Lake County Housing Authority
Board of Commissioners

Minutes of the Regular Meeting
April 24, 2025

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held April 24, 2025, at Lake County Housing Authority: 33928 North U.S. Highway 45, Grayslake, IL 60030.

Present:	Kevin Considine, Chairman Susan Malter, Vice Chair John Idleburg, Commissioner Eugene Roberson, Commissioner Dr. Charles Nozicka, Commissioner Beverly Stackhouse, Commissioner
Absent:	LaShaundra Barnes, Commissioner
LCHA Staff:	Lorraine Hocker, Executive Director/CEO Michelle Perkins, Operations Deputy Damien Kelly, Chief Financial Officer Tamara Harrington, Assistant Finance Manager Christine Pryor, Sr. HR Generalist

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 22, 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 12:33 p.m. Roll call was taken, and the following Commissioners were present: Considine, Malter, Idleburg, Roberson, Nozicka, Stackhouse as well as LCHA members Hocker, Perkins, Kelly, Pryor. Absent: Commissioner Barnes.

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. April 24, 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 3/27/24 – Regular Meeting and Executive Session Minutes Approval

Commissioner Stackhouse moved, seconded by Commissioner Nozicka, to approve the Minutes of the March 27, 2025, Regular Session and Executive Session minutes. The Board voted as follows: Ayes: Considine, Idleburg, Nozicka, Malter, Roberson, Stackhouse, Abstain: None. Nays: None. Absent and Not Voting: Barnes. Motion carries.

FINANCE REPORT AND APPROVAL OF BILLS
CFO Damien Kelly presented the Financial Report and reported the following:

The finance report presents more detailed information, including budget-to-actual comparisons, income statements, and balance sheets for each program. Michelle, the CFO, provides a summary highlighting key financial data and introduces liquidity ratios to assess the agency's ability to pay current liabilities. She explains the quick ratio and current ratio, emphasizing their importance in evaluating cash positions and debt management. Michelle also summarizes cash, restricted assets, and unrestricted assets for each program, offering to address any questions before proceeding with the individual program reviews.

The balance sheet for each program was introduced. Board members were encouraged to familiarize themselves with these forms and let CFO Kelly know if they had any questions to contact him prior to the next meeting. The consolidated form, which has all the programs combined, showed a negative net income. The budget was $62,000 so it varies $290,000. Year-to-date the organization has a $789,000 net income, the budget of $700,000. He also mentioned that there is about $200,000 in employee benefits that were understated, but they are moving these out from October through February. This makes the month of March look bad, but the year-to-date looks good at almost $800,000 of net income. Very healthy balance sheet overall.

AMPs Financial Performance Review
Lake presents the financial report for various housing programs. The consolidated statement shows a positive net income of $709,000 year-to-date, which is $84,000 better than budgeted. Lake explains a $200,000 adjustment in employee benefits that affected March's numbers but will be smoothed out across previous months. The agency's overall financial health is strong, with good liquidity ratios and $15.8 million in cash across the entire agency. Lake then reviews the performance of individual AMPs (Asset Management Projects) and the Housing Choice Voucher (HCV) program, noting variances from budget and explaining key factors affecting each program's financial position.

HCV Program Funding and Scenario Planning
CFO Kelly discussed the ongoing uncertainty regarding the continuation of the HCV program, with funding at 91% and potential cuts to HUD staff. The team also discussed the need for scenario planning in case of insufficient funding. mentioning that their administrative plan outlines how they would phase out families if funding is cut. The team also discussed the importance of maintaining reserves and addressing housing issues promptly.

Finance Report and COCC Discussion
The finance report is presented, covering various aspects of the organization's financial status. CFO Kelly discussed the Central Office Cost Center (COCC), which is currently showing a negative balance of $114,000, but this is expected to improve once an issue with employee benefits is corrected. The Housing Counseling program is negative for the month but positive overall for the year. Business Activities are performing well, with positive variances from the budget. CFO Kelly explains that headcount allocation has been removed from Business Activities, improving its financial position. The report also covers cash positions, ratios, and assets for each area. CFO Kelly encourages feedback on the new reporting format and suggests adding year-over-year comparisons starting in October when more data is available.

Vice Chair Malter raised some concerns regarding the future fundings of the HCV program. CEO Lorraine Hocker confirmed that there is nothing official yet from HUD of this at this time and was instructed by them to continue operating as is until there is official word stating otherwise. Operations Deputy Michelle Perkins informed the board that there is a plan to phase out people from the program inside the Administrative Plan if fundings were to cease.

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

REPORTS

The following reports for March 2025 were provided:

Public Housing Authority (PHA):
Key Management Indicators – All Programs
Resident Characteristics – All Programs

Housing Choice Voucher (HCV):
Voucher Utilization

Public Housing (PH):
Unit Availability & Occupancy
Aged Receivables
Word Order Analysis
Demolition & Disposition
Capital Funds Grant

Program & Agency Reports:
Family Self Sufficiency (FSS) & Special Programs
Resident Opportunity & Self Sufficiency (ROSS)
Housing Counseling
LCHA Human Resources

NEW BUSINESS

A. **Commissioner Roundtable-** Chairman Considine asked if there were any new non-agenda items to discuss. There were none.

B. **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.

(5 ILCS 120/2) Sec. 2 (c)(5) Real Estate.
The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing.

There being no further business to come before the Board, Commissioner Stackhouse moved, seconded by Commissioner Nozicka 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 1:33pm.

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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