

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held September 19, 2019, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)
Kevin Considine, Commissioner/Acting Chairman
Susan Malter, Commissioner (Arrived 3:07 p.m.)
Beverly Mull, Commissioner
Diana O'Kelly, Commissioner

Absent: John Idleburg, Vice Chairman
Dr. H. Lee Jordan, Jr., Chairman
Curtis Robinson, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Ofelia Navarro, Deputy Director
Khadija Darr, Chief Financial Officer
Lefran Elgezdi, Director of Human Resources
Valerie Rogers, Executive Secretary

Others Present: Eric Hanson, Authority Attorney

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, September 17, 2019 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org.

ROLL CALL

At 3:01 p.m., the consensus of the Commissioners was to open the meeting.

Roll call was taken, and the following Commissioners were present, Mull, O'Kelly, Considine. Absent: Idleburg, Jordan, Malter, Robinson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Commissioner Considine opened the floor for public comment.

Clyde McLemore stated he is the Founder of the Lake County Chapter of Black Lives Matter and a resident of Zion, IL. He expressed concern about the residency of some LCHA staff, not living in Lake County, the credentials of recent hires and the lack of a relationship between LCHA and the community. He also disagreed with the closing of the Zion HCV office. Mr. McLemore distributed a written representation of his comments to the Board.

No others requested to be heard.

Commissioner Susan Malter arrived at 3:07 p.m.

After discussion, Commissioner O’Kelly moved, seconded by Commissioner Mull to appoint Commissioner Considine as acting Chairman. The Board voted unanimously in favor of the motion. Motion Carries.

MINUTES – 8/15/19 REGULAR MEETING

MINUTES – 8/15/19 EXECUTIVE SESSION - Personnel Matters and Pending & Probable Litigation

After discussion, Commissioner O’Kelly moved, seconded by Commissioner Mull, to approve the Minutes of the August 15, 2019 Regular Meeting and Executive Session-Personnel Matters and Pending & Probable Litigation. The Board voted as follows: Ayes: Malter, Mull, O’Kelly, Considine. Absent and Not Voting: Idleburg, Jordan, Robinson. Motion Carries.

APPOINTING ACTING CHAIRMAN

After discussion, Commissioner O’Kelly moved, seconded by Commissioner Mull, to appoint Commissioner Considine as Acting Chairman for this meeting. The Board voted as follows: Ayes: Malter, Mull, O’Kelly, Considine. Absent and Not Voting: Idleburg, Jordan, 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 submitted by Chief Financial Officer Khadija Darr. (See Exhibits 10, 11)

Khadija reported total list of bills is \$340,387.00. Of that, approximately \$113,000 were Capital Fund expenditures.

Low rent collections were 99%. YTD, there is an Operating surplus of \$451,000.

She stated we were able to recognize Capital Fund 2019 operations funding of \$155,000 that we can convert to operations. Public Housing reserves is favorable.

Housing Choice Voucher was funded at just over 100% for administrative. Housing Assistance was funded at 97% based on a snapshot of last year’s lease-up.

Fraud revenue collected YTD is \$140,588.

Miscellaneous Items:

We are preparing a response for DEC regarding the Capital Fund expenditures. The official response should be done by month’s end.

We are working on debit card project for utility assistance payments. We currently print multiple checks. With a debit card, utility assistance payments will be automatically funded to a debit card given to clients. We currently pay checks directly to utility companies. Debit card is more cost effective. Direct payment to utility companies does not allow the tenant to choose the utility paid. There are no fees to client with use of the debit card. There may be some restrictions on client's use of the debit card but not earmarked for just a utility company.

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

REPORTS

The following reports for August 2019 were provided.

Capital Improvements, Procurement	Kent Britton, Manager of Capital Improvements & Procurement (Exhibit 01)
Public Housing Program, Rentals..... Maintenance, Public Housing Inspections	Aaron Broeski, Senior Property Manager (Exhibit 02)
Housing Choice Voucher Program..... Voucher FUP ¹	Gilma Beachem, Director of Housing Choice (Exhibit 03)
Compliance.....	Jennifer Clemons-Ferguson, Director of Compliance (Exhibit 04)
FSS ² , Housing Counseling Programs	Heidi Semenek, Director of FSS & Special (Exhibit 05)
Human Resources.....	Lefran Elgezdi, Director of Human Resources (Exhibit 06)
FOIA/OMA ³ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA (Exhibit 07)

Other Matters

1. Waukegan Housing Authority opened their Housing Choice Voucher waiting list on 9/10/19 for families qualified under the Mainstream Voucher Program. (See Exhibit 08)
2. HUD notified us by letter dated 9/11/19 of their review of our corrective action plan regarding the finding from our FYE 9/30/18 Audit and have officially closed the finding. (See Exhibit 09)

¹ Family Unification Program

² Family Self-Sufficiency Program

³ Freedom of Information Act. Open Meetings Act.

OLD BUSINESS

Brookstone and Regency at Coles Park - Update

We received our Certificate of Occupancy for ten (10) buildings at Brookstone and have been briefing families as quickly as possible for move-in. (See Exhibit 12)

Ms. Hocker reported Regency (senior building) is fully leased.

Brookstone (family units) still has 2 vacancies. LCHA started briefings for 26 families for Brookstone. The North Chicago Community School District attended the briefings allowing the opportunity for families to register for school at same time of the briefing.

NEW BUSINESS

Approval of Travel/Training Expenses for Executive Director and/or Commissioners

Lorraine Hocker, Executive Director/CEO

1. 7/29/19 – 7/31/19, IN IL NAHRO Conference, Indianapolis, IN Ex. 14

Susan Malter, Commissioner

2. 7/29/19 – 7/31/19, IN IL NAHRO Conference, Indianapolis, IN Ex. 15

Dr. H. Lee Jordan, Jr., Chairman:

3. 6/2/19 - 6/6/19, PHADA 2019 Annual Convention, Boston, MA Ex. 16

Commissioners and the Executive Director/CEO must complete and submit a Travel Authorization Form or an Expense Report Form to the Board for approval by a roll call vote at an open meeting. The attached Expense Report Forms are presented for your approval.

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

RESOLUTION 2019-96

APPROVAL OF TRAVEL REPORT EXPENSES FOR

COMMISSIONERS AND/OR EXECUTIVE DIRECTOR

WHEREAS, the Illinois General Assembly enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses; and

WHEREAS, on 2/16/17 By Resolution 2017-54 the Board approved the policy governing the combined travel, meal, and lodging expenses for any one travel event, incurred by its employees and officers to be effective 3/2/17; and

WHEREAS, expenses for travel, meals and lodging of the Executive Director/Chief Executive Officer and any member of the Board of Commissioners of the Lake County Housing Authority may only

be approved by roll call vote at an open meeting of the Board of Commissioners of the Lake County Housing Authority;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake hereby grants approval of the Expense Reports as attached here for a member of the Board of Commissioners and/or for the Executive Director.

(Exhibits 13, 14, 15, 16)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-96.

Roll Call Vote:

Ayes:Malter, Mull, O’Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Approval of Rooftop Antenna Lease- Beach Haven Towers – T-Mobile

LCHA wants to enter into an agreement with T-Mobile USA, for a rooftop easement and assignment agreement at Beach Haven Towers for a rooftop communication lease. LCHA shall receive a negotiated amount and allow T-Mobile to enter into a lease agreement for communication equipment to be located at this facility. T-Mobile would be responsible for any requirements or conditions requested as identified by LCHA or the local municipality. LCHA would receive these future revenue streams per T-Mobile USA’s proposal. T-Mobile USA will assume all risk to future market conditions, current lease terms, and LCHA would have no obligations to reimburse T-Mobile USA any changing conditions.

The monies received would be used to improve the conditions and sustainability of LCHA properties.

Based on the Lease, LCHA will grant T-Mobile USA an option to lease the Premises (the “Option”) on the terms and conditions described in the Lease. The Option is for an initial term of one (1) year commencing on the effective date of the Lease and will be extended for up to three (3) additional and successive one (1) year periods unless Tenant provides written notice to exercise or not renew its Option. Provided that the Option has been exercised by T-Mobile USA, the initial term of the Lease shall be for five (5) years and will commence on the date that T-Mobile USA exercises its Option.

T-Mobile USA can request to have the right to extend the Lease for five (5) additional and successive five (5)-year terms which may be extended for up to nine (9) additional and successive one-year periods. When questioned, Ms. Hocker reported fees increase by 105% each year.

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

(See next page for Resolution)

RESOLUTION NO. 2019-97

APPROVAL OF T-MOBILE USA, INC. LEASE

OF BEACH HAVEN TOWERS ROOF AND MECHANICAL SPACE

WHEREAS, T-Mobile USA, Inc., has proposed an Agreement to lease space on the roof and in the building at Beach Haven Towers for the purpose of installing and operating a personal communication base station and related antenna(s), equipment and accessories; and

WHEREAS, the Authority has determined that approval of the Agreement as presented is in the public interest of furthering the development of personal communication systems as noted in President Clinton's Federal Register Memorandum of August 10, 1995; and

WHEREAS, the Authority has also determined that approval of the Agreement as presented is in the Authority's interest as an added source of revenue, of \$9,600.00 annual rent, in these times of reduced Federal funding for public housing operations;

NOW, THEREFORE, BE IT RESOLVED that the Rooftop Site Lease With Option as presented be and is hereby approved with any changes approved by the Executive Director and Attorney and that the appropriate officers or agents be and are hereby authorized to execute said Rooftop Site Lease With Option.

(See Exhibits 17, 18)

After discussion Commissioner O'Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-97.

Roll Call Vote:

Ayes:Malter, Mull, O'Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Authorization for FY 2019 Collection Losses – Housing Choice Voucher

Twice per annum it is the policy of the Lake County Housing Authority to write-off all uncollectible accounts upon board approval insofar as the fiscal operating budget permits. The accounts that have been prepared to be written off are inclusive of the Housing Choice Voucher Program, Managed Properties, as well as the Public Housing entities. We ask that the Board of Commissioners please review and approve the FY 2019 collection losses by means of resolution.

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

RESOLUTION NO. 2019 –98

AUTHORIZATION FOR SEMI-ANNUAL FY 2019/SEPTEMBER

COLLECTION LOSSES – HOUSING CHOICE VOUCHER

WHEREAS, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant’s location is unknown;

THEREFORE, BE IT RESOLVED that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority’s collection company.

<u>PROGRAM</u>	<u>AMT Owed</u>
S8	\$2,815
S8	\$3,531
S8	\$3,160
S8	\$8,092
S8	\$576
S8	\$1,017
Total	\$19,191

(See Exhibit 19)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-98.

Roll Call Vote:

Ayes:Malter, Mull, O’Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Authorization for FY 2019 Collection Losses – Public Housing

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

RESOLUTION NO. 2019 –99

AUTHORIZATION FOR SEMI-ANNUAL FY 2019/SEPTEMBER

COLLECTION LOSSES – PUBLIC HOUSING

WHEREAS, the policy of the Housing Authority of the County of Lake, Illinois is to write-off accounts of tenants that have been terminated from the program or the former tenant's location is unknown;

THEREFORE, BE IT RESOLVED that the following tenant accounts are to be transferred to the allowance for doubtful accounts and sent to the Authority's collection company.

<u>Account #</u>	<u>Amount</u>	<u>Amp</u>
#0165-8	\$980.97	2
#0412-8	\$176.92	2
#0140-10	\$2,503.99	2
#0465-10	\$854.30	2
#0159-10	\$2,717.91	2
#0254-7	\$269.64	3
#0280-8	\$2,013.66	3
#0377-7	\$1,638.97	3
#0276-11	\$982.99	3
#0549-5	\$5,036.47	4
#0535-5	\$4,839.91	4
#0394-7	\$1,642.99	5
#0393-9	\$492.75	5
Total	\$24,151.47	

(See Exhibit 20)

After discussion Commissioner O'Kelly moved, seconded by Commissioner Malter to adopt Resolution 2019-99.

Roll Call Vote:

Ayes:Malter, Mull, O'Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Approval of FY 2019 Agency Operating Budget Revision

Chief Financial Office Khadija Darr explained this will not be considered until the November 2019 meeting.

Approval of FY 2020 Agency Operating Budget

In a manner as prescribed by HUD, prior to the beginning of the upcoming fiscal year, the Finance Department prepares the budget for the forthcoming fiscal year based on foreseen, predicated, fiscal activity.

CFO Khadija Darr stated LCHA is projected to operate for FY 2020 at a surplus. She reported some of the challenges will be:

- SEMAP Scores
- PHAS Scores
- REAC Results
- Lease-up Rate
- Cost Reductions
- Internal Audit Process
- Software Technology Upgrades
- Health Benefits Rate Increase
- HUD/OIG Audit

When questioned, Khadija said FY 2020 will only be impacted if LCHA is mandated to return Capital Fund, Administrative or HCV dollars resulting from the HUD/OIG audit. It is not anticipated that will happen. All payments should be transacted in FY 2019. The results of the DEC review are not yet disclosed as HUD has not fully analyzed LCHA's submitted documentation. FY 2020 could be altered pending HUD's findings of the DEC review.

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

RESOLUTION NO. 2019-101

APPROVAL OF FY 2020 OPERATING BUDGET

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Public Housing Agency to approve the Operating Budgets; and

WHEREAS, the Commissioners of the Lake County Housing Authority have reviewed the Operating Budget and do find:

- 1) That the proposed expenditures are necessary for the efficient and economical operation of the programs for the purpose of serving low-income families;
- 2) That the financial plan is reasonable in that: (a) It includes sources of funding adequate to cover all proposed expenditures, and (b) It does not provide for use of Federal funding in excess of that payable under the provisions of the Annual Contributions Contract;

- 3) That all proposed rental charges and expenditures will be consistent with the provisions of law and the Annual Contributions Contract; and

WHEREAS, The Board of Commissioners of the Lake County Housing Authority hereby certify that the Lake County Housing Authority is in compliance with the Annual Contributions Contract which requires the Housing Authority to, at least once per year, re-examine the income of families receiving assistance; and

WHEREAS, The Board of Commissioners of the Lake County Housing Authority hereby certify that the Lake County Housing Authority is in compliance with the requirement of the Annual Contributions Contract, and that rent and utility allowance calculations have been or will be, adjusted in accordance with current HUD requirements and regulations;

NOW THEREFORE, BE IT RESOLVED that the Fiscal Year 2020 Operating Budgets, copies of such budgets attached hereto, are hereby approved by the Board of Commissioners of the Lake County Housing Authority; and

BE IT FURTHER RESOLVED, staff is authorized to execute and submit the necessary documents to HUD's Financial Management Center.

(See Exhibits 23, 24)

After discussion Commissioner O'Kelly moved, seconded by Commissioner Malter to adopt Resolution 2019-101.

Roll Call Vote:

Ayes:Malter, Mull, O'Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Approval of Employee Health Insurance Options 2019-20

Director of Human Resources, Lefran Elgezdi explained open enrollment for LCHA staff insurance/benefit options is underway. Except for Flexible Spending Accounts (FSA), all insurances become effective 11/1/19.

MEDICAL

- Blue Cross Blue Shield (BCBS) overall renewal rate has increased by 9.3% over current premiums. This represents an annual increase of \$68,556.00 for the Housing Authority. This increase was somewhat expected since last LCHA saw a substantial decrease in premiums. Additionally, this amount is closely aligned with average increases for the healthcare market. The LCHA FY 2020 benefit year runs from 11/1/2019 until 10/31/2020.

- The Housing Authority can offset the increase in premiums by utilizing retirement forfeitures from terminated employees.
- **RECOMMENDATION: Pass the renewal rate premium increase to the Authority since the Authority has previously benefited from the rate decrease. Additionally, the Authority can offset the increase by utilizing retirement forfeitures from terminated employees.**

DENTAL

- Guardian Dental is set to increase 12% over current premiums. The additional option is Blue Cross Blue Shield (BCBS) Dental.
- BCBS Dental rates will be lower than current rates and the savings will be passed to employees.
- LCHA staff has previously had BCBS Dental and were happy with the coverage.
- BCBS Dental provides a large network with both PPO and DHMO options.
- **RECOMMENDATION: Change to Blue Cross Blue Shield Dental. The cost savings will be passed to employees as this benefit is 100% employee paid.**

LIFE, STD, LTD

- Current carrier (Dearborn National) rates are locked in until November 1, 2020.
- **No action is needed.**

VISION

- Current carrier (VSP) rates will increase on November 1, 2020 by 12%. This rate increase was somewhat to be expected because LCHA previously had a 4-year rate guarantee. The new rate will again be a 4-year rate guarantee.
- Staff are happy with VSP.
- VSP provides a strong comprehensive vision benefit.
- VSP is the best vision provider on the market.
- **RECOMMENDATION: Pass the vision renewal increase directly to staff, as this benefit is 100% employee paid.**

Based upon the current strong job market conditions, our employee centered benefit plan is instrumental in recruiting, hiring and retaining top talent for the Authority. The benefits review team feels comfortable in recommending that the Authority absorb the medical premium increase. The Authority can offset the increases by utilizing retirement forfeitures from terminated employees. We will revisit the premium sharing again next year.

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

(See next page for Resolution)

RESOLUTION 2019-102

EMPLOYEE HEALTHCARE BENEFIT RECOMMENDATIONS FY 2020

WHEREAS, the current employee healthcare benefits are effective until October 31, 2019; and

WHEREAS, it is appropriate to review the employee healthcare benefits prior to the start of the new fiscal year to allow for accurate budgeting; and

WHEREAS, Lake County Housing Authority starts a new fiscal year on October 1, 2019; and

WHEREAS, Employee Healthcare Benefits renewal is effective November 1, 2019; and

WHEREAS, the Benefits Review Team considered the best interest of both the Authority and employees when determining the Benefit Recommendations for FY 2020;

NOW, THEREFORE BE IT RESOLVED, that the Benefit Recommendations as presented and attached hereto be approved; and

BE IT FURTHER RESOLVED, the Benefit Recommendations as presented will be effective from November 1, 2019 until October 31, 2020.

(See Exhibits 25, 26)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2019-102.

Roll Call Vote:

Ayes:Malter, Mull, O’Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Adopting Payment Standards-Housing Choice Voucher Program

Payment standards are used to calculate the housing assistance payment (HAP) that the PHA pays to the owner on behalf of the family leasing the unit. Each PHA has latitude in establishing its schedule of payment standard amounts by bedroom size. The range of possible payment standard amounts is based on HUD’s published fair market rent (FMR) schedule for the FMR area in which the PHA has jurisdiction. Small Area FMRs are based on Zip Codes and rents charged for standard rental housing in the FMR area. A PHA may set its payment standard amounts from 90 percent to 110 percent of the published FMRs and may set them higher or lower with HUD approval.

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

RESOLUTION NO. 2019-103

SETTING HOUSING CHOICE VOUCHER PAYMENT STANDARDS

WHEREAS, HUD has published both Fair Market Rents (FMRs) and Small Area FMRs for Fiscal Year 2020; and

WHEREAS, the Authority must use the Small Area FMRs; and

WHEREAS, the Authority is required to set the Housing Choice Voucher Payment Standards between 90% and 110% of the published Fair Market Rent; and

WHEREAS, Payment Standards are set within this range of the published FMRs to strike a balance between funding limits and improving voucher utilization; and

WHEREAS, the Authority is committed to sustaining opportunity areas to our clients by using the Small Area FMRs that are zip code specific; and

NOW, THEREFORE, BE IT RESOLVED that Payment Standards be set as indicated below; and

BE IT FURTHER RESOLVED that these changes in the Payment Standards be made effective with January 1, 2020 annual certifications and November 1, 2019, for new contracts.

PROPOSED VOUCHER PAYMENT STANDARDS

ZIP	0	1	2	3	4	5
60002	870	970	1130	1440	1710	1967
** 60010	1390	1570	1820	2310	2750	3163
** 60011	980	1110	1280	1630	1940	2231
** 60013	1100	1230	1430	1820	2160	2484
** 60015	1430	1610	1870	2380	2830	3255
60020	820	920	1070	1360	1620	1863
60021	840	950	1100	1400	1660	1909
** 60030	1020	1150	1330	1690	2010	2312
** 60031	1070	1210	1400	1780	2120	2438
** 60035	1430	1610	1870	2380	2830	3255
** 60040	1030	1160	1340	1700	2030	2335
60041	920	1030	1200	1520	1820	2093
** 60042	1180	1330	1540	1960	2330	2680
** 60044	1210	1360	1580	2010	2390	2749
** 60045	1430	1610	1870	2380	2830	3255
60046	1070	1210	1400	1780	2120	2438

Minutes of the Regular Board Meeting

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** 60047	1290	1460	1690	2150	2560	2944
** 60048	1090	1220	1420	1800	2150	2473
60050	990	1110	1290	1640	1950	2243
60051	1080	1220	1410	1790	2130	2450
** 60060	1060	1200	1390	1770	2100	2415
** 60061	1200	1350	1570	1990	2370	2726
60064	830	930	1080	1370	1630	1875
** 60069	1430	1610	1870	2380	2830	3255
60073	1100	1240	1440	1830	2180	2507
** 60074	1000	1130	1310	1660	1980	2277
** 60081	1220	1370	1590	2020	2410	2772
** 60083	1430	1610	1870	2380	2830	3255
60084	970	1090	1260	1600	1910	2197
60085	850	960	1110	1410	1680	1932
60087	910	1030	1190	1510	1800	2070
** 60089	1290	1450	1680	2130	2540	2921
60096	1010	1140	1320	1680	2000	2300
60099	900	1010	1170	1490	1770	2036

(See Exhibit 27)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2019-103.

Roll Call Vote:

Ayes:Malter, Mull, O’Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Approval of Memorandum of Understanding – Lake County Workforce Development

Lake County Workforce Development is a recipient of a Disability Employment Initiative (DEI) grant from the Illinois Department of Commerce and Economic Opportunity. The DEI project focuses on bringing together community resources through the Lake County Job Center to increase the employment services to individuals with a disability.

The purpose of this MOU is to establish collaborative efforts around referrals and services to better serve individuals with disabilities who may benefit from services from both programs.

Through the development of this MOU, Workforce Development and Lake County Housing Authority will work together to improve services for individuals with disabilities that they mutually serve.

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

Commissioner Considine stated he will opt to abstain as he sits on the Board of Lake County Workforce Development.

RESOLUTION 2019-104

**APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN
LAKE COUNTY HOUSING AUTHORITY & LAKE COUNTY WORKFORCE
DEVELOPMENT – DISABILITY EMPLOYMENT INITIATIVE GRANT**

WHEREAS, Lake County Workforce Development is a recipient of a Disability Employment Initiative (DEI) grant from the Illinois Department of Commerce and Economic Opportunity; and

WHEREAS, the DEI project focuses on bringing together community resources through the Lake County Job Center to increase the employment services to individuals with a disability; and

WHEREAS, Lake County Housing Authority is committed to serving the Lake County community with housing opportunities and options and to encourage clients toward independence and self-sufficiency; and

WHEREAS it is the expectation of both parties that clients who are served by both agencies will benefit from interagency treatment planning; and

WHEREAS, the purpose of this agreement is to establish in writing the ongoing interagency planning so that clients referred between the two agencies receive the maximum beneficial care and careful treatment planning with the minimum of duplication of services;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of LCHA hereby approves the Executive Director and or her designee to execute the Memorandum of Understanding Between Lake County Housing Authority and Lake County Workforce Development in substantially the form attached hereto and incorporated herein by reference.

(See Exhibits 28, 29)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-104.

Roll Call Vote:

Ayes:Malter, Mull, O’Kelly

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:Considine

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Approval of Resubordinating Agreement - LCHA Loan to IHDA's FAF⁴ Loan

LCHA Attorney Eric Hanson explained the Regency and Brookstone at Coles Park developments have had cost overruns. The developer (The Benoit Group, LLC) went to IHDA⁵ requesting more money. IHDA agreed and will give Regency an additional \$500,000 and give Brookstone an additional \$2M, above and beyond already committed dollars.

The current layers of financing are: First-IHDA's loan of \$20M based on bonds and Second-LCHA's loan to each project. LCHA is in the 2nd position to be repaid.

IHDA is now providing additional dollars but still wishes to be in 1st position to be repaid, but for the new, total amount. LCHA recognizes IHDA is giving additional money and LCHA is willing to subordinate LCHA's loan and stay in second position. If the Subordination Agreement is approved, IHDA will remain in first position to be repaid and will now include the initial dollars plus their added dollars. Attorney Hanson confirmed LCHA would receive their deferred developer fee before IHDA's loan is paid back.

After discussion, Commissioner Mull introduced the following Resolution:

RESOLUTION NO. 2019-107

APPROVAL OF SUBORDINATION AGREEMENTS BETWEEN

ILLINOIS HOUSING DEVELOPMENT AUTHORITY AND

HOUSING AUTHORITY OF THE COUNTY OF LAKE, ILLINOIS FOR

TBG BROOKSTONE, LLC AND TBG REGENCY, LLC

After discussion Ms. O'Kelly moved, seconded by Commissioner Malter to Approve the Subordination Agreements Between Illinois Housing Development Authority and Housing Authority of The County of Lake, Illinois for TBG Brookstone, LLC and for TBG Regency, LLC as presented.

(See Exhibits 34, 35, 36, 37)

Roll Call Vote:

Ayes:Malter, Mull, O'Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:.....Carries

⁴ Financing Adjustment Factor Fund Program (FAF Program)

⁵ Illinois Housing Development Authority (IHDA)

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Needs Assessment – Public Housing – Discussion

A discussion to explore resources to help guide us towards a comprehensive understanding of processes and requirements for public housing will be tabled until next month.

Bids

Foreclosure Prevention Program Grant

1. License Agreement for Housing Counseling Management Software

Deputy Director Ofelia Navarro explained the housing counseling client management system software used until now was provided at no cost by Fannie Mae. Fannie Mae is discontinuing the software.

The housing counseling community tested different client management systems requiring client management and the ability to produce the reports required by HUD. The proposed software was selected and is already used by our regional housing counseling community. As a HUD certified housing counseling agency LCHA is required to have a client management system for tracking and reporting, approved by HUD and compatible with HUD's system.

The cost of the proposed housing counseling client management system software will be covered by the Foreclosure Prevention Program Grants.

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

RESOLUTION NO. 2019-105

(FORECLOSE PREVENTION PROGRAM GRANT)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

LICENSE AGREEMENT FOR HOUSING COUNSELING MANAGEMENT SOFTWARE

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 equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
mPactPro	Housing Counseling Management Software	Housing Counseling	\$1,000/Set Up Fee \$2,000/Annual Fee \$39.00/Month/User

(See Exhibits 30, 31)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-105.

Roll Call Vote:

Ayes:Malter, Mull, O’Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

Operating Fund

1. Fiber Internet Provider – Agency Wide

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

RESOLUTION NO. 2019-106

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

FIBER INTERNET PROVIDER – AGENCY WIDE

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 equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Comcast	Fiber Internet Provider	Agency Wide	\$27,900/3 Year Term

(See Exhibits 32, 33)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2019-106.

Roll Call Vote:

Ayes:Malter, Mull, O’Kelly, Considine

Nays:None

Absent:Idleburg, Jordan, Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on September 19, 2019.

2. Utility Allowance Survey – HCV

Consideration of this bid will be tabled until next month.

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items as initiated by members of the Board.

Commissioner Malter reported, through work done for a nonprofit group for legal services for free, low income people are being targeted by copyright trolls. Mostly in Illinois, the victim is threatened with copyright infringement action, even though the person has not committed copyright infringement, it is a real case filed in federal court. The letter they receive demands \$5,000 to not amend the complaint to name them. It is free to be defended against for low income people. She hoped agencies, represented by the Board, would help in disseminating this information.

Commissioner O’Kelly met with township supervisors regarding the 211 rollout. She expressed a concern about LCHA handling the volume of contacts that may result from referrals. Ms. Hocker stated was in communication with the 211 staff.

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

At 4:22 p.m. Commissioner O’Kelly moved, seconded by Commissioner Malter, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation and Real Estate Transactions. The Board voted unanimously in favor of the motion. Motion Carries

The Board returned to open session at 4:53 p.m. and roll call was taken. Present: Malter, Mull, O’Kelly, Considine. Absent: Idleburg, Jordan, Robinson.

The Board discussed Personnel Matters, Pending & Probable Litigation and Real Estate Transactions. No action was taken during the Executive Session.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Mull moved, seconded by Commissioner Malter to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 4:54 p.m.

Kevin Considine
Acting Chairman

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer