Lake County Housing Authority
Board of Commissioners

Minutes of the Regular Meeting
August 21, 2025

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held August 21, 2025, at Lake County Housing Authority: 33928 North U.S. Highway 45, Grayslake, IL 60030.

Present: Kevin Considine, Chairman (zoom)
Susan Malter, Vice Chair
Dr. Charles Nozicka, Commissioner
LaShaundra Barnes, Commissioner
Eugene Roberson, Commissioner

Absent: John Idleburg, Commissioner
Beverly Stackhouse, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Damien Kelly, Interim Chief Financial Officer
Michelle Perkins, Deputy of Operations
Christine Pryor, Sr. HR Generalist
Anastasia Potarisky, Executive Assistant
Yeimy Bailey, 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 agenda was posted 48 hours prior to meeting 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, Vice Chair Malter called the meeting to order at 12:40PM. Roll call was taken, and the following Commissioners were present: Considine, Malter, Nozicka, Barnes and Roberson as well as LCHA members Hocker, Perkins, Meno, Pryor and Bailey. Absent: Commissioner Stackhouse and Idleburg

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. on the morning of the board meeting are to be read at the appropriate time on the agenda. There were no public comments.

MINUTES - July 10, 2026, Regular Meeting Minutes Approval
Commissioner Roberson moved, seconded by Commissioner Barnes, to approve the Regular Session Meeting Minutes. The Board voted as follows:
Ayes: Considine, Malter, Barnes, Nozicka, Roberson.
Abstain: None.
Nays: None.
Absent and Not Voting: Commissioner Stackhouse and Idleburg.
Motion carries.

FINANCE REPORT

Interim CFO Kelly presented budget revisions for the agency for FY25, noting that HUD requires agencies to revise budgets annually to reflect actual performance and updated projections. Kelly noted that total projected net income to submit to HUD is $2.1 million with a large portion of this positive position coming from the Demo Dispo property sales**.** Ongoing operations are tightening due to rising expenses for repairs and maintenance, declining rental revenue from selling properties, and increasing landlord payments in the voucher program.

Kelly reviewed the Public Housing income by property and provided an explanation of AMP 5's Demo Dispo loss. Kelly noted the property sales generated which offset operational weaknesses and noted that as we progress with the Demo Dispo project, rental income continues to shrink, and staffing and cost allocation will need to be adjusted to reflect the smaller portfolio.

The Housing Choice Voucher Program is projected at a loss. Contributing factors of rising rents and subsidy not covering the cost, including admin fees not covering staffing costs. Kelly reviewed the reserves noting that they are being used to reduce the loss.

Kelly reviewed the agencies' flexible nonfederal funds, including the Housing Counseling Program noting a projected loss due to grant funding decreasing and staffing levels needing to adjust. It was noted that cost allocations become harder when properties are sold because there's less revenue to spread shared costs across. Modification to allocations are reviewed annually and adjusted if needed

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

REPORTS

CEO Lorraine provided the Commissioners with several departmental reports for review. Commissioners had no questions on the information presented.

The following reports for August 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

Vice Chair Malter introduced the following resolutions:

RESOLUTION 2025-21

APPROVAL OF AND AUTHORIZATION TO SUBMIT THE CAPITAL FUND PROGRAM (CFP) 5-YEAR ACTION PLAN (2025-2030) AND THE CAPITAL FUND PROGRAM (CFP) FY 2025 BUDGET

WHEREAS, the Capital Fund Annual Submission was decoupled from the PHA Plan submission in 24 CFR part 905 which was published on October 24, 2013, and became effective on November 25, 2013; and

WHEREAS, pursuant to 24 CFR 905, the Housing Authority of the County of Lake (LCHA) is required to submit a Capital Fund Program 5-Year Action Plan and a Capital Fund Program FY 2025 Budget; and

WHEREAS, the Housing Authority of the County of Lake has prepared its Capital Fund Program 5-Year Action Plan for Federal Fiscal Years (FFs) 2025-2030 describing capital improvements needed to ensure long-term viability of the Agency's public housing developments; and

WHEREAS, in FY 2025, all PHAs are required to submit their Capital Fund Program (CFP) 5-Year Action Plans and Budgets within HUD's Energy and Performance Information Center (EPIC) system; the electronic CFP submission process replaced the paper submission process that was retired at the end of 2017; and

WHEREAS, PHAs are required to have on file a copy of a Board Resolution approving the PHA's CFP 5-Year Action Plan, including ones submitted in the EPIC system; and

WHEREAS, the requisite public notices have been given; and

WHEREAS, the Director of Asset Management in conjunction with the Executive Director/Chief Executive Officer has prepared said plans as attached in **Exhibit A**, and requests that the Board of Commissioners of the Housing Authority of the County of Lake approve and authorize submission to the US Department of Housing and Urban Development.

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 Capital Fund Program 5-Year Action Plan (2025-2030) and the Capital Fund Program FY 2025 Budget to the U.S. Department of Housing and Urban Development as presented.

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21st day of August 2025.

After discussion, Chairman Nozicka moved, seconded by Roberson. The Board voted as follows:
Ayes: Considine, Roberson, Nozicka, Malter, Barnes,
Abstain: None.
Nays: None.
Absent and Not Voting: Idleburg, Stackhouse.
Motion carries.

RESOLUTION 2025 – 24
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LAKE COUNTY HOUSING AUTHORITY APPROVING THE UPDATED EMPLOYEE HANDBOOK

WHEREAS, the Lake County Housing Authority ("Authority") has completed a comprehensive review and reorganization of its Employee Handbook to ensure alignment with current federal and state employment laws, operational best practices, and internal policy updates; and

WHEREAS, the revised Employee Handbook includes structural improvements, clarification of existing procedures, and the addition of new policies driven by legislative changes and agency needs; and

WHEREAS, the updated handbook reflects compliance with significant employment law changes, including the Illinois Paid Leave for All Workers Act, the Pregnant Workers Fairness Act (PWFA), and updates to Social Security withholding; and

WHEREAS, new and revised sections promote policy clarity, operational consistency, employee accountability, and transparency; and

WHEREAS, the handbook now includes enhanced language relating to vehicle maintenance, remote work expectations, uniform and apparel ordering, and prohibited political activity in the Gift Ban section; and

WHEREAS, a summary of material changes to the handbook, as proposed for Board approval, includes but is not limited to:

Title	Update Description
Equal Employment Opportunity	Added compliance language for the Pregnant Workers Fairness Act (PWFA), ensuring reasonable accommodations for pregnancy, childbirth, or related conditions.
Remote and Hybrid Work Policy	New standalone policy outlining expectations, approval process, and responsibilities for remote/hybrid work arrangements.
Absence and Tardiness	Added language addressing patterns of absenteeism or call-offs, even when individually excused, to support accountability and performance expectations.
Paid Time Off (PTO)	Updated to reflect the Illinois Paid Leave for All Workers Act (2024), entitling all employees to 40 hours of paid leave annually.
Other Leave (VESSA)	Confirmed compliance with expanded VESSA provisions. Optional enhancements reviewed but not required.
Retirement Benefits	Revised to reflect Social Security contributions withheld from employee paychecks effective October 1, 2024.
Uniform and Logo Apparel Ordering	Added statement that uniforms and logo apparel will be ordered annually, with requests due by January 1 and purchases scheduled for February 1.

Title	Update Description
Maintenance and Inspection of Authority Vehicles	Revised to include quarterly and random inspections, cleanliness expectations, and reporting procedures.
Political Activities (Gift Ban Section)	Added clarifying language prohibiting political activity during work hours or while using Authority resources.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Lake County Housing Authority as follows:

1. The Board hereby approves the updated Employee Handbook, including all revisions and new policies as summarized above.
2. The Executive Director is authorized and directed to implement the updated Employee Handbook and ensure its dissemination to all employees.
3. This Resolution shall take effect immediately upon its adoption.

ADOPTED this 21st day of 2025, by the Board of Commissioners of the Lake County Housing Authority.

After discussion, Chairman Nozicka moved, seconded by Barnes. The Board voted as follows:
Ayes: Considine, Roberson, Nozicka, Malter, Barnes,
Abstain: None.
Nays: None.
Absent and Not Voting: Idleburg, Stackhouse.
Motion carries.

RESOLUTION NO. 2025-25
APPROVAL OF AMENDED FY 2025 OPERATING BUDGET REVISION

WHEREAS, the attached FY 2025 Operating Budget Revision for the period October 1, 2024, through September 30, 2025, for Lake County Housing Authority is being presented to the Board of Commissioners for approval; and

WHEREAS, the revised expenditure shown in the Operating Budget Revision is 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 2025 Operating Budget Revision is reasonable in that it indicates a source of funds adequate to cover expenditures and does not provide federal funding in excess of that payable under the HUD Annual Budget Authority; and

WHEREAS, all charges and expenditures set out in the FY 2025 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 2025 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.

ADOPTED this 21st day of August, 2025, by the Board of Commissioners of the Lake County Housing Authority.

After discussion, Chairman Nozicka moved, seconded by Roberson. The Board voted as follows:
Ayes: Considine, Roberson, Nozicka, Malter, Barnes,
Abstain: None.
Nays: None.
Absent and Not Voting: Idleburg, Stackhouse.
Motion carries.

RESOLUTION 2025-26
ACCEPTING THE FINAL AUDIT OF LCHA FOR FISCAL YEAR 2024

WHEREAS, the Housing Authority of the County of Lake ("LCHA") is required to have an annual audit performed by an Independent Public Accounting firm; and

WHEREAS, the firm Rubino & Company conducted a financial audit of LCHA for the fiscal year ending September 30, 2024; and

WHEREAS, the audit report has been presented to the Board of Commissioners for their review; and

WHEREAS, it is necessary that the Board of Commissioners accept LCHA's Audited Financial Statements, the Independent Auditors' Report, and the Management's Discussion and Analysis for the period ending September 30, 2024.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Lake accepts as submitted by Rubino & Company, the Audited Financial Statements, the Independent Auditors' Report, and the Management's Discussion and Analysis for the period ended September 30, 2024.

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21st day of August 2025.

After discussion, Chairman Nozicka moved, seconded by Roberson. The Board voted as follows:
Ayes: Considine, Roberson, Nozicka, Malter, Barnes,
Abstain: None.
Nays: None.
Absent and Not Voting: Idleburg, Stackhouse.
Motion carries.

RESOLUTION 2025 – 27
AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION AND EXECUTE SALES CONTRACTS FOR

on the disposition of two (2) sections of land from two (2) properties currently owned by the Lake County Housing Authority (LCHA) in the following Communities in Lake County:

Scattered Sites East / AMP 4
Mundelein

The Illinois Department of Transportation (IDOT) is planning on improving IL Route 60/83 from IL 176 to IL 60 at IL 83.

Via Eminent Domain, IDOT intends to purchase two (2) sections of land from two (2) properties currently owned by the Lake County Housing Authority (LCHA).

•0.049 acres (2,134 square feet) of land as fee simple – lawn, natural growth, brick pavers, asphalt, and trees.

•0.034 acres (1,473 square feet) of land as a temporary construction easement for 5 years – Natural growth, lawn, asphalt, brick pavers, landing/stairs.

WHEREAS, the Lake County Housing Authority (LCHA) owns Two (2) single-family residential properties in the communities of Mundelein; and

WHEREAS, LCHA desires to sell the properties to the 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.

ADOPTED this 21st day of August 2025, by the Board of Commissioners of the Lake County Housing Authority.

After discussion, Chairman Roberson moved, seconded by Nozicka. The Board voted as follows:
Ayes: Considine, Roberson, Nozicka, Malter, Barnes,
Abstain: None.
Nays: None.
Absent and Not Voting: Idleburg, Stackhouse.
Motion carries.

Commissioner Roundtable- Vice Chair Malter asked if there were any new non-agenda items to discuss. There were none. here being no further business to come before the Board, Commissioner Nozicka 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 1:33pm.