

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held November 21, 2019, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

(Physically present unless noted otherwise.)  
Present: Kevin Considine, Commissioner  
Susan Malter, Commissioner  
Beverly Mull, Commissioner  
Diana O’Kelly, Commissioner  
John Idleburg, Vice Chairman (Arrived 1:29 p.m.)

Absent: 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  
Kent Britton, Director of Capital Improvements & Procurement  
Lefran Elgezdi, Director of Human Resources  
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 Tuesday, November 19, 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

At 12:30 p.m. roll call was taken, and the following Commissioners were present: Considine, Malter, Mull, O’Kelly. Absent: Idleburg, Jordan, Robinson.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### ELECTION OF ACTING CHAIRMAN

In the absence of both the Chairman and Vice Chairman, Commissioner O’Kelly moved, seconded by Commissioner Mull to elect Commissioner Considine as Action Chairman. The Board voted unanimously in favor of the motion. Motion Carries.

Noting that a quorum of Commissioners was present, Acting Chairman Considine called the meeting to order at 12:33 p.m.

#### PUBLIC COMMENT

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

MINUTES – 10/24/19 REGULAR MEETING

MINUTES – 10/24/19 EXECUTIVE SESSION - Personnel Matters and Pending & Probable Litigation

After discussion, Commissioner Malter moved, seconded by Commissioner O’Kelly to approve the Minutes of the October 24, 2019 Regular Meeting and Executive Session-Personnel Matters and Pending & Probable Litigation. The Board voted as follows: Ayes: Malter, O’Kelly, Considine. Nays: None. Abstain: Mull, 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 90, 10)

Khadija reported total list of bills for the month is \$269,602 of which \$50,670 is costed to Capital Funds.

Low rent collections were 105%. YTD, there is an Operating surplus. Operating cash balances are lower than predicted due to using operating funds as opposed to Capital Funds. Public Housing Operating reserves are at 3 months.

Housing Choice Voucher was funded at about 74% for administrative. Housing Assistance subsidy was funded at 92% based on a snapshot of last year’s lease-up. HCV reserves are at 9 months.

Fraud revenue collected for the month is \$13,631 and YTD is \$162,904.

HUD will be recapturing funds from our Mainstream program due to the slow start-up. Momentum has picked-up and processes are now flowing quicker.

Central Office Cost Center (COCC) income is better than budgeted. However, operating costs exceeded income. COCC reserves decreased to just under 1 month.

She said the Housing Counseling program is self-sustaining and reserves are favorable.

Khadija reported business activities, LCHA managed properties are fully leased and expenses did not exceed revenues. Reserves are favorable.

After discussion, Commissioner O’Kelly moved, seconded by Commissioner Malter 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 September 2019 were provided.

Minutes of the Regular Board Meeting

November 21, 2019

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

Other Matters

1. HUD is in the process of conducting REAC inspections on our Scattered Sites East (11/14/19 & 11/15/19) and our Scattered Sites West & Senior Buildings East<sup>4</sup> (11/20/19 - 11/21/19).

The mission of HUD's Real Estate Assessment Center (REAC) is to assess the condition of HUD's portfolio; to provide information to help ensure safe, decent and affordable housing. REAC's "product" is information; accurate, credible and reliable information assessing the condition of HUD's housing portfolio.

Inspections are conducted on a risk-adjusted (3-2-1) basis. Properties receiving a score of 80 – 89 are inspected every two years; properties receiving a score of 90 or more are inspected every three years. LCHA's last REAC inspection was 2015.

REAC inspects a sampling of units within a project. LCHA must provide all applicable certifications including inspections of elevators, sprinkler systems, fire alarms, and boilers. For housing built prior to 1978, lead-based paint inspection reports are also requested. LCHA is required to measure off separately all total area measures for parking lots/driveways/roads and walkways/steps which are used for proportionality calculations for deficiencies in these areas.

In 2017, changes to the laws that govern what happens when a property fails its REAC inspection were added to the HUD appropriations bill. Most notably, enforcement actions must now begin

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<sup>1</sup> Family Unification Program

<sup>2</sup> Family Self-Sufficiency Program

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

<sup>4</sup> Hawley Manor Grayslake, Shiloh Towers Zion & Warren Manor Gurnee

after the first time a property fails to receive less than 60 points. Options for enforcement action also expanded, to include use of subsidy abatement, replacement of management agent and more.

2. LCHA scheduled our Senior Holiday Feast on Wednesday, December 4, 2019. It will be held at the State Bank of the Lakes, 50 Commerce Dr., Grayslake starting at 11:30 a.m. The Board is invited to share this celebration with our senior building participants. (See Exhibit 08)
3. We are closing in on the final submissions to HUD in reference to the OIG Review. All information was supplied previously but in the vast arena of people and offices, some are finding it perplexing to locate the documentation they need to complete their files.

#### NEW BUSINESS

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

Lorraine Hocker, Executive Director/CEO

1. 10/11/2019 John C. Maxell Live2Lead Simulcast, Grayslake, IL
2. 10/15/19 - 10/18/19 BDO Nuts & Bolts of PHA Accounting, Budgeting & Reporting, San Diego, CA

John Idleburg, Vice Chairman

3. 9/8/19 - 9/10/19 PHADA 2019 Legislative Forum, Washington, DC

Dr. H. Lee Jordan, Jr., Chairman

4. 10/10/19 – 10/12/19 NAHRO 2019 National Conference, San Antonio, TX

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. A roll call vote by the Board is also required when combined travel expenditures for any one event is greater than \$4,000.00.

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

#### **RESOLUTION 2020-13**

#### **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.

(See Exhibits 11, 12, 13, 14, 15)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2020-13.

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 November 21, 2019.

Approval of Clearbrook’s Wright House Drainage Pattern

Ms. Hocker stated this agenda item is for discussion only, no action will be taken at this time.

Ms. Hocker yielded the floor to Don Frick, Vice President of Operations at Clearbrook. He explained Clearbrook’s Wright Home (34377 Almond Road, Gurnee) houses 16 developmentally challenged adults; 15 of these individuals use wheelchairs. Access to the back yard of the home is critical to the quality of life for these residents.

Clearbrook's facility has a number of drainage issues which Clearbrook would like to address, including installing drainage tiles that will use the drainage swale along the south and east property lines.

Clearbrook respectfully requests approval from the Lake County Board of Commissioners to:

- Install a 4" drainage tile that will run North and South through the property located at 34377 Almond Road in Gurnee. The drain tile will be pitched for water to drain towards the northeast corner of the property.
- Install a tile outlet in the drainage swale located in the southeast corner of the Lake County Housing Authority Property - Warren Manor 34425 Almond Road in Gurnee. It has been determined that the drainage swale located along the south and east property lines of 34425 Almond Road has the capacity to handle the additional storm water. Water in the swale flows to the east and then to the north to a storm sewer located on Washington Street.

Clearbrook will cover all costs related to the installation of the drainage tile and outlet. (See Exhibit 17)

Mr. Frick stated Clearbrook intends to submit a Community Development Block Grant (CDBG) application to Lake County to see if they will help underwrite the costs. Clearbrook would use LCHA's approval of the drainage plans as support to the application. The application is due by 12/15/19.

The Board indicated the desire for an engineer's assessment to determine any negative impacts. They also inquired about the permeable v. non-permeable surface changes resulting from the alteration.

Mr. Frick thanked the Board for the opportunity to present Clearbrook's proposal and exited the meeting.

Approval of Regular and Annual Board of Commissioners Meeting Dates – CY 2020

The schedule of Regular and Annual Board meetings of the Board of Commissioners for 2020 was presented for approval. All meetings will be held at the central office, 33928 North US Highway 45, Grayslake, IL beginning no earlier than 12:30 p.m. or as soon as a quorum of Commissioners is assembled. The July date is earlier (July 9, 2020) in order to meet HUD reporting requirements for our PHA plan.

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

**RESOLUTION 2020-15**

**APPROVAL OF THE 2020 SCHEDULE OF REGULAR BOARD MEETINGS**

**WHEREAS**, 5 ILCS 120/2.02(a) and 2.03 of the Illinois Open Meetings Act requires LCHA to give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and to state the regular dates, times, and places of such meetings; and

**WHEREAS**, Lake County Housing Authority wishes to notify any news medium that has filed an annual request for notice of meetings in accordance with the requirement of the Open Meetings act; and

**WHEREAS**, Lake County Housing Authority encourages community members to stay informed on current issues and business actions pertaining to public housing in Lake County, IL; and

**WHEREAS**, the Board of Commissioners of Lake County Housing Authority have reviewed and wishes to approve the calendar year 2020 Schedule of Regular Board Meetings;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Lake County Housing Authority hereby approves the calendar year 2020 Schedule of Regular Board Meetings as set forth below:

During 2020, unless noted otherwise (\*), the regular monthly meetings of the Board of Commissioners of the Housing Authority of the County of Lake, Illinois, will be held each third Thursday of the month at the Lake County Housing Authority offices, 33928 North Route 45, Grayslake, Illinois and are scheduled to begin at 12:30 p.m. Exceptions noted by asterisk (\*). The meeting will be called to order no earlier than 12:30 pm when a quorum of Commissioners is present.

<u>Date</u>	<u>Location</u>
January 16, 2020.....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
February 20, 2020.....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
March 19, 2020.....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
April 16, 2020.....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
May 21, 2020.....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
June 18, 2020.....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
July 9, 2020* .....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
August 20, 2020 .....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
September 17, 2020.....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
October 15, 2020 .....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
November 19, 2020 .....	LCHA Central Office, 33928 N. US Highway 45, Grayslake
December 17, 2020.....	LCHA Central Office, 33928 N. US Highway 45, Grayslake

(See Exhibit 18)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2020-15.

**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 November 21, 2019.

Reaffirmation of AIM Directors

1. Ofelia Navarro – Unexpired term ending 2021
2. Khadija Darr – Unexpired term ending 2022

It was explained that AIM North Development Corporation is a 501(c)(3) not-for-profit corporation that utilizes private-sector dollars to augment LCHA’s mission.

As per the by-laws of the not-for-profit AIM North, the election of all Directors must be approved by the LCHA Board of Commissioners. AIM By-Laws provides for three (3) Directors and the offices of President, Secretary and Treasurer. After an initial staggered appointment, Directors serve for a 3-year term.

Dr. Jordan was appointed AIM Director in 2018. The other two (2) Director positions have been vacant for some time. At the Special Meeting of AIM North on 11/13/19, two (2) Directors were appointed pending LCHA Board approval.

Ofelia Navarro was appointed as a Director to serve the unexpired term ending in 2021. She was also appointed Secretary.

Khadija Darr was appointed as a Director to serve the unexpired term ending in 2022. She was also appointed as Treasurer.

Directors serve their position of their office until the next annual meeting, tentatively scheduled for August 2020.

After discussion, Commissioner Malter introduced the following Resolution:

**RESOLUTION 2020-16**  
**APPROVAL OF DIRECTOR(S) OF**  
**THE AIM NORTH DEVELOPMENT CORPORATION NFP**

**WHEREAS**, as per the BY-LAWS of the AIM North Development Corporation NFP, ARTICLE III, DIRECTORS, Section 1: The business and affairs of the corporation shall be managed by a board of three (3) directors which shall exercise all of the powers of the Corporation; and

**WHEREAS**, ARTICLE III, DIRECTORS, Section 2:...each director shall serve a term of three (3) years and shall be elected by the initial or incumbent directors...provided, however, that no person shall serve as a director until he or she has also been approved (or re-approved for subsequent terms) by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois; and

**WHEREAS**, the Mission and Vision of Lake County Housing Authority and AIM North Development Corporation intermingle to increase quality affordable housing opportunities and promote economic growth for low-income families within our community; and

**WHEREAS**, AIM North Development Corporation is a nonprofit corporation that would be qualified to accept charitable contributions under § 501(c)(3) of the IRS Code;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Lake County Housing Authority hereby approves the appointment of the Director(s) of AIM North Development Corporation NFP as set forth below, effective with the approval of this Resolution:

Ofelia Navarro as Director of AIM North to serve the unexpired term ending 2021; and

Khadija Darr as Director of AIM North to serve the unexpired term ending 2022.

(See Exhibit 19)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2020-16.



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 November 21, 2019.

Adopting New Tenant Paid Utility Allowance Schedule

A Utility Allowance and Survey was completed by The Nelrod Company which compared rates from the last time a change was required to current rates. The data provided supports there has been a change of 10% or more in the utility rate since the last revision and the utilities affected by change have been updated per CFR 982.517.

After discussion, Commissioner Malter introduced the following Resolution:

**RESOLUTION 2020-17**

**ADOPTING NEW TENANT PAID UTILITY ALLOWANCE SCHEDULE**

**WHEREAS**, the Authority is required to assess the adequacy of its tenant paid utility allowance schedule annually; and

**WHEREAS**, the assessment has been completed and a finding made that there has been a change of 10 % or more in the utility rate since the last revision and the utilities affected by change have been updated per CFR 982.517;

**NOW, THEREFORE, BE IT RESOLVED** that the attached tenant paid utility allowance schedule be approved effective January 1, 2020 for annual certifications and November 1, 2019 for new contracts with a process date of December 1, 2019; and

**BE IT FURTHER RESOLVED** that the new schedule shall also be approved for the Public Housing Program subject to the receipt and consideration of resident comment.

(See Exhibits 20, 21)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2020-17.

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 November 21, 2019.

Approving Public Housing Flat Rents

The 1998 Quality Housing Work Responsibility Act (QHWRA) requires public housing agencies (PHAs) to offer the option of a flat rent (as opposed to an income-based rent) to residents of public housing. Flat rents are based on market rents and, therefore, the tenant rent does not vary with income. Flat Rents are updated yearly. Flat rents cannot be set less than the lower of:

1. 80% of Fair Market Rent (FMR)
2. 80% of Small Area Fair Market Rent (SAFMR), or
3. Establish an exception flat rent option when 80% of FMR or SAFMR is not reflective of local market conditions.

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

**RESOLUTION NO. 2020-18**

**SETTING FLAT RENTS**

**WHEREAS**, annually the Authority reviews the flat rent option for the Low Rent Public Housing programs; and

**WHEREAS**, it is appropriate to revise the current flat rents in accordance with procedures adopted in 1999; and in accordance with PIH Notice 2015-13 stipulating when the existing flat rent amount is less than 80 percent of FMR, PHAs must revise their flat rents to no less than 80 percent of FMR;

**NOW, THEREFORE, BE IT RESOLVED** that the flat rent hereto contained be adopted; and

**BE IT FURTHER RESOLVED** that these flat rents shall become effective with new leases beginning December 1, 2019 and all lease renewals in calendar year 2020.

**LOW RENT PUBLIC HOUSING FLAT RENTS**

	0BR	1BR	2BR	3BR	4BR	5BR
Elderly/ Disabled (Zion)	<b>\$734</b>	<b>\$827</b>	<b>\$955</b>	N/A	N/A	N/A
Elderly/ Disabled (RLB)	N/A	<b>\$829</b>	<b>\$958</b>	N/A	N/A	N/A
Elderly/ Disabled (All others)	N/A	<b>\$810</b>	<b>\$934</b>	N/A	N/A	N/A
Scattered Sites	N/A	N/A	<b>\$775</b>	<b>\$1,010</b>	<b>\$1,215</b>	N/A

(See Exhibit 22)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2020-18.

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 November 21, 2019.

Approval of Authorization to Submit SEMAP Certification– FY 2019

The Section Eight Management Assessment Program (SEMAP) measures the performance of the public housing agencies (PHAs) that administer the Housing Choice Voucher program in 14 key areas. The required self-audit has been completed by Director of HCV, Gilma Beachem. We anticipate we will be a Standard Performer.

After discussion, Commissioner Malter introduced the following Resolution:

**RESOLUTION NO. 2020-19**

**AUTHORIZATION TO SUBMIT SEMAP CERTIFICATION**

**WHEREAS**, the Authority is required to submit its Section 8 Management Assessment Program (SEMAP) Certification to HUD within 60 days of the end of the fiscal year; and

**WHEREAS**, staff and Commissioners have reviewed the attached Certification for Fiscal Year 2019 and believe to the best of their knowledge all responses thereon to be true and accurate;

**NOW, THEREFORE, BE IT RESOLVED** that the attached Certification be and is hereby approved; and

**BE IT FURTHER RESOLVED** that, pursuant to HUD instructions, the Executive Director or his designee is authorized and directed to sign and electronically submit the Certification.

(See Exhibits 23, 24)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2020-19.

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 November 21, 2019.

Approval of Intergovernmental Agreement with DuPage Housing Authority – HQS Inspections & Rent Reasonableness

LCHA wishes to utilize the expertise and efficiency of DuPage Housing Authority in conducting HCV Housing Quality Standards inspections and assessing rent reasonableness. An Intergovernmental Agreement is required to establish such a relationship. Further explanation will be discussed at the meeting. Resolution will be available for the meeting.

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

**RESOLUTION 2020-20**

**APPROVAL OF THE EXECUTION OF**

**AN INTERGOVERNMENTAL COOPERATION AGREEMENT BY AND BETWEEN**

**THE HOUSING AUTHORITY OF THE COUNTY OF LAKE AND**

**THE DUPAGE HOUSING AUTHORITY**

**WHEREAS**, Illinois Housing Authorities may enter into Intergovernmental Cooperation Agreements as provided by provided by 310 ILCS 8.5, 2 CFR 200.317-326 and HUD Procurement Handbook 7460.8; and

**WHEREAS**, this Intergovernmental Cooperation Agreement is made for reasons of economy and efficiency as each Housing Authority has specific property management and development expertise and experience that may be utilized by the other Housing Authority; and

**WHEREAS**, the Housing Authority of the County of Lake and DuPage Housing Authority deem it advantageous to both parties to enter into the attached Intergovernmental Cooperation Agreement whereby the positions of both parties are determined and established;

**NOW, THEREFORE, BE IT RESOLVED**, that Housing Authority of the County of Lake Board of Commissioners approve, that the Housing Authority of the County of Lake enter into the Intergovernmental Cooperation Agreement between the Housing Authority of the County of Lake and DuPage Housing Authority, a copy of which is attached hereto as Exhibit 26; and

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect from and after its passage, contingent upon approval by the Department of Housing and Urban Development (HUD).

(See Exhibits 25, 26)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2020-20.

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 November 21, 2019.

Rescinding Bid Awards

Capital Fund – Rescind

1. Resolution 2019-88  
Unit Turnaround-12786 West Blanchard, Beach Park-AMP 4  
Awarded on 8/15/19 to Charleston Building Services for \$33,100.00  
Statement of Work change, no contracts signed.

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

**RESOLUTION 2020-21**

**RESCINDING BID AWARD**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**UNIT TURNAROUND - 12786 WEST BLANCHARD, BEACH PARK**

**RESOLUTION 2019-88**

**WHEREAS**, at the Authority’s Regular Board Meeting on August 15<sup>th</sup>, 2019 a bid for unit turnaround services was awarded by Resolution 2019-88 to Charleston Building Services in the amount of \$33,100.00; and

**WHEREAS**, the scope of work has changed from the original terms and conditions; and

**WHEREAS**, no work had begun, and no contract had been signed; and

**WHEREAS**, a new Statement of Work is in place at this time;

**NOW, THEREFORE, BE IT RESOLVED**, that the bid award made at the August 15<sup>th</sup>, 2019 Regular Board Meeting by Resolution 2019-88 be and is hereby rescinded.

(See Exhibit 27)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2020-21.

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 November 21, 2019.

Vice Chairman John Idleburg arrived at 1:29 p.m.

Bids

Capital and/or Operating Fund

1. Snow Removal – AMPs 2, 3, Almond Townhomes & COCC

It was explained the option to pay per push/per occasion was selected.

After discussion, Commissioner Malter introduced the following Resolution:

**RESOLUTION NO. 2020-22**

**(CAPITAL AND/OR OPERATING FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

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

**A LICENSE AGREEMENT FOR 2019-2020 SEASONAL SNOW REMOVAL**

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.

VENDOR	DESCRIPTION	LOCATION	AMOUNT
Kaplan Snow	Snow Removal 2019-2020 Season	AMP 2, 3, COCC	As Shown Below

Hourly Pricing Plan\* (Time & Materials)

4 x 4 w/ Plow .....	\$95.00
Shoveler .....	\$50.00
Skid Steer .....	\$117.00
10' Blade.....	\$90.00
Loader .....	\$168.00
18' Blade.....	\$125.00
Salt Truck.....	\$95.00
Lowboy .....	\$150.00
Dump Truck .....	\$150.00

\*Hourly Pricing is portal to portal, 4 Hour Minimum

(See Exhibits 29, 30)

After discussion Commissioner Malter moved, seconded by Commissioner Mull to adopt Resolution 2020-22.

Roll Call Vote:

Ayes: .....Idleburg, Malter, Mull, O’Kelly, Considine  
 Nays: .....None  
 Absent: .....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 November 21, 2019.

Commissioner Roundtable - Discussion

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

Commissioner Malter expressed interest in the amount of permeable v. non-permeable surface area of all LCHA properties combined. She also wondered about an LCHA policy/goal towards more permeable where feasible. She suggested gathering the square footage of each would be a start.

Commissioner Mull reported she found the NAHRO National Conference very informative.

Ms. Hocker encouraged the Commissioners to attend PHADA’s Commissioner Conference January 2020 to enhance their understanding of the Commissioners’ role. As an alternative, she discussed scheduling an in-house training conducted by Mahoney, Silverman and Cross, LLC.

Executive Session – Personnel Matters

At 1:37 p.m. Commissioner O’Kelly moved, seconded by Commissioner Malter, to go into Executive Session to discuss Personnel Matters. The Board voted as follows: Ayes: Idleburg, Malter, Mull, O’Kelly, Considine. Nays: None. Absent and Not Voting: Jordan, Robinson. Motion Carries.

The Board returned to open session at 2:44 p.m. and roll call was taken. Present: Idleburg, Malter, Mull, O’Kelly, Considine. Absent: Jordan, Robinson.

The Board discussed Personnel Matters. No action was taken during the Executive Session.

Approval of 2020 Staff Salary Increase and Bonus Rationale & Methodology

After discussion, Vice Chairman Idleburg introduced the following Resolution:

**RESOLUTION 2020-23**

**APPROVAL OF 2020 SALARY INCREASE AND  
BONUS RATIONALE & METHODOLOGY**

**WHEREAS**, the Board of Commissioners of the Housing Authority of the County of Lake has determined that a salary adjustment to personnel is appropriate; and

**WHEREAS**, both the CFO and Director of Human Resources recommend 2020 salary increases be at 3.3%, which is consistent with U.S. Salary increases; and

**WHEREAS**, LCHA wishes to provide an increase of 3.3% to its employees across the board to each employee as a Cost of Living Adjustment (COLA); and

**WHEREAS**, LCHA wishes to award individual bonuses based on individual performance reviews; rewarding employees for their hard work and to help retain talented employees;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Lake do hereby approve the 2020 Salary Increase and Bonus Rationale & Methodology as presented; and

**BE IT FURTHER RESOLVED**, the salary increases will be effective 12/15/2019.

(See Exhibits 31, 32)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Mull to adopt Resolution 2020-23.

Roll Call Vote:

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

Nays: .....None

Absent: .....Jordan, Robinson

Abstain: .....None

Motion: .....Carries



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Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on November 21, 2019.

ADJOURNMENT

There being no further business to come before the Board, Commissioner O'Kelly moved, seconded by Commissioner Mull to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 2:49 p.m.

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Kevin Considine  
Acting Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer