



**Lake County Housing Authority  
Board of Commissioners**

**Minutes of the Regular Meeting  
March 19, 2026**

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held March 19, 2026, at Lake County Housing Authority: 33928 North U.S. Highway 45, Grayslake, IL 60030.

Present: Kevin Considine, Chairman  
Susan Malter, Vice Chair  
LaShaundra Barnes, Commissioner  
Beverly Stackhouse, Commissioner  
John Idleburg, Commissioner – arrived at 12:15 PM

Absent: Charles Nozicka, Commissioner  
Eugene Roberson, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Scott Meno, Chief Financial Officer  
Michelle Perkins, Operations Deputy  
Christine Pryor, Senior HR Generalist  
Stacy Davis-Wynn, Program Procurement Director (via Zoom)

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, March 17, 2026, at the principal 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, Chairman Considine called the meeting to order at 12:34 p.m. Roll call was taken, and the following Commissioners were present: Considine, Malter, Stackhouse, Nozicka (via Zoom) as well as LCHA members Hocker, Meno, Perkins, Pryor. Absent: Commissioner Roberson.

**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. March 19, 2026, are to be read at the appropriate time in the agenda. No public comments were received.

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

**MINUTES 1/15/26 – Regular Meeting Minutes Approval**

Vice Chair Malter moved, seconded by Commissioner Stackhouse to approve the Minutes of the January 15, 2026, Regular Board Meeting. The Board voted as follows: Ayes: Barnes, Considine, Malter, Stackhouse. Abstain: None. Nays: None. Absent and Not Voting: Idleburg, Nozicka, Roberson. Motion carries.

## **FINANCE REPORT AND APPROVAL OF BILLS**

CFO Scott Meno presented the February 2026 finance report indicated the organization was flat to budget but showed a net income increase of \$200,000 compared to the prior year, with \$500,000 more in income but \$300,000 more in expenses. The team discussed progress on submitting the VMS report and making journal entries to correct budget discrepancies, while also working on implementing updated best practices within the department.

After discussion, Vice Chair 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, Malter, Stackhouse. Abstain: None. Nays: None. Absent and Not Voting: Idleburg, Nozicka, Roberson. Motion carries.

## **REPORTS**

The following reports for March 2026 were provided:

### **Public Housing Authority (PHA) Reports:**

- Key Management Indicators
- Resident Characteristics

### **Housing Choice Voucher (HCV) Reports:**

- HCV Monthly Report
- Voucher Utilization

### **Public Housing Reports:**

- Unit Availability & Occupancy
- Aged Receivables
- Work Order Analysis
- Demolition & Disposition

### **Program & Agency Reports:**

- Procurement
- Family Self Sufficiency
- Resident Opportunity & Self Sufficiency (ROSS)
- Housing Counseling
- LCHA Human Resources

## **NEW BUSINESS**

### **A. Resolution 2026-09 Amending the Employee Handbook Section 57 Progressive Discipline**

Chairman Considine introduced the following resolution:

#### **RESOLUTION 2026-09**

## AMENDING THE EMPLOYEE HANDBOOK SECTION 57 PROGRESSIVE DISCIPLINE

WHEREAS, it is appropriate and necessary from time to time to review the Employee Handbook;  
and

WHEREAS, it is the recommendation of the Executive Director that the Housing Authority of the County of Lake's Employee Handbook Section 57 "Progressive Discipline" be revised. See Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of the County of Lake that the Employee Handbook be revised as hereto attached.

### Exhibit A

#### 57. PROGRESSIVE DISCIPLINE

LCHA has a written personnel policy that documents the various types and reasons why/when employee discipline would be used. The most important part of being an outstanding supervisor and/or high caliber employee is using and providing good communication. Good, open, and honest communication often prevents the need for disciplinary action. However, when there is a need for action, LCHA may implement progressive discipline. Note that progressive discipline does not guarantee that the following methods will be used in order. Depending on the type of misconduct or other circumstances, LCHA may issue more significant discipline up to and including termination for severe issues.

1. Verbal (warning/discussion): Supervisor should speak to the employee and provide immediate feedback and an understanding of what and why there is an issue because of action or inaction on the employee's part. The verbal warning also consists of a note to the employee's file. This is "less" official and is not considered a formal disciplinary action but a summation that a verbal warning took place.

2. Written Warning: The supervisor moves directly to a written warning. The supervisor will consult with Human Resources/Executive Director on intent to document the employee infraction. The supervisor and Human Resources will then meet with the employee to discuss the issue. The supervisor, Human Resources and the employee sign the warning. The Written Warning is an official form of disciplinary action and will be placed in the employee's file.

3. Suspension without pay: If written warnings have been unsuccessful, the supervisor may request to remove the employee from the job, temporarily, without pay. The supervisor must consult with Human Resources and have the Executive Director's approval before an employee is suspended without pay. The supervisor must provide proper applicable supporting documentation. The Deputy Director and Human Resources will then meet with the employee to suspend. The suspension letter will be placed in the employees file, at which time Human Resources and the Executive Director will review the employees file and evaluate the employee for continued employment.

4. Discharge: The supervisor requests to discharge an employee from the job. Only the Executive Director has the authority to discharge an employee. To support an employee's discharge, the supervisor must provide proper applicable written documentation, and egregious and or severely poor behavior or performance must be demonstrated.

All Employees are expected to observe the LCHA's policies and procedures and to perform their assigned duties in a satisfactory manner. Such observance would include, but not be limited to, work as scheduled; being at your place of work during working hours; following the instructions of your supervisor; and obeying safety regulations and other policies and practices of the Lake County Housing Authority.

To achieve its objectives in an orderly, efficient, and safe manner, to facilitate cooperation between Employees, to assure the rights and interests of Employees and the LCHA are maintained, the LCHA must have and enforce certain written policies and unwritten procedures regarding the conduct of its Employees.

It is essential to the successful operation of LCHA's business and the welfare of its residents and Employees that established standards of discipline, health, safety, attendance, workmanship, and honesty be maintained. Disregard or violation of these rules and regulations, inability, or unwillingness to meet such established standards or unauthorized disclosure of confidential matters will subject an Employee to warning, suspension, or termination, at the Executive Director/Chief Executive Officer's discretion, in accordance with these rules and regulations.

After discussion, Vice Chair Malter moved, seconded by Commissioner Stackhouse, to adopt Resolution 2026-09.

Roll Call Vote:

Ayes: Barnes, Considine, Malter, Stackhouse,

Nays: None

Absent: Idleburg, Nozicka, Roberson

Abstain: None

Motion: Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 19, 2026.

**B. Resolution 2026-10 Amending the Employee Handbook Section 60 Reduction in Force (RIF) and Severance**

Chairman Considine introduced the following resolution:

**RESOLUTION 2026-10**

**AMENDING THE EMPLOYEE HANDBOOK  
SECTION 60 REDUCTION IN FORCE (RIF) & SEVERANCE**

WHEREAS, it is appropriate and necessary from time to time to review the Employee Handbook;  
and

WHEREAS, it is the recommendation of the Executive Director that the Housing Authority of the County of Lake's Employee Handbook Section 60 "Reduction in Force (RIF)" and "Severance" be revised. See Exhibit B.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of the County of Lake that the Employee Handbook be revised as hereto attached.

**Exhibit B**

shall be notified of the contribution percentage upon approval by the Board.

The normal retirement date for participating employees shall be the first day of the month following the employee's sixty-fifth (65<sup>th</sup>) birthday. Full details on additional retirement benefits are provided to Employees upon eligibility. Benefits are described in separate documents from the Provider of the retirement benefit.

**60. REDUCTION IN FORCE (RIF)**

**Reduction in Force** - If it becomes necessary to reduce the work force because of lack of funds or other causes, the Authority will utilize the following factors to determine how the reduction in force will be applied.

~~1. **Temporary/Probationary Employees** – All temporary and probationary employees shall be laid off prior to any regular employee in good standing.~~

**2.1 Necessity of the Position** – The Authority will review all positions within the organization and determine which positions are considered critical to operating the Authority's programs and services. The reduction in work force will first be applied to those positions designated as non-essential to daily operations.

~~2. **Temporary/Probationary Employees** – All temporary and probationary employees in the affected classifications shall be laid off prior to any regular employee in good standing.~~

3. **Performance of Employee** – If two (2) or more individuals perform the same duties, the Authority will review the performance of each employee over the past three (3) years as documented in the personnel file, including annual performance evaluations, disciplinary actions, or other related documentation.

4. **Seniority** – When performance factors are equal, reductions in force will be implemented based on total seniority with the Authority.

**Demotion** – If a regular employee is scheduled to be laid off, but a suitable vacancy exists in lower job classification, the regular employee shall be offered the position, if they meet the qualifications for the lower job classification.

**Severance** - If funding permits, employees that are reduced in force pursuant to this policy will be entitled to severance ~~in accordance with the table below~~ in the amount of one (1) week of severance per completed year of service up to a maximum of six (6) weeks of severance, based on approval by the Board of Commissioners. Employees laid off due to a reduction in force will be entitled to all benefits normally provided when terminating employment. The Commissioners may require employees to sign an approved severance agreement as a condition of receiving severance pay.

Exhibit B

TOTAL YEARS OF SERVICE	PAID DAYS OF SEVERANCE
Less than 1 year	No severance
More than 1 year but less than 5 years	20 days
5 years but less than 20 years	30 days
20 years or more	45 days

**Recall** – Employees laid off due to a reduction in force shall be notified of any vacant positions that become available for one year after the RIF and shall be provided first opportunity to be rehired, if they meet the qualifications for the vacant position.

**6L. SEPARATIONS**

**Voluntary Resignation** - An employee who desires to terminate his/her employment shall provide as much notice as possible and shall submit a written resignation at least two (2) weeks in advance of the scheduled last day of employment setting forth reasons for resignation. Upon receipt of the resignation notice, the Employer will calculate the Employee's final paycheck and finalize other administrative requirements.

**Exit Interview** - Each Employee, upon resignation, shall engage in an exit interview. At the time of this interview, the Employee may be asked to fill out an exit interview form. He/she will also be required to return all Employer property presently in his/her possession. A summary explanation of post-termination benefits, if any, will be provided to Employees who resign from the Authority. However, Employees are urged to promptly read the benefit plan booklets explanation of conversion privileges, if applicable.

**Dismissal** – An Employee may at any time be dismissed at the sole discretion of the Lake County Housing Authority due to the “at will” nature of his/her employment status with or without cause and with or without notice. If any Employee fails to comply with their Employment responsibilities or the Authority's rules, regulations, policies, or procedures, this would be grounds for immediate dismissal in accordance with the Authority's disciplinary policy.

Employees that are dismissed shall be notified verbally by his/her Supervisor and the Human Resources Manager and shall receive written notification within twenty-four (24) hours of dismissal. Dismissed employees shall immediately upon notification of dismissal, return all Authority property back to the Authority and shall be escorted by the Human Resources Manager from the Authority premises.

Terminated employees will be notified in the written termination letter to whom any future communication should be addressed. Communication with other Authority employees during normal working hours is strictly prohibited. Employees communicating with dismissed employees during normal working hours shall be disciplined accordingly.

After discussion, Vice Chair Malter moved, seconded by Commissioner Stackhouse, to adopt Resolution 2026-10.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Stackhouse

Nays: None

Absent: Nozicka, Roberson

Abstain: None

Motion: Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 19, 2026.

**C. Resolution 2026-11 Reaffirmation of Approval of Letter of Support - YouthBuild Lake County Department of Labor Grant**

**RESOLUTION 2026-11**

**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 2025 U.S. Department of Labor YouthBuild Grant.



Lake County Housing Authority  
33928 Noi U.S. Highway 45, Grayslake, IL 60030

February 17, 2026

Chaya Anderson  
U.S. Department of Labor  
Employment and Training Administration,  
Office of Grants Management  
200 Constitution Avenue, NW  
Washington, DC 20210

RE: FOA-ETA-26-38

Dear Ms. Anderson:

On behalf of the Lake County Housing Authority, I am pleased to confirm our commitment to supporting YouthBuild Lake County (YBLC) in providing career training to at-risk, low-income youth in their YouthBuild Program. We support their application for the 2025 U.S. Department of Labor YouthBuild Grant. Secured funding is vital in their training efforts, and a much-needed resource in Lake County.

The Lake County Housing Authority and YBLC have worked for over 18 years in partnership, and we have accepted graduates from their program for internships and paid work experiences. Through our Section 3 hiring program, we have hired YBLC graduates.

The Lake County Housing Authority will continue to work with YBLC by providing the following:

**Education/Job Readiness Training Support:** by providing our employees to volunteer in student mock interview sessions, career development workshop presentations, and other related career training activities to assist in preparing YBLC students to enter the workforce.

**Internships, Job Shadowing, and Placement:** by working with YBLC to provide structured internships and job shadowing opportunities to their students in order to develop and strengthen work skill ethic, provide real-life work situations, and promote opportunities to elevate individual skill level. We will announce when open employment positions become available and will interview qualified YBLC students for potential job placement.

**Staff Development and Curriculum Design:** by serving in an advisory capacity and work with YBLC staff on training design and implementation in order to provide quality career training services to the students in this program.

The Lake County Housing Authority and YBLC will continue to provide quality career training programs to the students in this proposed DOL YouthBuild program, and beyond the life of this proposed DOL YouthBuild grant.

Sincerely,

A handwritten signature in blue ink that reads "Lorraine Hocker".

Lorraine Hocker,  
Executive Director



Lake County Housing Authority is a Fair Housing and Equal Opportunity Agency  
847-223-1170 www.lakecountyha.org



After discussion, Vice Chair Malter moved, seconded by Commissioner Idleburg, to adopt Resolution 2026-11.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Stackhouse

Nays: None

Absent: Nozicka, Roberson

Abstain: None

Motion: Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 19, 2026.

**D. Resolution 2026-12 Authorization for the Transfer and Acceptance of the IL107 North Chicago Housing Authority (NCHA) ACC Units**

**RESOLUTION 2026-12**

**AUTHORIZATION FOR THE TRANSFER AND ACCEPTANCE OF THE IL107  
NORTH CHICAGO HOUSING AUTHORITY (NCHA) ACC UNITS**

WHEREAS, the Housing Authority of the County of Lake, IL 056, is a public body corporate and politic organized under the laws of the State of Illinois and is designated as a Moving to Work (MTW) agency pursuant to its MTW Agreement with the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the North Chicago Housing Authority, IL107, is a public housing agency organized under Illinois law and administers Public Housing and Housing Choice Voucher (HCV) programs pursuant to Annual Contributions Contracts (ACCs) with HUD; and

WHEREAS, HUD Notice PIH 2018-12 permits voluntary transfer of HCV Annual Contributions Contract authority; and

WHEREAS, NCHA administers 476 HCV, seventy (70) Veterans Administration Supportive Housing (VASH) vouchers, and five (5) Family Unification Program (FUP) vouchers; and

WHEREAS, LCHA has the administrative capacity and jurisdiction to receive and operate the program;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Lake County Housing Authority authorizes the receipt of HCV ACC authority from NCHA, contingent upon NCHA Board approval and HUD approval, including 476 HCV, seventy (70) VASH vouchers, and five (5) FUP vouchers.



Lake County Housing Authority  
33928 North U.S. Highway 45, Grayslake, IL 60030



March 18, 2026

William O. Dawson, III, MPA Director  
U.S. Department of Housing and Urban Development  
77 W. Jackson BLVD. Room 2401  
Chicago, IL. 60604-3507

RE: PIH Notice 2018-12 Voluntary Transfer of HCV ACC Authority

The Lake County Housing Authority, IL056, (LCHA) the North Chicago Housing Authority, IL107, (NCHA), and their respective Boards respectfully request HUD approval for the voluntary transfer of the NCHA Housing Choice Voucher (HCV) program, ACC authority, Annual Budget Authority (ABA), and the Administrative Fees to LCHA, pursuant to PIH Notice 2018-12.

The proposed transfer includes:

- 476 Housing Choice Vouchers (HCV)
- 70 Veterans Affairs Supportive Housing (VASH) vouchers
- 5 Family Unification Program (FUP) vouchers

This action is consistent with the existing and attached, Intergovernmental Agreement between the agencies and is intended to improve administrative efficiency, expand housing opportunities, and enhance service delivery across Lake County.

The Lake County Housing Authority, as a Moving to Work (MTW) agency, has the administrative capacity and jurisdictional authority to receive and administer the transferred ACC units. Both agencies have approved this action through formal Board Resolutions, attached, and have reflected the transfer in their respective PHA Plans, as applicable.

This transfer will not impact participating families, landlords, or Housing Assistance Payments (HAP). Upon approval by the NCHA Board and the U.S. Department of Housing and Urban Development (HUD), the Lake County Housing Authority will assume all program responsibilities, funding, and associated obligations.

Sincerely,

Lorraine Hocker,  
Executive Director/CEO

cc: John Gerut, Portfolio Management Specialist



LCHA is a Fair Housing and Equal Opportunity Agency  
847-223-1170 [www.lakecountyha.org](http://www.lakecountyha.org)



After discussion, Vice Chair Malter moved, seconded by Commissioner Stackhouse, to adopt Resolution 2026-12.

Roll Call Vote:

Ayes: Barnes, Considine, Idleburg, Malter, Stackhouse

Nays: None

Absent: Nozicka, Roberson

Abstain: None

Motion: Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 19, 2026.

**E. Resolution 2026-13 Authorization to Enter into Contract – Violet Townhomes Vacant Unit Turnover Services**

**RESOLUTION 2026-13**

**AUTHORIZATION TO ENTER INTO CONTRACT  
VIOLET TOWNHOMES VACANT UNIT TURNOVER SERVICES**

WHEREAS, The Authority received a competitive bid through SOURCEWELL Solicitation No: IL-R1-GC-122122-LEO to provide miscellaneous exterior renovations at 26270 N. Violet Drive, Unit D, Mundelein, IL 60060; and

WHEREAS, the installation 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 into contract with Leopardo Companies Inc. and to proceed with the scope of work described in Exhibit D at the cost of \$119,515.68, 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.

**Work Order Signature Document**

<b>Contract No.:IL-R1-GC-122122-LEO</b>			
<input checked="" type="checkbox"/> <b>New Work Order</b>		<input type="checkbox"/> <b>Modify an Existing Work Order</b>	
Work Order #:	151601.00	Work Order Date:	_____
Owner PO No:	_____		
Title:	Lake County Housing Authority - 26270-D N. Violet Drive Unit Turn		
Owner Name:	SOURCEWELL - ILLINOIS - Lake County Housing Authority	Contractor Name:	Leopardo Companies Inc
Contact:	Lorraine Hoocker	Contact:	Tim McCracken
Phone:	(847) 650-6848	Phone:	_____
<b>Work to be Performed</b>			
Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No IL-R1-GC-122122-LEO.			
Brief Work Order Description:			
Unit turn at 26270-D N. Violet Drive.			
▣			
<b>Work Order Firm Fixed Price: \$119,515.68</b>			
Owner Purchase Order Number:			

**Approvals**

Owner	Date	Contractor	Date
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After discussion, Vice Chair Malter moved, seconded by Commissioner Stackhouse, to adopt Resolution 2026-13.

**Roll Call Vote:**

- Ayes: Barnes, Considine, Idleburg, Malter, Stackhouse
- Nays: None
- Absent: Nozicka, Roberson
- Abstain: None
- Motion: Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on March 19, 2026.

#### **F. Commissioner Roundtable**

Vice Chair Malter referenced National Association of Housing and Redevelopment Officials (NAHRO) advocacy alerts and periodic federal policy update calls, noting their value for staying informed on housing issues and opportunities to contact legislators. There was brief discussion about whether others receive or engage with these updates.

Vice Chair Malter also shared insights from a recent trip to Washington, D.C., including participation in a NAHRO event and a meeting with Brad Schneider's office. They highlighted the benefit of attending with a policy expert, which helped ensure accurate and substantive discussion. Overall, the experience was described as informative and valuable, and board members were encouraged to attend similar events in the future.

Commissioner Barnes raised a question regarding a recent emergency inspection notice and how it was being handled. Staff indicated they would follow up offline to clarify the situation. Additional discussion addressed concerns about repeated inspection issues with certain landlords. Staff confirmed that the administrative plan allows for action, including removal from the program for noncompliant landlords, and noted that they typically attempt to work with landlords before pursuing that route. This specific case will be reviewed further.

#### **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Stackhouse moved, seconded by Vice Chair Malter to adjourn the meeting. The Board voted unanimously in favor of adjournment. The meeting was adjourned at 1:29 p.m.