

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held July 8, 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  
Susan Malter, Commissioner  
Beverly Mull, Commissioner  
Diana O’Kelly, Commissioner

Absent: Curtis Robinson, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Valerie Rogers, Executive Secretary

Others Present: Jean Kenol, 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 Saturday, July 6, 2019 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency’s website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:33 p.m. Roll call was taken, and the following Commissioners were present: Considine, Idleburg, Malter, Mull, O’Kelly, Jordan. Absent: Robinson.

#### 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 – 6/27/19 REGULAR MEETING

#### MINUTES – 6/27/19 EXECUTIVE SESSION - Personnel Matters, Pending & Probable Litigation

After discussion, Commissioner Considine moved, seconded by Commissioner Mull, to approve the Minutes of the June 27, 2019 Regular Meeting and Executive Session- Personnel Matters, Pending & Probable Litigation. The Board voted as follows: Ayes: Considine, Malter, Mull, O’Kelly, Jordan. Abstain: Idleburg. 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 Chief Financial Officer Khadija Darr. (See Exhibits 07, 08)

ED/CEO Lorraine Hocker opened the floor for comments or questions. Commissioner Malter questioned public housing collecting 106% of rents (6/27/19 Board Meeting Minutes) Ms. Hocker explained the calculation for public housing rent collections will include collection of past-owed rent, resulting in a percentage over 100.

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

## REPORTS

The following reports for June 2019 were provided.

Capital Improvements, .....	Keon Jackson, Director of Asset Management
Procurement, Public Housing Program, Maintenance, LCHA Rentals	(Exhibit 01)
Housing Choice Voucher Program.....	Gilma Beachem, Dir. of Housing Choice Voucher
	None available.
Repayments & Investigations.....	Jennifer Clemons-Ferguson, Director of Compliance
	(Exhibit 03)
FSS <sup>1</sup> , FUP <sup>2</sup> , Housing Counseling.....	Heidi Semenek, Dir. of FSS & Special Programs
	(Exhibit 04)
Human Resources.....	Lefran Elgezdi, Director of Human Resources
	(Exhibit 05)
FOIA/OMA <sup>3</sup> , Travel-Training .....	Valerie Rogers, Executive Secretary/FOIA & OMA
	(Exhibit 06)

## Other Matters

1. Commissioner O’Kelly inquired about the type of inspections, what is evaluated and the follow-up procedure. Director of Asset Management Keon Jackson reviewed types of inspections, (housekeeping, REAC<sup>4</sup> inspections), the various levels of urgency for repairs and time allowed to correct. Keon confirmed reinspections are conducted to verify repairs. He noted public housing routine inspections are done quarterly.

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<sup>1</sup> Family Self-Sufficiency Program

<sup>2</sup> Family Unification Program

<sup>3</sup> Freedom of Information Act. Open Meetings Act.

<sup>4</sup> HUD’s Real Estate Assessment Center

Ms. Hocker also noted LCHA provided dumpsters during a “spring clean-up” day for public housing residents to rid their units of items no longer useful.

2. Ms. Hocker recapped LCHA contracted with Anderson Environmental in October 2018 to conduct our environmental review services. They are finalizing our unit addresses in HUD’s HEROS<sup>5</sup> system. Anderson reports near completion meaning LCHA will be able to meet the 8/7/19 deadline set by HUD.
3. Ms. Hocker said LCHA has set the date & begun preparation for a celebration with our staff and their families for the LCHA staff picnic. As the Board is a very important part of the LCHA family, she hoped they would be able to join the celebration. It will be held on Wednesday, August 28th from 12:30 noon to 4:00 p.m. at Independence Grove, North Bay Pavilion, 16400 W. Buckley Road, Libertyville, 60048.

#### NEW BUSINESS

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

1. Commissioner Susan Malter  
Reform for Illinois Annual Luncheon, Chicago, IL. 6/14/19
2. Vice Chairman John Idleburg  
PHADA 2019 Annual Convention, Ft. Lauderdale, FL. 6/2/19-6/6/19

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 2019-77**

#### **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

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<sup>5</sup> HUD Environmental Review Online System

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.

(See Exhibits 09, 10, 11)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2019-77.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Malter, 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 July 8, 2019.

Approval of and Authorization to Submit PHA FY 2020 Annual Plan, Capital Fund Program (CFP) 5-Year Action Plan and CFP FY 2019 Budget

The Annual PHA Plan is an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning the PHA's operations, programs and services.

Section 511 of the United States Housing Act and regulations in 24 CFR part 903 require that PHAs establish one or more Resident Advisory Board(s) as part of the PHA Plan process. The Resident Advisory Board (RAB) provides the PHA and the residents with a forum for sharing information about the Agency’s Annual Plan. RAB membership is comprised of individuals who reflect and represent the residents assisted by the PHA. The role of the RAB is to assist the PHA in developing the PHA Plan and in making any significant amendment or modification to the Plan.

LCHA held two (2) RAB meetings on 7/1/19 at Shiloh Towers in Zion (1:00 p.m.) and at our central office in Grayslake (6:00 p.m.). The proposed changes to the HCV Administrative Plan were presented. There were no changes or suggestions offered during the RAB meetings. Summaries of the RAB meetings are attached. (See Exhibit 12)

In accordance with HUD regulations 24 CFR Section 903, an annual public hearing was then conducted on 7/8/19 for LCHA’s PHA Annual Plan for FY 2020, the Capital Fund Program (CFP) 5-Year Action Plan and CFP FY 2019 Budget.

The proposed Plans and all information relevant to the hearing and proposed plans was made available for inspection by the public at the principal office of the PHA during normal business hours and a notice was published (website and local news media) informing the public that the information is available for public review. (See Exhibit 13)

Despite our advertising efforts, there were no participants and no written requests for information or changes. The summary of the public hearing is attached. (See Exhibit 14)

The Resolution is seeking Board approval to submit all plans.

After discussion, Vice Chairman Idleburg introduced the following Resolution:

**RESOLUTION 2019-78**

**APPROVING AND AUTHORIZING THE SUBMISSION OF**

**THE FY 2020 ANNUAL PHA PLAN**

**WHEREAS**, the United States Housing Act of 1937 as amended by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) created the requirement for submission of 5-Year and Annual PHA Plans by all PHAs administering the Public Housing and/or Housing Choice Voucher (HCV) programs; and

**WHEREAS**, pursuant to 24 CFR 903, the Housing Authority of the County of Lake (LCHA) is required to submit a PHA Annual Plan; and

**WHEREAS**, regulations at 24 CFR § 903.11 permits PHAs that are high performing to submit streamlined plans; and

**WHEREAS**, LCHA has been determined to be a *High Performing* PHA under the Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) as of the last annual assessment of the PHA before the submission of the Five-Year or Annual Plans and therefore authorized to submit a streamlined Annual Plan; and

**WHEREAS**, the attached FY 2020 Annual PHA Plan has been drafted in consultation with the Authority's Resident Advisory Board; and

**WHEREAS**, the requisite public notices and hearings have been given and held; and

**WHEREAS**, the Executive Director/Chief Executive Officer has prepared said plans as attached, 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 PHA FY 2020 Annual Plan to the U.S. Department of Housing and Urban Development as presented; and

**BE IT FURTHER RESOLVED** that the Chairman is authorized and directed to sign the PHA Certifications of Compliance with the PHA Plans and Related Regulation Board Resolution to accompany the PHA Plan.

(See Exhibits 15, 16)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2019-78.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Malter, 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 July 8, 2019.

Authorization to Destroy Executive Session Audio Recordings Prior To January 1, 2018

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 January 1, 2018. Six (6) additional audio recordings are now eligible and recommended for destruction.

After discussion, Commissioner Malter introduced the following Resolution:

**RESOLUTION NO. 2019-79**

**AUTHORIZATION TO DESTROY**

**EXECUTIVE SESSION AUDIO RECORDINGS PRIOR TO 1/1/2018**

**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 January 1, 2018 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 January 1, 2018 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 January 1, 2018 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 17)

After discussion Commissioner Malter moved, seconded by Commissioner Considine to adopt Resolution 2019-79.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Malter, 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 July 8, 2019.

Board of Commissioner Meetings – Start Time - Discussion

The Board discussed the start time for the Board of Commissioner meetings. The consensus of the Board was to keep it as it is; no earlier than 12:30 p.m. or as soon as a quorum is assembled.

Commissioner Roundtable - Discussion

Commissioner O’Kelly asked about the utilization of Midlothian Manor. Ms. Hocker stated she is still open to considering all options and will be able to allocate more aggressive actions once the responses to OIG and DEC reviews are final.

Commissioner Malter asked about the causes for evictions and the process. Director of Asset Management Keon Jackson explained some of the reasons include non-payment of rent, vacating the unit without notice, default on repayment agreements, non-payment of utilities, lease violations and non-compliance with program requirements. He explained the eviction steps must be followed/exercised regardless of presence of the participant and/or unit occupancy.

A question was raised if there was tracking of evicted families and/or reasons. ED/CEO Lorraine Hocker explained HUD maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords, and adverse information, of former participants who have voluntarily or involuntarily terminated participation in a HUD rental assistance program. Commissioner O’Kelly spoke of social agency partnerships working with the townships to help cover short-term gaps experienced by families (i.e. utilities).

Commissioner O’Kelly noted the anticipated launching of the 211-telephone shortcut system in Lake County. When activated, a person may dial 211 for Essential Community Services. In many states, dialing “211” provides individuals and families in need with a shortcut through what can be a bewildering maze

of health and human service agency phone numbers. Ms. Hocker stated LCHA has already begun the re-evaluation and planning for upgrading our telephone system to more efficiently handle callers.

Bids

Capital Fund

1. Parking Lot Resurfacing – Shiloh Towers – AMP 2

After discussion, Vice Chairman Idleburg introduced the following Resolution:

**RESOLUTION NO. 2019-80**

**(CAPITAL FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**PARKING LOT RESURFACING – SHILOH TOWERS – AMP 2**

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 service.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Nabar Sealcoating and Paving, LLC	Parking Lot Resurfacing & Marking	Shiloh Towers, 1525 27 <sup>th</sup> St., Zion/AMP 2	\$65,000.00

(See Exhibits 18, 19)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2019-80.

Roll Call Vote:

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

Nays: .....None

Absent: .....Robinson

Abstain: .....None

Motion: .....Carries



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Executive Session – Personnel Matters, Pending & Probable Litigation

The Board did not pursue an executive session.

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 six (6) executive sessions dealing with personnel matters, pending or probable litigation or real estate transactions.

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION NO. 2019-81**

**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:

- January 24, 2019 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- February 21, 2019 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- March 21, 2019 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- April 18, 2019 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- May 16, 2019 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;
- June 27, 2019 .....Personnel Matters, Pending or Probable Litigation and Real Estate Transactions;

NOW, THEREFORE, BE IT RESOLVED that since all six (6) sessions were devoted to Personnel Issues, Pending or Probable Litigation and Real Estate Transactions, none of the sessions are determined to be available for public inspection.

(See Exhibit 20)

Minutes of the Regular Board Meeting

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After discussion Commissioner Considine moved, seconded by Vice Chairman Idleburg to adopt Resolution 2019-81.

Roll Call Vote:

Ayes: .....Considine, Idleburg, Malter, 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 July 8, 2019.

ADJOURNMENT

There being no further business to come before the Board, Vice Chairman Idleburg moved, seconded by Commissioner Mull to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:14 p.m.

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John Idleburg  
Vice Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer