

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 844 3898 6975.

Consequently, the July 9, 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 July 9, 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: John Idleburg, Commissioner
Kevin Considine, Commissioner
Susan Malter, Commissioner
Beverly Mull, Commissioner
Diana O’Kelly, Vice Chairman

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

Present: (Physically present at 33928 North US Highway 45, Grayslake, IL 60030.)
LCHA Staff: Lorraine Hocker, Executive Director/CEO
Ofelia Navarro, Deputy Director
Khadija Darr, Chief Financial Officer
Valerie Rogers, Executive Secretary

Others Present: Eric Hanson, Authority Attorney

Posting of the notice of this meeting and agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice and agenda were posted prior to 12:30 p.m. on Tuesday, July 7, 2020 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, Commissioner Idleburg called the meeting to order at 12:43 p.m. Roll call was taken, and the following Commissioners were present: Considine, Malter, Mull, O’Kelly, Idleburg. Absent: Jordan, Robinson.

PUBLIC COMMENT

Public comments were accepted by email at publiccomment@lakecountyha.org or by leaving a voice message at (847) 223-1170 ext. 2320. Comments received by 9:00 a.m. on July 9, 2020 are to be read at the appropriate time in the agenda. No Public Comments were submitted either by email or telephone by 9:00 a.m. on 7/9/20. Commissioner Idleburg opened the floor for public comment. No one requested to be heard.

MINUTES – 6/18/20 REGULAR MEETING

After discussion, Commissioner Mull moved, seconded by Commissioner Malter to approve the Minutes of the June 18, 2020 Meeting. The Board voted as follows: Ayes: Considine, Malter, Mull, O’Kelly, Idleburg. Nays: None. Absent and Not Voting: Jordan, 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 F2019 audit is officially finalized and has been submitted to HUD.

Note there were no financial audit findings to report for the fiscal year.

The official audit report is scheduled to be presented at the August Board meeting.

LRPH/Public Housing Program

LRPH continues to function at an operating deficit pending the recognition of the CFP 2020 1406 funds. LRPH maintenance expenses continue to exceed budgeted projections despite efforts to cut operating costs. The recent maintenance cost spike is primarily due to increased operating costs associated with addressing COVID-19. The CARES Act supplemental operating subsidy will be deployed to fund the operating losses.

HCV/ Voucher Program

The HCV HAP expense has increased consistently over the past quarter.

HAP (housing assistance payments) subsidy was funded at just 93% for the month; program reserves will absorb the deficit.

Admin (administrative assistance) was funded at just 91% for the month; program reserves will absorb the shortage.

HAP funding hadn't been proportionate to lease up activity therefore an HHR was initiated allowing the release of HUD Held Reserves.

Mainstream Program

Mainstream lease up has improved following HUD's recapture of the Mainstream frontload of funds.

The spike in lease up activity resulted in a negative Mainstream Reserve balance to date.

Until the program is consistently adequately funded for the Mainstream program it will operate at a deficit. Mainstream RNP at month end was (\$82,074).

An HHR request was initiated to fund the Mainstream activity increase in an effort to restore the negative RNP.

CARES ACT Financial Update

Management is consistently in the process of actively exploring COVID-19 eligible costs specific to the needs of LCHA staff and participants.

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

REPORTS

The following reports for June 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
None Submitted.

- PBV¹, RHI², Mainstream Vouchers, Jennifer Clemons-Ferguson, Director of Compliance
Portability, Collections & Fraud..... (Exhibit 04)

- FSS³, Housing Counseling Heidi Semenek, Dir. FSS, Special Programs & FUP⁴
(Exhibit 05)

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

- FOIA/OMA⁵, Travel-Training Valerie Rogers, Executive Secretary/FOIA & OMA
(Exhibit 07)

Other Matters

1. ED/CEO Lorraine Hocker explained LCHA has contracted with Clark Baird Smith LLP, Attorneys at Law to conduct a review of our labor and employment matters with respect to the Families First Coronavirus Response Act (FFCRA). It requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. This pro-active approach will assure compliance is supported properly. Ms. Hocker said some inconsistencies were revealed. The final report is expected next week. Ms. Hocker advised the Board she would provide a recommendation for the next meeting.

2. Ms. Hocker stated LCHA has also contracted with TEC Services Consulting, Inc. TEC Services will be on-site this week to assess and document LCHA’s current technology against industry best practices. During the assessment, the existing technology, all servers, network topology and infrastructure components will be documented, and recommendations will be proposed based on industry best practices and standards. The assessment will include critical and non-critical technology and devices as well as security.

3. Ms. Hocker reported LCHA is exploring the *COVID iReceptionist Kiosk Module* by Gilson for the Public Housing and Public Works market in preparation for re-opening to the public (date yet to be determined). The Kiosk App provides the ability to unlock the office or property door by checking Staff and Visitors temperatures for COVID-19, provide front desk assistance with

¹ Project-Based Vouchers

² Regional Housing Initiative

³ Family Self-Sufficiency Program

⁴ Family Unification Program

⁵ Freedom of Information Act. Open Meetings Act.

instant video re-certification interviews or meetings, setting up future appointments, applying or re-certifying on an iPad Kiosk. A demonstration is scheduled this week. (See Exhibit 08)

4. Ms. Hocker said LCHA is contemplating the use of a management company to oversee public housing. Discussions have been held with an experienced agency. This would be a powerful mentor to help us in moving to Asset Management as outlined by HUD. Ms. Hocker offered to supply a visual presentation of the recommended structure of the AMPs for the next meeting.

NEW BUSINESS

Authorization to Destroy Executive Session Audio Recordings Prior To January 1, 2019

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, 2019. Nine (9) additional audio recordings are now eligible and recommended for destruction.

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

RESOLUTION NO. 2020-54

AUTHORIZATION TO DESTROY

EXECUTIVE SESSION AUDIO RECORDINGS PRIOR TO 1/1/2019

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, 2019 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, 2019 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, 2019 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 11)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2020-54.

Roll Call Vote:

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

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 July 9, 2020.

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 four (4) executive sessions dealing with personnel matters, pending or probable litigation or real estate transactions. All are recommended to remain closed to the public.

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

RESOLUTION NO. 2020-55

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 16, 2020Personnel Matters, Pending or Probable Litigation and
Real Estate Transactions;

February 20, 2020Personnel Matters and Real Estate Transactions;

March 25, 2020Real Estate Transactions;

April 16, 2020Real Estate Transactions;

NOW, THEREFORE, BE IT RESOLVED that since all four (4) sessions were devoted to either Personnel Issues, Pending or Probable Litigation and Real Estate Transactions, none of the sessions are determined to be available for public inspection.

(See Exhibit 12)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2020-55.

Roll Call Vote:

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

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 July 9, 2020.

Commissioner Roundtable - Discussion

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

Vice Chairman O’Kelly asked about new developments at Midlothian Manor. Ms. Hocker would be able to better report after a meeting next week.

Commissioner Malter expressed appreciation for Ms. Hocker’s patience and dedication in her work with the Board and the community.

ADJOURNMENT

There being no further business to come before the Board, Vice Chairman O’Kelly moved, seconded by Commissioner Malter to adjourn the meeting. The Board voted as follows: Ayes: Considine, Malter, Mull, O’Kelly, Idleburg. Nays: None. Absent and Not Voting: Jordan, Robinson. Motion Carries. Meeting adjourned at 1:14 p.m.

John Idleburg
Commissioner

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer