Lake County Housing Authority
Board of Commissioners

Minutes of the Regular Meeting
March 27, 2025

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held February 20, 2025, at Lake County Housing Authority: 33928 North U.S. Highway 45, Grayslake, IL 60030.

Present: Kevin Considine, Chairman
Susan Malter, Vice Chair (viz Zoom)
LaShaundra Barnes, Commissioner (Zoom)
John Idleburg, Commissioner
Dr. Charles Nozicka, Commissioner
Eugene Roberson, Commissioner
Beverly Stackhouse, Commissioner

LCHA staff: Lorraine Hocker, Executive Director/CEO
Michelle Perkins, Operations Deputy
Damien Kelly, Chief Financial Officer (Zoom)
Katrina Gofron-Ellison, former Executive Assistant
Anastasia Potarskiy, Executive Assistant

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 25, 2025, at the principal office: 33928 North US Highway 45, Grayslake, IL 60030 and on the organization's website, www.lakecountyha.org.

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Considine called the meeting to order at 12:36 p.m. Roll call was taken, and the following Commissioners were present: Considine, Malter (via Malter), Idleburg, Nozicka, Roberson, Barnes (via Zoom) as well as LCHA members Hocker, Perkins, Gofron-Ellison, Kelly (via Zoom). Absent: None.

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. February 20, 2025, are to be read at the appropriate time in the agenda. There were no public comments.

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

MINUTES 2/20/25 – Regular Meeting Minutes Approval

Commissioner Idleburg moved, seconded by Commissioner Roberson, to approve the Minutes of the March 27, 2025, Regular Session. The Board voted as follows: Ayes: Barnes, Considine, Idleburg, Malter, Roberson. Abstain: Nozicka, Stackhouse. Nays: None. Motion carries.

FINANCE REPORT AND APPROVAL OF BILLS
CFO Damien Kelly presented a consolidated report which provided an overview of the year-to-date financial position.

Damien presented a budget comparison for the organization, explaining the structure and content of the financial report. He highlights the income sources, including tenant income, grant income, and administrative fees, totaling $61 million for the year so far. On the expense side, he focused on major categories such as payroll ($3 million for admin staff), maintenance costs, and Housing Assistance Payments (HAP). Damien noted that the organization has a net operating income of $2.4 million for the year to date, with most of it coming from the HCV program. He also mentions a $1.5 million gain from property sales, which is recorded below the line and not considered part of regular operations for decision-making purposes.

After discussion, Commissioners tabled approving the finance report until next month. and accept the finance report. The Board voted as follows: Ayes: Barnes, Considine, Idleburg, Malter, Roberson. Abstain: None. Nays: None. Absent and Not Voting: Nozicka, Stackhouse. Motion carries.

REPORTS

The following reports for January 2025 were provided:

Housing Choice Voucher:
Voucher Utilization
Public Housing:
Unit Availability & Occupancy
Aged Receivables
Word Order Analysis
Demolition & Disposition
Capital Funds Grant
General Reports & Cross Program Information:
Key Management Indicators – All Programs
Resident Characteristics – All Programs
Family Self Sufficiency
Resident Opportunity & Self Sufficiency (ROSS)
Housing Counseling
LCHA Human Resources

NEW BUSINESS

Chairman Considine introduced the following resolution:

A. Resolution 2025-09: Approving the Interagency Agreement Between Lake County Housing Authority and the McHenry County Housing Authority

Agenda item VI. New Business A. Resolution 2025-09 was removed from the agenda for additional edits.

B. Resolution 2025-11 Authorization to Enter into Contract – Beach Haven Towers Elevator Modernization

Chairman Considine introduced the following resolution:

RESOLUTION 2025-11
AUTHORIZATION TO ENTER INTO CONTRACT
BEACH HAVEN TOWERS ELEVATOR MODERNIZATION

WHEREAS The Authority conducted a competitive sealed bidding process to establish the cost of modernizing the Beach Haven Towers Elevator Conveyance System; and

WHEREAS after two bidding attempts only one (1) bid was received and determined to be responsive and reasonable; and

WHEREAS it is the recommendation of 1919 Architects, and Staff to accept the responsive and responsible bid submitted by **Trotter General Contracting, Inc.** and to proceed with Elevator Modernization work under the base bid at the cost of **$620,000.00**; and

NOW, THEREFORE, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with Trotter General Contracting, Inc as the responsive, and responsible bidder as specified in **Exhibit A** to carry out the work as described in the Beach Haven Towers Elevator Modernization project manual.

After discussion, Vice Chair Malter moved, seconded by Commissioner Idleburg to adopt Resolution 2025-11.

Roll Call Vote:
Ayes: Barnes, Considine, Idleburg, Malter, Roberson
Nays: None
Absent: Nozicka, Stackhouse
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 February 2025.

C. Resolution 2025-12 Authorization to Enter into Contract – Shiloh Towers Elevator Modernization

After discussion, Chairman Considine introduced the following resolution:

RESOLUTION 2025-12
AUTHORIZATION TO ENTER INTO CONTRACT
SHILOH TOWERS ELEVATOR MODERNIZATION

WHEREAS The Authority conducted a competitive sealed bidding process to establish the cost of modernizing the Shiloh Towers Elevator Conveyance System; and

WHEREAS after two bidding attempts only one (1) bid was received and determined to be responsive and reasonable; and

WHEREAS it is the recommendation of 1919 Architects, and Staff to accept the responsive and responsible bid submitted by **Trotter General Contracting, Inc.** and to proceed with Elevator Modernization work under the base bid at the cost of **$790,000.00**; and

NOW, THEREFORE, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with Trotter General Contracting, Inc as the responsive, and responsible bidder as specified in **Exhibit B** to carry out the work as described in the Shiloh Towers Elevator Modernization project manual.

After discussion, Vice Chair Malter moved, seconded by Commissioner Idleburg to adopt Resolution 2025-12.

Roll Call Vote:
Ayes: Barnes, Considine, Idleburg, Malter, Roberson
Nays: None
Absent: Nozicka, Stackhouse
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 February 2025.

D. Resolution 2025-13 Authorization to Enter into Contract – Manor Avenue Townhomes

After discussion, Chairman Considine introduced the following resolution:

RESOLUTION 2025-13
AUTHORIZATION TO ENTER INTO CONTRACT
MANOR AVENUE TOWNHOMES EXTERIOR IMPROVEMENTS

WHEREAS, The Authority received a competitive bid through SOURCEWELL Solicitation No: IL-R1-GC-122122-LEO to provide miscellaneous exterior renovations at 38460–38500 N. Manor Ave, Beach Park, IL 60087; and

WHEREAS, the installation 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 into contract with **Leopardo Companies Inc.** and to proceed with the scope of work described in **Exhibit C** at the cost of **$528,266.33**; 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**.

Roll Call Vote:
Ayes: Barnes, Considine, Idleburg, Malter, Roberson
Nays: None
Absent: Nozicka, Stackhouse
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 February 2025.

E. Resolution 2025-14 Approving the Intergovernmental Agreement for Housing Quality Standards Inspections

After discussion, Chairman Considine introduced the following resolution:

RESOLUTION 2025-14

APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN LAKE COUNTY HOUSING AUTHORITY AND THE PORT ARTHUR HOUSING AUTHORITY

WHEREAS, the Lake County Housing Authority (LCHA) and the Port Arthur Housing Authority (PAHA), through the U.S. Department of Housing and Urban Development (HUD) and pursuant to the Housing Authorities Act ("Act") (310 ILCS 10/1 et seq.), administer Housing Choice Voucher (HCV) Programs, providing rental assistance via housing vouchers to very low-income persons residing in privately owned housing units;

WHEREAS, in compliance with HUD rules and regulations, both LCHA and PAHA are required to ensure that HCV tenants reside in units that meet Housing Quality Standards (HQS) prior to and during the term of the Housing Assistance Payment (HAP) contract;

WHEREAS, PAHA has competitively procured HQS inspection services through McCright & Associates ("Contractor") under a contract effective August 1, 2024, through July 31, 2025, with four (4) optional one-year extensions, in accordance with 24 CFR 85.36 and 2 CFR Part 200.317-326;

WHEREAS, LCHA will enter into an identical contract with the Contractor under the same terms, conditions, and fees as PAHA's contract to ensure cost-effective and quality HQS inspections for its HCV Program;

NOW, THEREFORE, BE IT RESOLVED, the Lake County Housing Authority fully supports the Intergovernmental Agreement between the Lake County Housing Authority and the Port Arthur Housing Authority for the provision of HQS inspections.

After discussion, Vice Chair Malter moved, seconded by Commissioner Roberson to adopt Resolution 2025-14.

Roll Call Vote:
Ayes: Barnes, Considine, Idleburg, Malter, Roberson
Nays: None
Absent: Nozicka, Stackhouse
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 February 2025.

F. Commissioner Roundtable

Exploring Affordable Housing Development Options
Vice Chair Malter discussed a potential innovation in Montgomery County, Maryland, where they found a way to add to their balance sheet by being their own developer. This involved issuing bonds, which were then leveraged to build a mixed-income housing project. Vice Chair Malter explained that this method would allow them to create a revolving loan fund, which could be used for future housing developments. She also mentioned that this method would allow them to avoid the cyclical nature of funding and the dependency on federal funding. This could be a long-term project, potentially taking at least five years to complete. She also mentioned that this method would allow the PHA to own and manage the properties, rather than relying on private entities. Damien added that this method would also generate revenue for the nonprofit, which could be used to further their mission.

The group discussed the idea of learning more about a program that Montgomery County implemented and how it could be implemented through a strategic plan. They also discussed the possibility of finding alternative ways to fund affordable housing development. Vice Chair Malter will share information from a meeting to help everyone prepare. She has not received a response from the Center for Public Enterprise, but she has a meeting scheduled in Washington. The group agreed to further explore these ideas and consider how they might fit into their current plans.

G. Executive Session – Personnel Matters and Litigation
(5 ILCS 120/2) Sec. 2(c)(1)The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

(5 ILCS 120/2) Sec. 2(c)(11)
Litigation, when an action, affecting or on behalf of the particular public body has been filed and is pending begore a court… or when the public body finds that an action is probable or imminent.

There being no further business to come before the Board, Vice Chair Malter moved, seconded by Commissioner Roberson to adjourn the meeting

ADJOURNMENT

There being no further business to come before the Board, The Board voted unanimously in favor adjournment. The meeting was adjourned at 1:39pm.

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Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

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Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer