

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held January 24, 2019, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)
Dr. H. Lee Jordan, Jr., Chairman
John Idleburg, Vice Chairman
Kevin Considine, Commissioner
Beverly Mull, Commissioner
Diana O'Kelly, Commissioner

Absent: Curtis Robinson, Commissioner
(Vacant) Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Tiffany A. Gonzalez, Deputy Director
Khadija Darr, Chief Financial Officer
Keon Jackson, Director of Asset Management
Valerie Rogers, Executive Secretary

Others Present: Brian Grach, Authority Attorney

Posting of the notice of this rescheduled 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, January 22, 2019 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org. Notice was also sent to each news medium that filed an annual request for notice. (See Exhibit 07)

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:37 p.m. Roll call was taken and the following Commissioners were present: Considine, Idleburg, Mull, O'Kelly, Jordan. Absent: Robinson. One Commissioner position is vacant.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Jordan opened the floor for public comment. No one requested to be heard.

MINUTES – 12/20/18 REGULAR MEETING

MINUTES – 12/20/18 EXECUTIVE SESSION – Personnel Issues, Pending & Probable
Litigation, Real Estate Transactions

After discussion, Vice Chairman Idleburg moved, seconded by Commissioner Considine, to approve the Minutes of the December 20, 2018 Regular Meeting and Executive Session Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, O'Kelly, Jordan. Abstain: Mull. Absent and Not Voting: Robinson. Motion Carries.

FINANCE REPORT

The Board of Commissioners of Lake County Housing Authority requests that all bills are paid in a manner appropriate to avoid late fees. In addition, to facilitate a smooth, responsible financial operation the Board acknowledges disbursements may be made prior to the regular scheduled monthly Board meeting.

The list of bills and financial report was provided by the Chief Financial Officer Khadija Darr. (See Exhibits 11, 12)

Khadija stated total bills for this month are \$441,767.00 of which \$47,069.00 is funded by Capital Funds.

She announced LCHA has scheduled the FY 2018 independent audit for March 18-22, 2019. The accounting department is in preparation.

Regarding the government shutdown, Khadija said HUD has posted a contingency plan that LCHA is referencing for its model. Khadija stated LCHA reserves are ample and the agency, as a whole, could sustain about three (3) months. Khadija explained HUD will fund LCHA through March after which we will have to tap into reserves. She explained LCHA has HUD Held Reserves (HHR) of approximately \$3 million. LCHA intends to request \$2.5 million in February from our HHR. HUD is operating with a skeleton crew and she intends to submit her request early.

Khadija reported the HCV program operational expenses exceeded funding. HCV is at about a 112% ratio. Administrative is adequately funded. Administrative ratio is at 88%.

Khadija explained at end of each fiscal year LCHA must return interest from the HCV interest bearing accounts. She will return approximately \$1,000.00 of interest at the end of this month.

Khadija said public housing rent collections decreased to 92%. She sees this as an annually recurring trend during the winter.

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to approve the List of Bills as presented. The Board voted as follows: Ayes: Considine, Idleburg, Mull, O'Kelly, Jordan. Absent and Not Voting: Robinson. Motion Carries.

REPORTS

The following reports were provided for review.

Capital Improvements, Keon Jackson, Director of Asset Management
Procurement, Maintenance (See Exhibit 01)
Public Housing Program, LCHA Rentals

Housing Choice Voucher Program Corinne Jordan, Director of Housing Choice Voucher
FUP¹, (See Exhibit 02)

¹ Family Unification Program

Repayments & Investigations.....	Jennifer Clemons-Ferguson, Director of Compliance (See Exhibit 03)
FSS ² , Housing Counseling, Resident Services	Ofelia Navarro, Director of FSS & Special Programs (See Exhibit 04)
Human Resources.....	Lefran Elgezdi, Human Resources Manager (See Exhibit 05)
FOIA/OMA ³ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA (See Exhibit 06)

Other Matters

1. The Regular Board Meeting for January 2019, originally scheduled for 1/17/19, was cancelled due to the lack of a quorum of Commissioners attending. ED/CEO Lorraine Hocker expressed gratitude to the Commissioners for their cooperation in rescheduling. The rescheduled meeting allows LCHA to conduct business in a timely manner. Appropriate notices were posted as per the requirements of OMA. (See Exhibit 07)
2. Ms. Hocker said it is with much reluctance that we announce the resignation of Scott Helton as a Commissioner for Lake County Housing Authority. Commissioner Helton submitted his notice on 1/10/19 effective immediately. LCHA is indebted to Commissioner Helton for his commitment and for sharing his extensive knowledge and experiences while guiding the agency through challenging times.
3. Ms. Hocker welcomed newly appointed Commissioner Beverly Mull. Ms. Hocker stated Commissioner Mull is an excellent addition to the Board and LCHA is grateful to have her expertise and experience. Commissioner Mull will fill the unexpired term of Judy Martini (until 4/16/20). LCHA is pleased Commissioner Mull was available for this meeting. Commissioner Mull's resume is attached. (See Exhibit 08)
4. Ms. Hocker attended PHADA's 2019 Commissioners' Conference in Miami, FL January 6-9, 2019. She stated it was an impressive compilation of seminars, trainings and learning through networking. She felt it imperative for Commissioners to consider attending this extremely valuable conference to further develop their understanding and the responsibilities of their roles.
5. Ms. Hocker reported staff reorganization continues. New staff has come on board. Reassignments are beginning to take place in their new roles but it is too soon for real results. Attitudes are positive with a definite eagerness to learn and work.
6. Ms. Hocker announced she and Chief Financial Officer Khadija Darr would be out of the office attending HCV Financial Management training from 1/28/19 through 2/1/19. In her absence, Ms. Hocker stated Deputy Director Tiffany A. Gonzalez will be in the office and fully accessible. Commissioner Gonzalez may be reached at (847) 223-1170 ext. 2540 or tgonzalez@lakecountyha.org.

² Family Self-Sufficiency Program

³ Freedom of Information Act. Open Meetings Act.

7. Ms. Hocker said LCHA has rolled out our new website fashioned by Brooks Jeffrey. The link remains the same: www.lakecountyha.org. She explained we are working towards molding it into a vehicle of communication for all stakeholders. Ms. Hocker welcomed any suggestions.
8. Ms. Hocker explained she is planning a series of Open Forums for community leaders and stakeholders. She wishes to establish a relationship of cooperation and trust. The first will be held February 22, 2019 and invites area police departments. Ms. Hocker expressed gratitude for the assistance of Vice Chairman, Sheriff John Idleburg in the organization of this first assembly. The meetings will be held at the State Bank of the Lakes, 50 Commerce Drive, Grayslake. There will be two (2) sessions: 9:30-11:00 a.m. and 1:00 – 2:30 p.m. (See Exhibit 09)
9. Ms. Hocker provided an overview of the government shutdown & funding. LCHA will still continue to receive federal subsidies because they were already designated before the shutdown. The national trade association NAHRO reports while HUD does have funding for the Housing Choice Voucher program and the Public Housing Operating Fund through February 2019, if the shutdown continues into March 2019, no payments will be made for that month.

LCHA Chief Financial Officer Khadija Darr stated LCHA has PHA reserves on hand that will sustain our operations for at least another two (2) months after February 2019 if a budget is not approved. Kay has prepared a funding request intended to be submitted to HUD mid-February requesting a release of HUD-held reserve funds given the shutdown continues. (See Exhibit 10)

10. Ms. Hocker introduced representatives from Enterprise Fleet Maintenance. The provided a presentation on a maintenance/lease/purchase program for LCHA.

Purported advantages:

- Currently working with other housing authorities including Cook County HA, Chicago HA and Rockford HA
- Have background in municipality fleet management
- Fixed monthly costs for newly leased vehicles including maintenance for life of lease. Brakes & tires excluded
- Multiple service locations locally
- Enterprise consultant will assure best manufacturer incentives, acquisition costs & maximum resale value
- Enterprise ASC certified mechanic liaison for proposed maintenance on LCHA existing vehicles
- Web portal, account manager, service reminders, ASC certified technician readily available for consultation
- No mileage restriction on leased vehicles

Concerns:

- If purchased vehicle through Enterprise, would purchase price be equal to or less than the government purchase price
- 27% of LCHA current fleet is at advanced age bringing additional, more expensive maintenance. (6 of 22 vehicles are >10 yrs. old or >1000,000 miles)
- Insurance costs/coverage and responsibility roles if leased
- Safety rating v. economics
- Process for disposition of existing vehicles

OLD BUSINESS

Brookstone and Regency at Coles Park - Update

ED/CEO Lorraine Hocker and Director of HCV Corinne Jordan met with Christine from IHDA on 1/3/19 to assess compliance with Housing Quality Standards of the Regency units. Based on their site visit, the date for move-in is anticipated for early February. Ms. Hocker briefed North Chicago Economic & Community Development Director Victor Barrera of the current status.

The State of IL Property Tax Appeal Board advised LCHA by letter dated 1/4/19 that the property for Regency at Coles Park has had its Assessed Value adjusted to \$0.00.
(See Exhibit 13)

Ms. Hocker said elevator inspections are set for 1/29/19. She noted the placement of the water main has been interrupted by weather and contractor issues. The Certificate of Occupancy (CoO) likely will be postponed due to this delay. Ms. Hocker reported 22 families are briefed for move-in and more will be processed once the CoO is obtained. She anticipates March 1 for the first move-in.

OIG Audit Report – Response to HUD -Update

LCHA continues to implement corrective actions to the findings in the OIG Audit Report. On 1/7/19, we welcomed new hire Director of FSS & Special Programs, Ofelia Navarro in response to the audit statement that the Authority did not appropriately manage its Family Self-Sufficiency program. Ofelia comes with extensive knowledge and experience in the FSS program. Ofelia, along with 6 other staff, then attended Family Self Sufficiency training on January 8 & 9, 2019 held at the central office. The training and exam were conducted by NAHRO.

FSS staff continues to review the Individual Training & Service Plans (ITSP) and the Contract of Participation with each client. Files are also being reviewed for proper documentation of progress and achievements.

NEW BUSINESS

Approval of Illinois Public Housing Authorities Cooperative Agreement – LCHA & North Chicago Housing Authority – VASH Vouchers

The purpose of this agreement is for Lake County Housing Authority to grant permission to North Chicago Housing Authority to allow it to operate and administer its VASH PBV program within the Lake County Housing Authority's area of operation.

Ms. Hocker said consideration of the Resolution is being tabled as some language and items in the Agreement still need to be reviewed with North Chicago Housing Authority.

Authorization to Destroy Executive Session Audio Recordings Prior To July 1, 2017

In 2013, by Resolution 2013-194 the Board first approved the destruction of Executive Session Audio Recordings, in accordance with the Open Meetings Act, and provided the provision for a semi-annual review of Executive Session Audio Recordings further eligible for destruction. The approved written minutes of all Executive Sessions remain on file. Audio recordings may be destroyed after they have been retained for at least 18 months after the making of the recording.

This Resolution only considers the destruction of the audio recordings made before July 1, 2017. Six (6) additional audio recordings are now eligible and recommended for destruction.

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2019-33

AUTHORIZATION TO DESTROY

EXECUTIVE SESSION AUDIO RECORDINGS PRIOR TO 7/1/2017

IN ACCORDANCE WITH THE OPEN MEETINGS ACT

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (a), a verbatim audio or video recording is required for all closed sessions; and

WHEREAS, per 5 ILCS 120 Open Meetings Act, Section 2.06 (c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act; and

WHEREAS, the Executive Session Audio Recordings prior to July 1, 2017 have been retained for at least 18 months after the making of the recording; and

WHEREAS, the written Minutes of the Executive Sessions prior to July 1, 2017 have been approved by a majority of a quorum of the Board of Commissioners; and

WHEREAS, the adoption of this Resolution signifies the authorization of destruction by the entity which held the meeting; and

WHEREAS, this Resolution has been voted upon in an open, public forum;

NOW THEREFORE, BE IT RESOLVED that all Executive Session Audio Verbatim Recordings prior to July 1, 2017 will be erased or destroyed; and

BE IT FURTHER RESOLVED, the Board of Commissioners will review qualifying Executive Session Audio Recordings forward on a semi-annual basis.

(See Exhibit 14)

After discussion Commissioner Considine moved, seconded by Vice Chairman Idleburg to adopt Resolution 2019-33.

Roll Call Vote:

Ayes:Considine, Idleburg, Mull, O’Kelly, Jordan

Nays:None

Absent:Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 24, 2019.

Amend PNC Bank Signing Authority – Add Director of Asset Management Keon Jackson

Chairman Jordan, ED/CEO Lorraine Hocker, Deputy Director Tiffany A. Gonzalez and CFO Khadija Darr are designated as controlling associates on our PNC accounts. They have the authority to make changes to the accounts and add or remove signers.

We are requesting to add Director of Asset Management Keon Jackson as a co-signer for checks only. In particular, checks over \$5,000 that requires two signatures. Adding him as a signer will assure those checks will not be delayed because of the absence of Tiffany and/or Lorraine.

After discussion, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION 2019-34

ADDITION OF AUTHORIZED SIGNATORY FOR PNC BANK ACCOUNTS

DIRECTOR OF ASSET MANAGERMENTS KEON JACKSON

WHEREAS, Chairman H. Lee Jordan, Jr., Executive Director/CEO Lorraine Hocker, Deputy Director Tiffany A. Gonzalez and Chief Financial Officer Khadija Darr are designated as controlling associates on the Housing Authority of the County of Lake’s PNC bank accounts; and

WHEREAS, controlling associates have the authority to make changes to the accounts and add or remove 3rd party signers; and

WHEREAS, checks drawn on the PNC bank accounts, equal to or more than \$5,000.00 require two (2) signatures; and

WHEREAS, occasions have occurred where checks were delayed due to insufficient signers being available to authorize such checks; and

WHEREAS, the Housing Authority of the County of Lake wishes to meet all financial obligations in a timely manner;

NOW, THEREFORE, BE IT RESOLVED, in addition to the existing signatories, Director of Asset Management Keon Jackson be appointed as a 3rd party signer to the above mentioned account(s).

(See Exhibits 15, 16)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2019-34.

Roll Call Vote:

Ayes:Considine, Idleburg, Mull, O’Kelly, Jordan

Nays:None

Absent:Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 24, 2019.

Amending the Employee Handbook – Driving on Company Time

When considering the expansive geographic area we serve along with the needs of over 3,000 families on our programs and then remember our commitment to “Service,” you will understand how there are still occasions a staff member must use their personal vehicle for Authority business. Our Employee Handbook covers this situation but places conditions on mileage reimbursement. We are aware that some staff, not meeting those conditions, chooses to conduct Authority business in their personal vehicle and forego the reimbursement.

We are asking to remove the current condition of Authority defined minimum amounts for liability insurance and require only the minimum as per their state of residence.

- Personal Injury - \$40,000 per claim and \$40,000 aggregate per accident
- Property Damage - \$40,000

For your understanding, the following is supplied from the Employee Handbook:

Employees using a personal vehicle for Authority business should be aware that in the event of an accident:

- The employee will be covered by workers’ compensation;

- The employee will be covered for liability in excess of the employee's personal auto liability personal injury policy *if* his/her personal liability insurance is current and within the limits required by Employer;
- The Employee will not be covered by the Authority for property damage to the Employee's personal vehicle.

The proposed Resolution details LCHA's required limits.

After discussion, Commissioner O'Kelly introduced the following Resolution:

RESOLUTION 2019-35

AMENDING THE EMPLOYEE HANDBOOK

DRIVING ON COMPANY TIME

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

WHEREAS, the Authority currently has a Driving On Company Time policy outlined in Section 46 of the Employee Handbook; and

WHEREAS, the current policy states employees must maintain and provide proof of a specified level of automobile insurance in order to receive mileage reimbursement; and

WHEREAS, maintaining this level of automobile insurance may cause an undue financial hardship on some employees; and

WHEREAS, it is the expectation that all employees obey all regulations of the state of Illinois and any other state in which they drive for employer related business including but not limited to required auto insurance coverage; and

WHEREAS, all employees should be reimbursed for mileage incurred while driving on Authority business;

NOW, THEREFORE, BE IT RESOLVED that the Employee Handbook be and is hereby amended by modifying the Driving on Company Time paragraph in Section 46 to clarify which employees are affected and to remove the restrictions of minimum coverage as follows:

46. DRIVING ON COMPANY TIME

Proof of Insurance – Employees **using a personal vehicle for Authority business** are required to maintain a level of automobile insurance that meets the coverage levels as required by their state of residence.

- ~~➤ Personal Injury – \$40,000 per claim and \$40,000 aggregate per accident~~
- ~~➤ Property Damage – \$40,000~~

Proof of current insurance coverage **must** be provided to the Authority annually or upon request from the Employer. Any changes in personal insurance coverage including change of carriers, if the

insurance expires or is cancelled for any reason, or any other change, the Employee must notify the Authority immediately. Failure to report such changes in insurance coverage may result in disciplinary action up to and including termination.

BE IT FURTHER RESOLVED that this modification takes effect immediately upon adoption.

(See Exhibit 17)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-35.

Roll Call Vote:

Ayes:Considine, Idleburg, Mull, O’Kelly, Jordan

Nays:None

Absent:Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 24, 2019.

Amending the Employee Handbook – Holiday Pay

We wish to remove the requirement to work (or having scheduled PTO) the day prior to and the day after a paid holiday in order to receive holiday pay.

After discussion, Commissioner O’Kelly introduced the following Resolution:

RESOLUTION 2019-36

AMENDING THE EMPLOYEE HANDBOOK

HOLIDAY PAY

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

WHEREAS, Section 19 Paid Holidays of the Employee Handbook allows employees predetermined paid holidays; and

WHEREAS, to receive holiday pay the Employee is currently required to work the regularly scheduled hours the workday preceding and the workday following the holiday and/or have pre-approved PTO applied; and

WHEREAS, LCHA recognizes unscheduled Paid Time Off is needed at times that are unpredictable and unavoidable;

NOW, THEREFORE, BE IT RESOLVED that the Employee Handbook be and is hereby amended by modifying the Paid Holidays paragraph in Section 19 by removing the reference to working the preceding and following workdays to a paid holiday as follows:

19. PAID HOLIDAYS

Full time Employees are eligible to receive holiday pay. ~~To receive holiday pay the Employee is required to work the regularly scheduled hours the workday preceding and the workday following the holiday and/or have pre-approved PTO applied. In accordance with the Employer's policy, approved Paid Time Off is considered a day worked for purposes of holiday pay eligibility.~~

The following holidays shall be observed by the Authority:

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day

If scheduling necessitates a non-exempt Employee to work on a holiday, he/she will receive one and one-half (1½) times his/her regular rate of pay for each hour worked. Despite the performance of overtime hours, the maximum holiday pay rate is one and one-half (1½) times the Employee's regular rate of pay (not one and one-half times the Employee's overtime rate of pay).

BE IT FURTHER RESOLVED that this modification takes effect immediately upon adoption.

(See Exhibit 18)

After discussion Commissioner O'Kelly moved, seconded by Vice Chairman Idleburg to adopt Resolution 2019-36.

Roll Call Vote:

Ayes:Considine, Idleburg, Mull, O'Kelly, Jordan

Nays:None

Absent:Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 24, 2019.

Bids

Capital and/or Operating Fund

1. Legal Service Provider – All AMPs & Central Office

Chairman Jordan stated the bid for Legal Service Provider will be considered after Executive Session.

2. Unit Turnaround – 41535 Mill Creek Road, Wadsworth – AMP 4

After discussion, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION NO. 2019-38
(CAPITAL AND/OR OPERATING FUND)
INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
UNIT TURNAROUND – 41535 MILL CREEK ROAD, WADSWORTH – AMP 4

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Charleston Services	Unit Turnaround	41535 Mill Creek Road, Wadsworth – AMP 4	Not To Exceed \$26,100.00

(See Exhibits 21, 22)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2019-38.

Roll Call Vote:

Ayes:Considine, Idleburg, Mull, O’Kelly, Jordan

Nays:None

Absent:Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 24, 2019.

3. Unit Turnaround – 12305 W. Bonnie Brook, Beach Park – AMP 4

After discussion, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION NO. 2019-39

(CAPITAL AND/OR OPERATING FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

UNIT TURNAROUND – 12305 W. BONNIE BROOK, BEACH PARK – AMP 4

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
J & J Property Investments, LLC	Unit Turnaround	12305 W. Bonnie Brook, Beach Park – AMP 4	Not To Exceed \$14,000.00

(See Exhibits 23, 24)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2019-39.

Roll Call Vote:

Ayes:Considine, Idleburg, Mull, O’Kelly, Jordan

Nays:None

Absent:Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 24, 2019.

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items as initiated by members of the Board. Commissioner O’Kelly welcomed Commissioner Mull.

Executive Session – Personnel Matters, Pending & Probable Litigation, Real Estate Transactions

At 1:49 p.m. Commissioner O’Kelly moved, seconded by Commissioner Considine, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Robinson. Motion Carries.

The Board returned to open session at 2:16 p.m. and roll call was taken. Present: Considine, Idleburg, Mull, O’Kelly, Jordan. Absent: Robinson.

Bids

Capital and/or Operating Fund

1. Legal Service Provider – All AMPs & Central Office

After discussion, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION NO. 2019-37

(CAPITAL AND/OR OPERATING FUND)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

LEGAL SERVICE PROVIDER – ALL AMPS & CENTRAL OFFICE

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Mahoney, Silverman & Cross, LLC	Legal Service Provider	All AMPs & Central Office	As Needed \$200.00/Hour

(See Exhibits 19, 20)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner O’Kelly to adopt Resolution 2019-37.

Roll Call Vote:

Ayes:Considine, Idleburg, Mull, O’Kelly, Jordan

Nays:None

Absent:Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on January 24, 2019.

Semi-Annual Review of Executive Session Minutes

In accordance with the Open Meetings Act the Executive Session Minutes must be reviewed semi-annually to either allow for release to the public or to remain closed. There have been nine (9) executive sessions dealing with personnel matters, pending or probable litigation or real estate transactions. All are recommended to remain closed to the public. The minutes of the Executive Sessions are included in your Executive Session packet with other closed session materials.

After discussion, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION NO. 2019-40

SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

WHEREAS, the Illinois Open Meetings Act provides for Executive Sessions from time to time; and

WHEREAS, the Act requires a periodic review of Executive Session Minutes to determine whether or not such Minutes may be available for public inspection; and

WHEREAS, the Board of Commissioners has reviewed Executive Session Minutes from the Executive Sessions held on:

- July 2, 2018.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- August 16, 2018.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- August 25, 2018.....Personnel Matters;
- September 6, 2018Personnel Matters;
- September 27, 2018Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- October 18, 2018.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- October 29, 2018.....Personnel Matters;
- November 15, 2018.....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions; and

December 20, 2018Personnel Matters, Pending or Probable Litigation and
Real Estate Transactions; and

NOW, THEREFORE, BE IT RESOLVED that since all nine (9) sessions were devoted to Personnel
Issues, none of the sessions is determined to be available for public inspection.

(See Exhibit 25)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner O'Kelly to adopt
Resolution 2019-40.

Roll Call Vote:

Ayes:Considine, Idleburg, Mull, O'Kelly, Jordan

Nays:None

Absent:Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake,
Illinois on January 24, 2019.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Considine moved, seconded by
Vice Chairman Idleburg to adjourn the meeting. The Board voted unanimously in favor of the motion.
Motion Carries. Meeting adjourned at 2:20 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer