

**Pursuant To Executive Order 2020-07 Signed By Governor Pritzker And Guidance Provided By Legal Counsel, The Lake County Housing Authority Conducted All Of This Meeting By Use Of Telephonic Or Electronic Means Without A Physical Quorum Present In The Boardroom. Public Access To This Meeting Was Available As Follows:**

**Call: 1 312-626-6799 and Enter Meeting ID 838 7309 0084.**

Consequently, the June 18, 2020 Regular Board Meeting of the Housing Authority of the County of Lake was held as an audio-only teleconference.

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held June 18, 2020, telephonically and at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

(Commissioners participated in this Board Meeting via audio teleconference.)

Present: Dr. H. Lee Jordan, Jr., Chairman  
John Idleburg, Vice Chairman  
Susan Malter, Commissioner  
Beverly Mull, Commissioner  
Diana O'Kelly, Commissioner

Absent: Kevin Considine, Commissioner  
Curtis Robinson, Commissioner

(Physically present at 33928 North US Highway 45, Grayslake, IL)

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

Other Teleconference Attendees: 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, June 16, 2020 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 12:38 p.m. Roll call was taken, and the following Commissioners were present: Idleburg, Malter, Mull, O'Kelly, Jordan. Absent: Considine, Robinson.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

## PUBLIC COMMENT

Public comments were accepted by email at [publiccomment@lakecountyha.org](mailto:publiccomment@lakecountyha.org) or by leaving a voice message at (847) 223-1170 ext. 2320. Comments received by 9:00 a.m. on June 18, 2020 are to be read at the appropriate time in the agenda. No Public Comments were submitted either by email or telephone by

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9:00 a.m. on 6/18/20. Chairman Jordan opened the floor for public comment. No one requested to be heard.

### MINUTES – 5/21/20 REGULAR MEETING

After discussion, Vice Chairman Idleburg moved, seconded by Commissioner Mull to approve the Minutes of the May 21, 2020 Meeting. The Board voted as follows: Ayes: Idleburg, Malter, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Considine, Robinson. Motion Carries.

### FINANCE REPORT

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

Khadija reported:

#### F2019 Annual Fiscal Audit- Update

The audit report is expected to be presented to the board within the next 30-60 days.

#### Mainstream Voucher Program

LCHA's recent Mainstream lease up activity qualified the agency for an award of additional Mainstream vouchers; 30% of baseline.

The additional 15 vouchers are being awarded under the CARES Act and equate to \$146,469 in additional Mainstream HAP funding. The increase in funding takes effect August 1<sup>st</sup>.

#### CY 2020 Capital Fund

HUD waived CFP funding restrictions in an effort to allow PHA's to funge CFP funds to PH operations. PHA's are able to expend an additional 5% of existing, open CFP grants on eligible PHA operating and COVID-19 costs.

LCHA currently has 3 existing CFP Grants open inclusive of years 2017, 2018, 2019 for a projected aggregated total of \$201,665.

The supplemental CFP funds will help absorb COCC operating costs such as procurement staff salaries/benefits.

#### Operating Funds

The agency received additional HAP and Administrative funds for the month.

HAP (housing assistance) was funded at 102% for the month.

Admin (administrative assistance) was funded at 130% for the month.

COCC is currently functioning at an operating deficit pending the CFP 2020 Administrative funding draw down; \$233,315.

LRPH is currently functioning at an operating deficit pending the CFP 2020 operations funding draw down; \$311,086.

#### COVID-19 Direct Financial Impact-Update

The Leadership team is currently holding regular Cares Act funding meetings.

We're targeting COVID related costs as well as addressing operational deficiencies with the CARES Act funds such as:

Contactless check -in/reception kiosks

Desktop plexiglass barriers

Routine cleaning and disinfecting of offices and buildings

Carpet sanitizing and/or replacement  
Reception enclosure for Zion Office  
Paperless file system conversion  
Secure temporary staff to address understaffing due to COVID absences  
PPE supplies and materials for staff and participants  
Hazard pay for frontline staff  
Enhancing IT infrastructures for remote capabilities

After discussion, Commissioner Mull moved, seconded by Vice Chairman Idleburg to approve the list of bills as presented. The Board voted as follows: Ayes: Idleburg, Malter, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Considine, Robinson. Motion Carries.

## REPORTS

The following reports for May 2020 were provided.

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

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

PBV<sup>1</sup>, RHI<sup>2</sup>, Mainstream Vouchers, ..... Jennifer Clemons-Ferguson, Director of Compliance  
Portability, Collections & Fraud..... (Exhibit 04)

FSS<sup>3</sup>, Housing Counseling ..... Heidi Semenek, Dir. FSS, Special Programs & FUP<sup>4</sup>  
(Exhibit 05)

Human Resources..... Lefran Elgezdi, Director of Human Resources  
(Exhibit 06)

FOIA/OMA<sup>5</sup>, Travel-Training ..... Valerie Rogers, Executive Secretary/FOIA & OMA  
(Exhibit 07)

## Other Matters

1. The July 2020 Regular Board Meeting meets earlier than usual. It is scheduled for Thursday, July 9, 2020 at 12:30 p.m.
2. By letter dated 5/18/20, HUD notified LCHA that it was eligible for an increase in Mainstream vouchers and funding as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

The CARES Act directs HUD to proportionally allocate additional vouchers to PHAs that

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<sup>1</sup> Project-Based Vouchers

<sup>2</sup> Regional Housing Initiative

<sup>3</sup> Family Self-Sufficiency Program

<sup>4</sup> Family Unification Program

<sup>5</sup> Freedom of Information Act. Open Meetings Act.

received an award under either of the two most recent Notices of Funding Availability (NOFAs). Every PHA that received an award through the FY 2017 or FY 2019 Mainstream Voucher Program NOFAs is eligible to receive a 30 percent increase in the number of vouchers it received between the two NOFAs.

LCHA was awarded 15 additional Mainstream Vouchers with a Budget Authority of \$146,469. (See Exhibit 08)

3. On June 12, 2020, Governor Pritzker signed P.A. 100-0640 (SB 2135) into law. This new law amends the Open Meetings Act, while under the Governor's disaster declaration, to expressly authorize public bodies to meet remotely without the otherwise required quorum present at the meeting place. The law became effective immediately. Under this law, some of the stipulations are:

- At least one member of the public body or the chief administrative officer or the chief legal officer must be physically present at the meeting place unless it isn't feasible because of the disaster;
- All votes must be by roll call; and
- Meetings must be recorded (including open sessions).

## NEW BUSINESS

### Approval of and Authorization to Submit PHA Annual Plan FY 2021

The Public Housing Agency (PHA) Plan is a plan that informs HUD, residents, and the public of the PHAs mission for serving the needs of low-income and very low-income families and the PHA's strategy for addressing those needs.

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. 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.

Pursuant to executive order 2020-07 signed by governor Pritzker and guidance provided by legal counsel, the Lake County Housing Authority conducted the RAB meeting on 4/13/20 by use of telephonic means without allowing a physical presence. Despite outreach efforts, there were no participants and no written requests for information or changes. The summary of the RAB meeting is attached. (See Exhibit 11)

In accordance with HUD regulations 24 CFR Section 903, an annual public hearing was then conducted on 6/5/20 for LCHA's PHA Annual Plan for FY 2021, the Capital Fund Program (CFP) 5-Year Action Plan and CFP FY 2021 Budget. This meeting was also conducted telephonically.

The proposed Plans and all information relevant to the hearing and proposed plans were 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 12)

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 13)

After discussion, Commissioner Mull introduced the following Resolution:

**RESOLUTION 2020-52**  
**APPROVING AND AUTHORIZING THE SUBMISSION OF**  
**THE FY 2021 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**, LCHA has been determined to be a *Standard 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 required to submit an Standard Performing Annual Plan; and

**WHEREAS**, the attached FY 2021 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 2021 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 14, 15)

After discussion Commissioner Mull moved, seconded by Vice Chairman Idleburg to adopt Resolution 2020-52.

Roll Call Vote:

Ayes: .....Idleburg, Malter, Mull, O'Kelly, Jordan

Nays: .....None

Absent: .....Considine, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on June 18, 2020.

Reaffirmation of Authorization to Execute Conditional Commitment Letter for Round 4  
Foreclosure Prevention Program Graduated Funding #51713

As previously reported, LCHA has been notified of our selection for participation in Round 4 of the Foreclosure Prevention Program Graduated Fund (FPPG). LCHA's grant award amount is \$100,000.00.

The next step is for the Board to reaffirm acceptance of the conditions detailed in the Conditional Commitment Letter for this round of program requirements and to accept the grant amount.

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

**RESOLUTION 2020-53**

**REAFFIRMATION OF AUTHORIZATION TO EXECUTE THE**

**CONDITIONAL COMMITMENT LETTER FOR ROUND 4**

**FORECLOSURE PREVENTION PROGRAM GRADUATED FUNDING (FPPG) #51713**

**AND ACCEPT THE GRANT**

**WHEREAS**, the Board of Commissioners ("Board of Commissioners") of the Housing Authority of the County of Lake, an Illinois not for profit corporation (the "Corporation"), do hereby adopt the following resolutions all of which are in accordance with the Articles of Incorporation and the By-Laws of the Corporation; and

**WHEREAS**, the Illinois Housing Development Authority (the "Authority") has issued and the Corporation has accepted, that certain Conditional Commitment Letter (together with any amendments thereto, the "Commitment"), pursuant to which the Authority has agreed to issue a grant from the Foreclosure Prevention Program (the "Program") to the Corporation in an amount not to exceed One Hundred Thousand and no/100 Dollars (\$100,000.00) (the "Grant") and the Corporation will use the Grant funds solely and exclusively for eligible activities in connection with Program and for no other purpose; and

**WHEREAS**, the Board of Commissioners deems it to be in the best interest of the Corporation to enter into the Commitment and accept the Grant;

**NOW, THEREFORE, BE IT RESOLVED**, the Corporation hereby accepts the Grant; and

**BE IT FURTHER RESOLVED**, that the Corporation shall enter into a Program Funding Agreement for the Program (the "Agreement") with the Authority wherein the Corporation agrees to perform Program services in return for the Funds; and

**BE IT FURTHER RESOLVED**, that the Corporation hereby accepts the Grant, agrees to deliver and/or execute the Agreement and any and all other instruments, certifications and agreements as may be necessary or desirable for the Corporation to perform all of its obligations and duties under the Program (including any amendments, other agreements or supplements); and

**BE IT FURTHER RESOLVED**, that any officer of the Corporation or Lorraine Hocker, Executive Director/Chief Executive Officer, without the necessity or requirement for the signature of another person, are hereby authorized, empowered, and directed to execute on behalf of the Corporation the Agreement, Commitment and all other documents and instruments relating to the Grant to be delivered to the Authority in connection with the closing of the Grant and take such further action on behalf of the Corporation as they deem necessary to effectuate the foregoing resolutions; and

**BE IT FURTHER RESOLVED**, that the Corporation hereby ratifies, authorizes, confirms and approves any prior action of the Corporation taken in furtherance of the foregoing resolutions and any and all documents and instruments previously executed on behalf of the Corporation in connection with the Grant.

(See Exhibits 16, 17)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2020-53.

Roll Call Vote:

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

Nays: .....None

Absent: .....Considine, Robinson

Abstain: .....None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on June 18, 2020.

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items initiated by members of the Board. No discussion pursued.

Commissioner Mull expressed gratitude to ED/CEO Hocker for navigating LCHA through these unexpected times and for her commitment to helping our residents throughout Lake County.

ADJOURNMENT

There being no further business to come before the Board, Commissioner O’Kelly moved, seconded by Vice Chairman Idleburg to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 12:56 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer