

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

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

Absent: John Idleburg, Vice Chairman
Susan Malter, Commissioner
Curtis Robinson, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Ofelia Navarro, Deputy Director
Khadija Darr, Chief Financial Officer
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, December 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

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:30 p.m. Roll call was taken, and the following Commissioners were present: Considine, Mull, O’Kelly, Jordan. Absent: Idleburg, Malter, 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 – 11/21/19 REGULAR MEETING

MINUTES – 11/21/19 EXECUTIVE SESSION - Personnel Matters and Pending & Probable Litigation

After discussion, Commissioner O’Kelly moved, seconded by Commissioner Mull to approve the Minutes of the November 21, 2019 Regular Meeting and Executive Session-Personnel Matters and Pending & Probable Litigation. The Board voted as follows: Ayes: Considine, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Idleburg, Malter, Robinson. Motion Carries.

FINANCE REPORT

The list of bills and financial report were submitted by Chief Financial Officer Khadija Darr.
(See Exhibits 09, 10)

Khadija reported:

Total list of bills for the month was \$336,001 of which \$131,737 were Capital Fund projects.

Low rent collections were 107%. YTD, there is an Operating surplus. Public Housing Operating reserves are at 4 months.

Housing Choice Voucher was funded at about 88% for administrative. Housing Assistance subsidy was funded at 102%. HCV reserves are at 11 months.

Fraud revenue collected for the month is \$7,536.

Central Office Cost Center (COCC) income is less than budgeted. This is partly due to terminating inter-corporate leases; programs paying COCC. Operating costs exceeded income. COCC reserves are at 1 month.

The Housing Counseling program is expected to be self-sustaining but operating on a slight deficit as we are waiting on a reimbursement from the Foreclosure Prevention Program.

Business activities are operating at a surplus; expenses did not exceed revenues. Business activities reserves are favorable.

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, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Idleburg, Malter, Robinson. Motion Carries.

REPORTS

The following reports for November 2019 were provided.

Capital Improvements, Kent Britton, Director of Capital Improvements
& Procurement
(Exhibit 01)

Public Housing Program, Rentals Aaron Broeski, Director of Public Housing
Maintenance, Public Housing Inspections
(Exhibit 02)

Housing Choice Voucher Program Gilma Beachem, Dir. of Housing Choice Voucher
FUP¹
(Exhibit 03)

¹ Family Unification Program

Compliance	Jennifer Clemons-Ferguson, Director of Compliance (Exhibit 04)
FSS ² , Housing Counseling	Heidi Semenek, Dir. of FSS & Special Programs (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. The Board was invited to lunch, directly after the meeting, at Steven's, 401 N. Riverside Drive, Gurnee.
2. The Public Housing Assessment System, or PHAS, is the system that HUD uses to assess a PHA's performance in managing its low-rent public housing programs. HUD uses a centralized system to collect individual subsystem scores using various sub indicators and produces a composite PHAS. PHAS scores may be published more than once for each FY; for example, the unaudited and audited score.

LCHA received notice from HUD of its PHAS score for Fiscal Year ending 9/30/18. The program scored as a Standard Performer. (See Exhibit 08)

3. HUD will be scheduling REAC inspections for AMP 3. As done previously, we have contracted with US Housing Consultants to conduct pre-REAC inspections to better prepare. US Housing Consultants have been on-site 12/16 & 12/17.

NEW BUSINESS

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

1. Lorraine Hocker: 11/7/19-US Housing Consultants, REAC & NSPIRE Rules, Schaumburg, IL
2. Beverly Mull: 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 Considine introduced the following Resolution:

² Family Self-Sufficiency Program

³ Freedom of Information Act. Open Meetings Act.

RESOLUTION 2020-24

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)

After discussion Commissioner Considine moved, seconded by Commissioner O’Kelly to adopt Resolution 2020-24.

Roll Call Vote:

Ayes:Considine, Mull, O’Kelly, Jordan
Nays:None
Absent:Idleburg, Malter, Robinson
Abstain:None
Motion:.....Carries

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

Approval and Authorization to Submit Amended Operating Budget FY 2019

CFO Khadija Darr explained she incorporated fiscal year end actual to adjust FY 2019 budget to reflect actual expenses and revenues.

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

RESOLUTION NO. 2020-25

APPROVAL OF FY 2019 OPERATING BUDGET REVISION

WHEREAS, the attached Low-Income Public Housing program FY 2019 Operating Budget Revision for the period October 1, 2018 through September 30, 2019 for Lake County Housing Authority is being presented to the Board of Commissioners for approval; and

WHEREAS, the expenditures shown in the Operating Budget Revision are necessary for the efficient and economical operation and administration of the Lake County Housing Authority's Low-Income Public Housing program for the purpose of serving low-income families; and

WHEREAS, the financial plan detailed in the FY 2019 Operating Budget Revision is reasonable in that it indicates a source of funds adequate to cover expenditures and does not provide for federal funding in excess of that payable under the HUD Annual Budget Authority; and

WHEREAS, all charges and expenditures set out in the FY 2019 Operating Budget revision will be consistent with the provisions of the law and the Annual Contributions Contract;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Lake County Housing Authority that the FY 2019 Operating Budget Revision attached hereto is hereby approved and staff is authorized to execute and submit the necessary documents to HUD's Financial Management Center.

(See Exhibits 14, 15)

After discussion Commissioner O'Kelly moved, seconded by Commissioner Considine to adopt Resolution 2020-25.

Roll Call Vote:

Ayes:Considine, Mull, O'Kelly, Jordan

Nays:None

Absent:Idleburg, Malter, Robinson

Abstain:None

Motion:Carries

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

Approval of A Memorandum of Understanding Between Lake County Housing Authority & Illinois Department of Human Services – Work First/Work Experience Program

In response to the REAC inspections, the Resident Social Services Coordinator is working on a partnership with Illinois Department of Human Services to address some of the frequent housekeeping issues which have led to inspection findings. This non-financial relationship will provide job activates to IDHS clients who will earn financial assistance while gaining valuable work experience. At the same time, it will assist our senior/disabled with basic housekeeping chores.

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

RESOLUTION 2020-27

APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN

LAKE COUNTY HOUSING AUTHORITY & ILLINOIS DEPARTMENT OF HUMAN

SERVICES – WORK FIRST/WORK EXPERIENCE PROGRAM

WHEREAS, The Illinois Department of Human Services (IDHS), through its Work First/Work Experience Program, helps TANF clients gain the training and skills they need to become employed and to retain employment; and

WHEREAS, Lake County Housing Authority (LCHA) administers a Public Housing Program to assist low-income households obtain affordable housing; and

WHEREAS, Lake County Housing Authority recognizes the housekeeping challenges many of its public housing senior residents face; and

WHEREAS, by utilizing Work First/Work Experience Program participants, this Agreement will provide as-needed assistance to LCHA Public Housing senior residents, 55 and older, who may have a physical disability that prevents them from managing daily housekeeping; and

WHEREAS, this Agreement will also assist Work First/Work Experience participants meet the obligations of the program; and

WHEREAS, Lake County Housing Authority is committed to servicing the Lake County community and wishes to support the goals of the IDHS Work First/Work Experience Program; and

WHEREAS, the Agreement exchanges services without financial obligation on participants or agencies;

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

(See Exhibits 17, 18)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2020-27.

Roll Call Vote:

Ayes:Considine, Mull, O’Kelly, Jordan

Nays:Non

Absent:Idleburg, Malter, Robinson

Abstain:None

Motion:.....Carries

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

Regulatory Requirements & Legalization of Cannabis in Illinois - Review and Discussion

LCHA has prepared a notice to Lake County Housing Authority residents regarding the illegal use of marijuana on federally funded property. The notice will be mailed to scattered site residents with their monthly rent/billing letters. Additionally, notices will be mailed with recertification appointment notices. Signs will be posted at the Main Office and the Public Housing buildings. The notice will be dropped off door to door at all Public Housing Senior/Disabled sites. The Housing Choice Voucher program will contact participants via email to notify them. (See Exhibit 19)

Rescinding Bid Awards

Capital Fund – Rescind

1. Resolution 2019-89
Parking Lot Resurfacing – Shiloh Towers – AMP 2
Awarded on 8/15/19 to Total Paving and Brick Services for \$68,520.00
No contracts signed.

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

RESOLUTION 2020-28

RESCINDING BID AWARD

(CAPITAL FUND)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
PARKING LOT RESURFACING – SHILOH TOWERS, ZION – AMP 2**

RESOLUTION 2019-89

WHEREAS, at the Authority’s Regular Board Meeting on August 15th, 2019 a bid for Parking Lot Resurfacing at Shiloh Towers, Zion/AMP 2 was awarded by Resolution 2019-89 to Total Paving and Brick Services in the amount of \$68,520.00; 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 15th, 2019 Regular Board Meeting by Resolution 2019-89 be and is hereby rescinded.

(See Exhibit 20)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2020-28.

Roll Call Vote:

Ayes:Considine, Mull, O’Kelly, Jordan

Nays:None

Absent:Idleburg, Malter, Robinson

Abstain:None

Motion:Carries

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

2. Resolution 2019-94
Parking Lot Resurfacing – Kuester Manor – AMP 3
Awarded on 8/15/19 to Chicagoland Paving for \$38,500.00
No contracts signed.

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

RESOLUTION 2020-29

RESCINDING BID AWARD

(CAPITAL FUND)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
PARKING LOT RESURFACING – KUESTER MANOR, WAUCONDA – AMP 3**

RESOLUTION 2019-94

WHEREAS, at the Authority’s Regular Board Meeting on August 15th, 2019 a bid for Parking Lot Resurfacing at Kuester Manor, Wauconda/AMP 3 was awarded by Resolution 2019-94 to Chicagoland Paving in the amount of \$38,500.00; 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 15th, 2019 Regular Board Meeting by Resolution 2019-94 be and is hereby rescinded.

(See Exhibit 21)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2020-29.

Roll Call Vote:

Ayes:Considine, Mull, O’Kelly, Jordan

Nays:None

Absent:Idleburg, Malter, Robinson

Abstain:None

Motion:Carries

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

Commissioner Roundtable - Discussion

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

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

Commissioner O’Kelly noted she hoped property evaluations would be conducted during the next year and Ms. Hocker would provide the Board a recommendation based on the review.

Executive Session – Personnel Matters, Pending & Probable Litigation

At 12:50 p.m. Commissioner O’Kelly moved, seconded by Commissioner Considine, to go into Executive Session to discuss Personnel Matters, Pending and Probable Litigation. The Board voted as follows: Ayes: Considine, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Idleburg, Malter, Robinson. Motion Carries.

The Board returned to open session at 1:19 p.m. and roll call was taken. Present: Considine, Mull, O’Kelly, Jordan. Absent: Idleburg, Malter, Jordan.

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

Approval of 2020 ED/CEO Salary Increase, Bonus and/or Incentive Award

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

RESOLUTION 2020-30

**RESOLUTION ADJUSTING THE SALARY, AWARDING A BONUS
AND FULFILLMENT OF INCENTIVE PAYMENT OF THE EXECUTIVE DIRECTOR
OF THE HOUSING AUTHORITY OF THE COUNTY OF LAKE**

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Lake (LCHA) named Lorraine Hocker Executive Director and Chief Executive as of September 6, 2018 by Resolution 2018-87; and

WHEREAS, pursuant to the Employment Agreement of September 20, 2018 between the Board and Lorraine Hocker, the LCHA Board has conducted an annual performance evaluation of Ms. Hocker; and

WHEREAS, pursuant to the Employment Agreement of September 20, 2018 between the Board and Lorraine Hocker, the LCHA Board also evaluated her achievement of the Board's criteria of high performance in relation to her Employment Agreement (3) INCENTIVE PAYMENT; and

WHEREAS, LCHA staff undertook a study of salary and related compensation packages of all staff based on national surveys; and

WHEREAS the Board approved the 2020 Salary Increase and Bonus Rationale & Methodology Review as presented by staff on 11/21/19 by Resolution 2020-23; and

WHEREAS, after reviewing the compensation survey and based on the satisfactory performance evaluation of the Executive Director/CEO Lorraine Hocker, the LCHA Board of Commissioners recommends an increase in her base annual salary, awarding a bonus and an incentive payment;

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

1. The Executive Director/CEO Lorraine Hocker's base annual salary is increased to \$143,000.00 effective 12/15/19, and
2. The Executive Director/CEO Lorraine Hocker is awarded a one-time bonus of 4% of current salary (\$133,900.00), and
3. The Executive Director/CEO Lorraine Hocker is awarded a one-time Incentive Payment of \$5,000.00 in accordance with her Employment Agreement of 9/20/18.

BE IT FURTHER RESOLVED, these awards will be implemented with continuation of the same fringe benefits as per the Employment Agreement of 9/20/18.

(See Exhibit 22)

After discussion Commissioner O'Kelly moved, seconded by Commissioner Mull to adopt Resolution 2020-30.

Roll Call Vote:

Ayes:Considine, Mull, O'Kelly, Jordan

Nays:None

Absent:Idleburg, Malter, Robinson

Abstain:None

Motion:.....Carries

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

Minutes of the Regular Board Meeting

December 19, 2019

Page 11 of 11

ADJOURNMENT

There being no further business to come before the Board, Commissioner Considine moved, seconded by Commissioner O'Kelly to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:21 p.m.

Dr. H. Lee Jordan, Jr.

Chairman

Lorraine Hocker, Executive Director/CEO

Secretary/Treasurer