; and

**WHEREAS**, the miscellaneous work needing to be performed is detailed in the work order attached hereto in **Exhibit B**; and

**WHEREAS**, it is the recommendation of the Executive Director and Staff to enter in to contract with **Leopardo Companies, Inc.** and to proceed with the scope of work described in Exhibit A, at the cost of **\$443,815.04**; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with **Leopardo Companies, Inc.** as specified in **Exhibit B**.

After discussion Commissioner Malter moved, seconded by Commissioner Barnes, to adopt Resolution 2024-36.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 20<sup>th</sup> day of June 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

**RESOLUTION 2024-37**  
**AUTHORIZATION FOR EXTERIOR PLUMBING REPAIRS**

**AT SHILOH TOWERS**

**WHEREAS**, The Authority received a competitive bid through SOURCEWELL (Contract Number: IL-R1-GC-122122-LEO for General Construction) for exterior plumbing repairs at Shiloh Towers, 1525 27<sup>th</sup> Street, Zion, IL 60099; and

**WHEREAS**, the exterior plumbing work needing to be performed is detailed in the work order attached hereto in **Exhibit C**; and

**WHEREAS**, it is the recommendation of the Executive Director and Staff to enter in to contract with **Leopardo Companies, Inc.** and to proceed with the scope of work described in Exhibit C, at the cost of **\$93,599.92**; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with **Leopardo Companies, Inc.** as specified in **Exhibit C**.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Malter, to adopt Resolution 2024-37.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 20<sup>th</sup> day of June 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

**RESOLUTION 2024-38**  
**AUTHORIZATION FOR EXTERIOR IMPROVEMENTS**  
**AT BEACH HAVEN TOWER**

**WHEREAS**, The Authority received a competitive bid through SOURCEWELL (Contract Number: IL-R1-GC-122122-LEO for General Construction) for exterior improvements at Beach Haven Tower, 730 Golfview Drive, Round Lake Beach, IL 60073; and

**WHEREAS**, the exterior improvement work needing to be performed is detailed in the work order attached hereto in **Exhibit D**; and

**WHEREAS**, it is the recommendation of the Executive Director and Staff to enter in to contract with **Leopardo Companies, Inc.** and to proceed with the scope of work described in Exhibit D, at the cost of **\$141,065.00**; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with **Leopardo Companies, Inc.** as specified in **Exhibit D**.

After discussion Commissioner Dr. Nozicka moved, seconded by Commissioner Stackhouse, to adopt Resolution 2024-38.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 20<sup>th</sup> day of June 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

**RESOLUTION 2024-39**  
**AUTHORIZATION FOR LAKE COUNTY HOUSING AUTHORITY**  
**FURNACE REPLACEMENTS**

**WHEREAS**, The Authority received a competitive bid through OMNIA PARTNERS R200402 for furnace replacements at Lake County Housing Authority Central Office; and

**WHEREAS**, the installation work needing to be performed is detailed in the work order attached hereto in **Exhibit E**; and

**WHEREAS**, it is the recommendation of the Executive Director and Staff to enter in to contract with **Johnson Controls, Inc.** and to proceed with the scope of work described in Exhibit E, at the cost of **\$202,000**; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with **Johnson Controls, Inc.** as specified in **Exhibit E**.

After discussion Commissioner Idleburg moved, seconded by Commissioner Dr. Nozicka, to adopt Resolution 2024-39.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 20<sup>th</sup> day of June 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

**RESOLUTION 2024-40**  
**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN LAKE COUNTY, ILLINOIS AND LAKE COUNTY HOUSING AUTHORITY FOR**  
**THE COMPLETION OF ENVIRONMENTAL REVIEWS**

THIS INTERGOVERNMENTAL AGREEMENT (IGA) is made on June 20, 2024 and between the Lake County Housing Authority, an incorporated public housing authority (hereinafter referred to as the PHA) and Lake County, Illinois, a body politic and incorporated, acting as the Responsible Entity (hereinafter referred to as RE).

WHEREAS the PHA maintains public housing under Section 9 of the United States Housing Act of 1937, and may elect to pursue housing projects and/or activities with federal financial assistance subject to environmental reviews pursuant to the National Environmental Policy Act of 1969 (NEPA) and implementing regulations of the Council on Environmental Quality, including but not limited to the regulations at 40 CFR Parts 1500-1508, and implementing regulations of the U.S. Department of Housing and Urban Development (HUD), including but not limited to HUD's regulations at 24 CFR Part 58; and

WHEREAS, the PHA previously requested the RE to complete the environmental review record with respect to the PHA's projects or activities pursuant This includes but is not limited to performing environmental reviews for the PHA in both the project-based Housing Choice Voucher funded programs and the Low Rent Public Housing program annually and on an as needed basis; and

WHEREAS, the PHA and RE entered into an Intergovernmental Agreement on October 11, 2022, for the completion of 24 CFR Part 58 Environmental Review Records (ERRs); and

WHEREAS, Pursuant to Article 4 of the October 11, 2022, Agreement, the IGA may be extended up to four (4) times via 1-year extensions; and



WHEREAS, both the RE and PHA wish to extend the effective period of the Intergovernmental Agreement subject to all terms and conditions defined in the October 11, 2022, Intergovernmental Agreement.

NOW THEREFORE, in consideration of the mutual promises and the terms and conditions set forth in the October 11, 2022, Intergovernmental Agreement, the PHA and RE hereby agree to extend the effective period for 1 year beginning October 11, 2023 (the "Effective Date") to October 11, 2024.

IN WITNESS WHEREOF, Lake County, Illinois and the Lake County Housing Authority have executed this Agreement as of the date first written above and under the laws of the State of Illinois.

After discussion Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka, to adopt Resolution 2024-40.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 20<sup>th</sup> day of June 2024.

After discussion, Vice Chairman Considine introduced the following Resolution:

**RESOLUTION 2024-41**  
**AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION**  
**AND**  
**EXECUTE SALES CONTRACTS FOR THIRTEEN (13) PROPERTIES IN THE**  
**COMMUNITIES OF:**  
**ANTIOCH, BEACH PARK, INGLESIDE, ISLAND LAKE, LAKE VILLA & WAUCONDA**  
**AMPS 4 & 5**

**WHEREAS**, the Lake County Housing Authority (LCHA) owns Thirteen (13) single-family residential properties in the communities of: Antioch, Beach Park, Ingleside, Island Lake, Lake Villa, and Wauconda, in AMP 4 and AMP 5; 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.

After discussion Commissioner Idleburg moved, seconded by Commissioner Dr. Nozicka, to adopt Resolution 2024-41.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse

Nays: None

Absent: Jordan

Abstain: None

Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 20<sup>th</sup> day of June 2024.

## COMMISSIONER ROUNDTABLE

- Operations Deputy Perkins discussed the following:
  - Noted no score yet from REAC
  - HUD has deferred HIP, PIC shut down and NSPIRE, no news yet on HOTMA
  - Update on Yardi
  - Referred the Commissioners to our Annual Plan, 5-Year Plan, Admin/ACOP changes and that they would coming forth next month
- Commissioners Stackhouse and Malter asked about the NAHRO Symposium in July as it conflicts with the LCHA BOC Annual Meeting July 11<sup>th</sup>. Operations Deputy Perkins stated that we will not be attending and keeping the scheduled meeting due to OMA and the number of policies on deck. All Commissioners seemed ok.

## Executive Session – Personnel Matters and Litigation

(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.

At 1:19 p.m. Commissioner Malter moved, seconded by Commissioner Stackhouse to go into Executive Session to discuss (5 ILCS 120/1) Sec. 2(c)(11) Litigation. The Board voted at 1:20p.m.as

follows: Ayes: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse. Nays: None. Absent and Not Voting: Jordan. Also present: Operations Deputy Perkins, Executive Assistant Tracey Heleniak. Motion Carries.

The board returned to open session at 1:26 p.m. and roll call was taken. Present: Barnes, Considine, Idleburg, Malter, Nozicka, Stackhouse. Absent: Jordan.

Vice Chairman Considine stated the Board discussed Litigation and no action was taken during the Executive Session.

## **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Stackhouse moved, seconded by Commissioner Dr. Nozicka to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. The meeting was adjourned at 1:28 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman  
Board of Commissioners  
Lake County Housing Authority

ATTEST:

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Lorraine Hocker  
Executive Director/Chief Executive Officer  
Secretary/Treasurer