

**Pursuant to Executive Order 2020-07 & 2020-18 signed by Governor Pritzker and guidance provided by legal counsel, the Lake County Housing Authority conducted 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 857 4282 0574.**

Consequently, the October 15, 2020 Regular Board Meeting of the Housing Authority of the County of Lake was held as an audio-only teleconference. A public notice of the meeting and the opportunity for telephonic access by the public has been posted on LCHA's social media and website ([www.lakecountyha.org](http://www.lakecountyha.org)).

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held October 15, 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  
Diana O'Kelly, Vice Chairman  
Kevin Considine, Commissioner  
John Idleburg, Commissioner  
Susan Malter, Commissioner  
Beverly Mull, Commissioner

Absent: 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  
Lefran Elgezdi, Director of Human Resources  
Valerie Rogers, Executive Secretary

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, October 13, 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 12:32 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

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 October 15, 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 10/15/20. Chairman Jordan opened the floor for public comment. No one requested to be heard.

#### MINUTES – 9/24/20 REGULAR MEETING

After discussion, Commissioner Mull moved, seconded by Commissioner Idleburg to approve the Minutes of the September 24, 2020 Regular Meeting. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Robinson. Motion Carries.

#### FINANCE REPORT

The list of bills and financial report were submitted by Chief Financial Officer Khadija Darr. (See Exhibits 08, 09)

ED/CEO Lorraine Hocker explained Khadija Darr was not able to attend and opened the floor for discussion and/or questions. Khadija’s report reflected the following:

##### **LRPH/Public Housing Program**

LRPH no longer operates at a deficit; PH operating surplus reports at \$61,706 mtd.

Public Housing maintenance costs exceeded budgeted projections by \$130,797 or just over 10%.

Dwelling rent income is -5% or (\$61,954) less than budgeted mtd, the decline is potentially COVID-19 related.

LRPH operating reserves report as favorable at 3 months on hand.

##### **HCV/ Voucher Program**

The HCV HAP expense has increased consistently over the past quarter and remains static at just over \$2.5 mil.

HAP subsidy was funded at 94% for the mo; 18% less than last month; the deficit was absorbed by program reserves (RNP).

HCV Admin costs were funded at 88%, 18% less than last month, the deficit was funded with admin reserves (UNP).

The Voucher program reports an operating surplus YTD.

##### **Mainstream Program**

Mainstream lease up continues to improve.

The increase in lease up activity hasn’t been proportionate to the funding resulting in a neg. MS5 (HAP) Reserve balance;(-\$132k).

46 of the total 65 Mainstream vouchers were in a leased status as of month end.

Until the program is consistently adequately funded it will operate at a deficit.

##### **Business Activities**

The Business Activities entity operates at a surplus.

Rental revenues are consistent and are exceeding budget.

Operating reserves are favorable.

LCHA has yet to recognize returns on the investment to the Coles Park development, the loan receivable bal reports at just over \$2.7 mil.

**Housing Counseling Program**

The Housing Counseling program reports an operating surplus for the first time this fiscal year. The increase in operating reserves are a direct result of the program securing over \$160k in non-HUD grant funding. The entity is projected to sustain the trend of a favorable operating surplus thru fiscal year end.

**CARES ACT Financial Update**

Mgmt. is consistently addressing COVID-19 related eligible costs specific to the needs of LCHA staff & participants.

To date we've proportionately deployed CARES ACT funding to absorb the following costs:

- > Agency specific COVID-19 costs:
  - >protective wear for staff and participants
  - >disinfectant supplies and materials for staff and participants
  - >routine preventive cleaning services
- > Temporary/contract staffing
- > U/C operating costs
- > U/C admin costs
- > Subsidize operating losses

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

**REPORTS**

The following reports for September 2020 were provided.

Public Housing Program, LCHA Rentals.....	Aaron Broeski, Director of Public Housing
Maintenance, Public Housing Inspections	(Exhibit 02)
Housing Choice Vouchers, PBV .....	Jennifer Clemons-Ferguson, Director of HCV
Portability & Collections	& Compliance
	(Exhibit 03)
FSS <sup>1</sup> , Housing Counseling .....	Heidi Semenek, Director of FSS & Special Programs
Mainstream Vouchers & FUP <sup>2</sup>	(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)

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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.

Other Matters

1. LCHA has submitted an application for twenty-five (25) additional Mainstream 5 Vouchers (MS5). (See Exhibit 07).

LCHA was awarded fifty (50) MS5 vouchers in September 2018 and received an additional fifteen (15) in May 2020.

Under the Mainstream Voucher program, Lake County Housing Authority targets funds to assist non-elderly persons with disabilities who are homeless, or at risk of becoming homeless in partnership with the Lake County Coalition for the Homeless. In addition to housing those in need, LCHA will partner with the Lake County Coalition for the Homeless to ensure that program participants are provided with the supportive services that they need to locate and maintain their housing assistance while connecting to additional health related service. Lake County Coalition for the Homeless (LCCH) will assess prospective families, assign wrap-around services and send approved referrals to LCHA

NEW BUSINESS

Adopting New Tenant Paid Utility Allowance Schedule

24 CFR § 982.517 - Utility Allowance Schedule

(a) Maintaining schedule.

(1) The PHA must maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

(c) Revisions of utility allowance schedule.

(1) A PHA must review its schedule of utility allowances each year and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its 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, Vice Chairman O’Kelly introduced the following Resolution:

**RESOLUTION 2021-01**

**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 be a decrease in gas by 28%; no change in Sewer, Electric, Trash or Appliances is warranted, and an increase of 11% in Water;

**NOW, THEREFORE, BE IT RESOLVED** that the attached tenant paid utility allowance schedule be approved effective January 1, 2021 for annual certifications and November 1, 2020 for new contracts; 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 10,11)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2021-01.

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 October 15, 2020.

Authorization to Submit The Section 18 Disposition Application-300 Park Avenue, Antioch, IL

LCHA is beginning to reposition its Public Housing portfolio, specifically its Scattered Sites. As such, LCHA is proposing to sell 300 Park Avenue, Antioch and 207-209 Dundee, Barrington.

Section 18 of the United States Housing Act of 1937 (USHA) provides that public housing agencies (PHAs) may demolish or dispose of public housing with approval from the Department of Housing and Urban Development (HUD).

LCHA is asserting to HUD: That retention is not in the best interest of the public housing residents because disposition allows the acquisition, development or rehabilitation of other properties that will be more efficiently or effectively operated as low-income housing.

LCHA is in the process of consulting with the residents and local governmental officials regarding the disposition of these properties. Both properties have current Public Housing tenants who will be offered alternative housing. LCHA fully intends to comply with the relocation provisions of Section 18. LCHA held the required Resident Advisory Board Meeting 10/14/20. Despite extensive outreach there were no residents who attended. The RAB Meeting summary is attached. (See Exhibit xx)

After discussion, Vice Chairman O’Kelly introduced the following Resolution:

**RESOLUTION 2021-02**

**AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION**

**FOR 300 PARK AVENUE, ANTIOCH, IL 60002**

**WHEREAS**, the Lake County Housing Authority (LCHA) owns a vacant single-family residential property located at 300 Park Avenue, Antioch, IL and

**WHEREAS**, LCHA desires to sell the property to the general public as it aligns with the PHA's goals and Public Housing reposition strategy; and

**WHEREAS**, in order to obtain the approval of U.S. Department of Housing and Urban Development (HUD), pursuant to Section 18 of the 1937 Housing Act, 24 CFR part 970 and PIH Notice 2018-04 LCHA needs to submit a disposition application to the Special Applications Center (SAC) office at HUD;

**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 Section 18 Disposition Application to the U.S. Department of Housing and Urban Development; and

**BE IT FURTHER RESOLVED**, the LCHA Executive Director is authorized to execute the final form of the agreements and any supporting HUD documents to facilitate the sale of the property located at 300 Park Avenue, Antioch, IL.

(See Exhibit 12)

After discussion Vice Chairman O'Kelly moved, seconded by Commissioner Considine to adopt Resolution 2021-02.

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 October 15, 2020.

Authorization to Submit The Section 18 Disposition Application-207-209 Dundee Avenue, Barrington, IL

After discussion, Vice Chairman O'Kelly introduced the following Resolution:

**RESOLUTION 2021-03**

**AUTHORIZATION TO SUBMIT THE SECTION 18 DISPOSITION APPLICATION**

**FOR 207-209 DUNDEE AVENUE, BARRINGTON, IL**

**WHEREAS**, the Lake County Housing Authority (LCHA) owns a vacant duplex residential property located at 207-209 Dundee Avenue, Barrington, IL and

**WHEREAS**, LCHA desires to sell the property to the general public as it aligns with the PHA's goals and Public Housing reposition strategy; and

**WHEREAS**, in order to obtain the approval of U.S. Department of Housing and Urban Development (HUD), pursuant to Section 18 of the 1937 Housing Act, 24 CFR part 970 and PIH Notice 2018-04 LCHA needs to submit a disposition application to the Special Applications Center (SAC) office at HUD;

**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 Section 18 Disposition Application to the U.S. Department of Housing and Urban Development; and

**BE IT FURTHER RESOLVED**, the LCHA Executive Director is authorized to execute the final form of the agreements and any supporting HUD documents to facilitate the sale of the property located at 207-209 Dundee Avenue, Barrington, IL.

(See Exhibit 13)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2021-03.

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 October 15, 2020.

Authorization to Formalize a Subrecipient Agreement with The County of Lake, Illinois For the Purpose of Distributing COVID Housing Relief Program (CHRP) Funds

The County of Lake will distribute a portion of the CARES Act Local Funds (Lake County COVID Housing Relief Program - CHRP) up to **\$176,000.00** (“Approved Maximum Grant”) to the Lake County Housing Authority. It is LCHA’s intent to utilize these funds to provide utility and rental assistance to qualified Lake County households. The CHRP program will be administered by the LCHA Housing Counseling Program. (See Exhibit 25 – CHRP Flyer)

Who is Eligible?

You must be a Lake County resident.

You must have recently lost income due to COVID-19, because of a job loss or other reasons, such as because you have to miss work to care for your school-age children. You can also qualify if you have a large unexpected medical cost related to COVID-19.

You must have limited savings.

Your household must have a current annual household income below the following amounts:

1 Person Household: \$51,000

2 Person Household: \$58,250

3 Person Household: \$65,550

4 Person Household: \$72,800

5 Person Household: \$78,650  
6 Person Household: \$84,450  
7 Person Household: \$90,300  
8 Person Household: \$96,100

After discussion, Vice Chairman O’Kelly introduced the following Resolution:

**RESOLUTION 2021-04**

**AUTHORIZATION TO FORMALIZE A SUBRECIPIENT AGREEMENT WITH  
THE COUNTY OF LAKE, ILLINOIS FOR THE PURPOSE OF DISTRIBUTING  
COVID HOUSING RELIEF PROGRAM (CHRP) FUNDS**

**WHEREAS**, the Board of Commissioners (“Board of Commissioners”) of Lake County Housing Authority (hereinafter referred to as “Subrecipient”), do hereby adopt the following resolutions all of which are in accordance with the Articles of Incorporation and the By-Laws of the Subrecipient; and

**WHEREAS**, the County of Lake (the “County”) will distribute a portion of the Local Funds up to **\$176,000.00** (“Approved Maximum Grant”) to the SUBRECIPIENT to cover the estimated allowable costs within the jurisdiction of SUBRECIPIENT as necessitated by the COVID-19 crisis (“Subrecipient Relief Funds”). and

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

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

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

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

(See Exhibits 14, 15)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2021-04.

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 October 15, 2020.

Amending the Employee Handbook – Section 14. CLASSIFICATION OF EMPLOYMENT

During the process of renewing and selecting upcoming benefits for the 2020-2021 benefit year, the Director of Human Resources, Lefran Elgezdi reviewed the employee handbook Section 14, Classification of Employment. She determined there was confusion around the wording and it could be assumed that full time employment at LCHA is defined as working 32 hours per week.

The Director spoke with HUB, the benefits broker for LCHA. HUB confirmed with Blue Cross Blue Shield that previous ACA (Affordable Care Act) legislation outlined full time employment as working 30 hours or more. To prevent any confusion from the way the current employee policy is written, the Director of HR has prepared a resolution to correct the wording of the current policy.

After discussion, Vice Chairman O’Kelly introduced the following Resolution:

**RESOLUTION 2021-05**

**AMENDING THE EMPLOYEE HANDBOOK**

**SECTION 14. CLASSIFICATION OF EMPLOYMENT**

**WHEREAS**, it is appropriate and necessary from time to time to review the Employee Handbook;  
and

**WHEREAS**, Section 14 Classification of Employment as currently worded might cause misinterpretation due to the written and numerical values of the policy being misaligned; and

**WHEREAS**, per previous Affordable Care Act legislation, full time employment is defined as thirty (30) hours or more; and

**WHEREAS**, per previous Affordable Care Act legislation, part time employment is defined as less than thirty (30 )hours;

**NOW, THEREFORE, BE IT RESOLVED**, that the Employee Handbook be and is hereby amended by modifying the Classification of Employment Full Time Employees and Part Time Employees paragraphs in Section 14 to the following:

#### **14. CLASSIFICATION OF EMPLOYMENT**

For the purpose of administration and eligibility for overtime compensation, the Employer has classified its employees as follows:

**Full-Time Employees** - Employees hired to work the Employer’s normal, full-time work week of at least thirty ~~(32)~~ **(30)** hours on a regular basis. Such Employees may be “exempt” or “nonexempt” for overtime purposes, as defined below. Full time employees assigned to work less than forty (40) hours per week shall be entitled to all benefits on a prorated basis pursuant to the number of actual hours worked.

**Part-Time Employees**- Employees hired to work fewer than thirty ~~(32)~~ **(30)** hours per week on a regular basis. Part-time employees assigned to work less than thirty ~~(32)~~ **(30)** hours per week shall not be entitled to benefits.

**BE IT FURTHER RESOLVED** that these changes are effective with the adoption of this Resolution.

(See Exhibit 16)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2021-05.

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 October 15, 2020.

#### Amending the Employee Handbook – Section 23. MILITARY LEAVE

While looking at the FMLA policy as part of the FFCRA audit, Benjamin Gehrt, Attorney with Clark Baird Smith LLP happened to notice that the LCHA military leave policy is out of date. He recommended that the policy be replaced with a new policy. Mr. Gehrt provided the policy template which reflects his firm’s ideas on best practices when it comes to military leave. The new policy template has been used and is reflected in the resolution.

After discussion, Commissioner Idleburg introduced the following Resolution:

#### **RESOLUTION 2021-06**

#### **AMENDING THE EMPLOYEE HANDBOOK**

#### **SECTION 23. MILITARY LEAVE**

**WHEREAS**, it is appropriate and necessary from time to time to review the Employee Handbook; and

**WHEREAS**, the current employee handbook Section 23 Military Leave is outdated; and

**WHEREAS**, effective January 1, 2019, Illinois passed ISERRA (the Illinois Servicemember Employment and Reemployment Rights Act); and

**WHEREAS**, the proposed change in policy is best practice per legal counsel;

**NOW, THEREFORE, BE IT RESOLVED** that the Employee Handbook be and is hereby amended by modifying the Section 23 Military Leave to the following:

### **23. MILITARY LEAVE**

~~**USERRA**—The Authority will comply with all obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The Act applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed services.” These services include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service Commissioned Corps, including their reserve components. Federal training or service in the Army National Guard and Air National Guard also provides rights under USERRA.~~

~~“Uniformed services” include active duty, active duty for training, inactive duty training (such as drills), and initial active duty training, as well as absence from an employment position for an examination to determine fitness to perform any such duty. USERRA covers all Employees except those serving in positions where there is “no reasonable expectation that employment will continue indefinitely or for a significant period.”~~

~~The following five (5) eligibility criteria must be met for an Employee to be entitled to the rights provided under this law:~~

- ~~➤—The Employee must have held a civilian job;~~
- ~~➤—The Employee must have given notice to the Employer that he/she was leaving the job for service in the uniformed services;~~
- ~~➤—The period of service must not have exceeded five (5) years;~~
- ~~➤—The Employee must have been released from service under honorable conditions; and~~
- ~~➤—The Employee must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment.~~

~~USERRA establishes a five (5) year cumulative total on military service with a single Employer, with certain exceptions allowed for call-ups during emergencies, for reserve drills and annually scheduled active duty for training, etc. USERRA also allows an Employee to complete an initial period of active duty that exceeds five (5) years.~~

~~Pursuant to this law the following are Employee time limits for returning to work, with the exception of fitness for service examinations:~~

- ~~☐ Less than thirty one (31) days service: By the beginning of the first regularly scheduled work period after the end of the last calendar day of duty plus time required to return home safely. If this is impossible or unreasonable, then as soon as possible.~~
- ~~☐ 31 to 180 days: Application for reemployment must be submitted no later than fourteen (14) days after completion of a person’s service. If this is impossible or unreasonable through no fault of the person, then as soon as possible.~~

~~□ 181 days or more: Application for reemployment must be submitted no later than ninety (90) days after completion of a person's military service.~~

~~□ Service-connected injury or illness: Reporting or application deadlines are extended for up to two (2) years for persons who are hospitalized or convalescing.~~

~~Pursuant to USERRA the Employer provides health benefits continuation for service members and their families during military service for up to eighteen (18) months. USERRA guarantees reemployed persons pension plan benefits that accrued during military service, regardless of whether the plan is a defined benefit plan or a defined contribution plan.~~

~~**Payment for Annual Training**—Any employee who is a member of a reserve component of the Armed Services or the Illinois National Guard shall be granted annual training leave. The Authority shall pay the difference between the two (2) government allowances and the employee's base salary for two (2) work weeks per year. Military training leave shall be granted without loss of general leave time.~~

The Housing Authority shall comply with the requirements of all current state and federal statutes regarding military leave, compensation, benefits, and reinstatement, including but not limited to the Illinois Service Member Employment and Reemployment Act ("ISERRA") and the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). Military Leave shall be granted in accordance with existing state and federal laws to employees who are absent from work due service in the United States Uniformed Services or Illinois National Guard, whether voluntary or involuntary. To facilitate compliance with these laws, and the administration of military leave, the Housing Authority may require an employee to provide copies of military orders, Leave and Earnings Statements (LES) or other pay or earnings statements, substantiation or other documentation.

## Definitions

Reserve component **voluntary active service** is defined in Section 1-10 of ISERRA and includes active guard reserve duty and operational support, or additional duty under 10 U.S.C. 12301(d) or 32 U.S.C. 502(f)(1)(B) among other service.

Reserve component **involuntary active service** is defined in Section 1-10 of ISERRA and includes annual training or drill requirements under 10 U.S.C. 10147, 10 U.S.C. 12301(b) or 32 U.S.C. 502(a); additional training duty or other duty; mobilization; presidential reserve call-up; and emergencies and natural disasters among other service.

**Active duty** means any full-time military service and includes annual training, full-time National Guard duty, and State active duty. "Active duty" does not include any form of inactive duty service such as weekend reserve training, battle assemblies, drill duty or muster duty.

## Compensation During Leave

Employees shall receive their full Housing Authority base pay during their annual training commitment, as defined by state law, for up to 30 days per calendar year. Employees who exhaust their concurrent compensation for annual training may be eligible for differential compensation.

An employee who performs qualifying reserve component voluntary active service is eligible for up to 60 work days of differential compensation in a calendar year. An employee who is ordered to perform reserve component involuntary active service is eligible to receive additional differential compensation.

Differential compensation is only paid for those work days where the employee would otherwise have been scheduled to work as a Housing Authority employee. Work hours extending over two calendar days counts as two work days when calculating differential compensation.

For the purpose of this policy **differential compensation** shall constitute the difference between the employees current daily rate of military pay and daily rate of Housing Authority pay. Housing Authority Employees are required to provide the Housing Authority with official documentation of their military base pay when requested by the Housing Authority in order to properly calculate differential pay. Failure to provide necessary documentation may result in a delay of military pay benefits.

Instead of receiving differential compensation, an employee may elect to use accrued PTO leave in full-day increments during any period of military leave. An employee may also elect to use accrued PTO leave during any period of unpaid military leave.

When an eligible employee is receiving military pay benefits all payroll deductions will continue, provided the Housing Authority's portion is sufficient to cover these deductions for employee benefits. In the event the Housing Authority-issued paycheck is insufficient to cover these deductions, the employee must provide payment to the Housing Authority in order to stay enrolled in their voluntary benefits by the 30<sup>th</sup> day of each month. For an employee on **active duty** in the reserves, the Housing Authority will continue to pay its share of the insurance premium and administrative costs during the employee's active duty.

#### **Procedures When Requesting Active Duty Leave**

The employee will provide their Department Director or designee and the Human Resources Director or designee with advance notice that they will be engaging in active military service by providing a copy of the orders directing the military leave. Employees shall submit such notice at least 30 days prior to their active military service, unless the employee is prevented from doing so by military necessity or if advance notice is otherwise impossible or unreasonable under the circumstances. If an employee fails to provide advance notice and had the information available to provide such notice to the Housing Authority, the employee may be subject to discipline.

#### **Procedures When Requesting Inactive Duty Leave**

Employees engaging in weekend reserve training (Inactive Duty Training) or ancillary training shall submit their training schedule to the employee's Department Director or designee and the Human Resources Director or designee within 30 days of receiving the schedule. Unless impossible or unreasonable under the circumstances, any changes to this schedule are also to be submitted to the employee's Department Director or designee and the Human Resources Director or designee prior to taking such leave and with as much advance notice as possible. An employee's failure to provide advance notice of their absence from work in accordance with departmental attendance policies may subject the employee to discipline.

#### **Procedures for Change in Training Schedule**

Anytime a change is made to an employee's weekend reserve training (Inactive Duty Training) or ancillary training schedule, the employee shall provide their Department Director or designee and the Human Resources Director or designee with a copy of the new military training orders. The Housing Authority reserves the right to authenticate military training orders through correspondence with the employee or military unit. The Housing Authority may additionally contact the military directly to verify any changes to an employee's training schedule, including the reason for the change. It is the employee's responsibility to ensure the Housing Authority receives satisfactory responses from their Military Commanding Officer in a timely manner.

**Reinstatement Following Leave**

In accordance with state and federal law, upon completion of active military service, employees must request timely reinstatement in accordance with USERRA after discharge to resume employment with the Housing Authority. Employees are eligible for reinstatement if the employee was not separated from uniformed service with a disqualifying discharge and is able to still perform the essential job functions of their former position and is fit-for-duty. If the employee cannot complete the functions of their position or is found unfit for duty due to disability or aggravation incurred during a period of military services, the Housing Authority will comply with applicable State and Federal laws regarding the employee’s return to work. Employees will be reinstated to the same or similar position without loss of seniority, benefits, or the rate of pay in effect prior to active duty, or as in accordance with their respective collective bargaining agreement.

**Pay on Military Authorized Travel Days**

When an employee has military orders providing for travel and other training days for which they are not receiving pay from the Military, the employee will not be compensated through base or differential compensation and will be placed in an unpaid status. In these circumstances the employee may elect to use accrued leave time (personal, holiday, vacation or compensatory). Employees must provide clear documentation of the specific dates for which they received military base pay when requested by the Housing Authority.

**BE IT FURTHER RESOLVED** that these changes are effective with the adoption of this Resolution.

(See Exhibit 17)

After discussion Commissioner Idleburg moved, seconded by Commissioner Mull to adopt Resolution 2021-06.

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 October 15, 2020.

Approval of Employee Paid Holiday - 2020 General Election Day, November 3, 2020

On September 22, 2020, Valerie Rogers, Executive Secretary, learned of Governor J.B. Pritzker signing Public Act 101-0642 which declares November 3, 2020 a State holiday. Ms. Rogers brought this to the attention of the LCHA Executive Director, Chief Financial Officer and Director of Human Resources. After further research by the Director of HR, the Executive Director has decided she would like to close the LCHA offices on November 3, 2020 to be in compliance with the recent legislation. The Director of HR has prepared a resolution for board approval.

After discussion, Vice Chairman O’Kelly introduced the following Resolution:

**RESOLUTION 2021-07**

**APPROVAL OF EMPLOYEE PAID HOLIDAY**

**2020 GENERAL ELECTION DAY, NOVEMBER 3, 2020**

**WHEREAS**, on June 16, 2020, Governor J.B. Pritzker signed Public Act 101-0642 declaring November 3, 2020 as a State holiday known as 2020 General Election Day; and

**WHEREAS**, the law requires all government offices to close for Election Day on November 3, 2020.; and

**WHEREAS**, Lake County Housing Authority is a government office; and

**WHEREAS**, Lake County Housing Authority observes State holidays as paid holidays;

**NOW, THEREFORE, BE IT RESOLVED** that the Lake County Housing Authority shall observe November 3, 2020 as a paid holiday for eligible employees as per the Employee Handbook and all offices shall be closed; and

**BE IT FURTHER RESOLVED** that this law is repealed on January 1, 2021 and the November 3<sup>rd</sup> State holiday is only for 2020.

(See Exhibit 18)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2021-07.

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 October 15, 2020.

**Amending the HCV Administrative Plan – Section 4. Waiting List Update**

LCHA proposes to shorten applicant response time from 60 business days to 15 business days to expedite the annual waiting list update (purge). Once per year, the housing authority is required to send applicants notifications of the update. The families have 60 days to review and respond with any changes. Any families who respond will have their data updated by LCHA Staff. The housing authority also removes any non-responsive applicants from the waiting list. Shortening the response time will lessen the administrative burden on staff and allow for a quicker update of the HCV waiting list.

After discussion, Vice Chairman O’Kelly introduced the following Resolution:

**RESOLUTION 2021-08**

**AMENDING THE HCV ADMINISTRATIVE PLAN**

**CHAPTER 4: UPDATING THE WAITING LIST**

**WHEREAS**, LCHA’s HCV Leadership is requesting to revise the Administrative Plan to expedite the annual waiting list update process; and

**WHEREAS**, by shortening the applicant response time from 60 business days to 15 business days, LCHA staff is less burdened by a prolonged, manual process of updating the waiting list and removing nonresponsive applicants from the waiting list; and

**WHEREAS**, it is the best interest of the community to finalize an accurate list of accessible applicants;

**NOW, THEREFORE, BE IT RESOLVED**, the following Sections are amended as follows;  
and

**BE IT FURTHER RESOLVED**, the amended Sections are effective 10/1/2020.

**4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]**

**REMOVE:**

The family’s response must be in writing and may be delivered in person, or by mail. Responses should be postmarked or received by the PHA not later than 60 business days from the date of the update request.

If the family fails to respond within 60 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 30 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error.

**REPLACE WITH:**

The family’s response must be in writing and may be delivered in person, email or by post mail. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the update request.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error.

(See Exhibit 19)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2021-08.

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 October 15, 2020.

Bids

Capital and/or Operating Fund

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

After discussion, Vice Chairman O’Kelly introduced the following Resolution:

**RESOLUTION NO. 2021-09**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF EQUIPMENT,**

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

**SNOW REMOVAL/ICE MELT 2020-2021– AMP 2, 3, 4 AND CENTRAL OFFICE,**

**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;

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**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

		<b>Vendor</b>	<b>Vendor</b>
Snow Removal/Ice Melt	2020-2021	Kaplan	DGO
		Per Push	2" - 6"
Hawley, Grayslake	Plow Lot	\$128	
AMP 2	Salt Lot	\$85	
	Shovel Sidewalk	\$141	
	Salt Sidewalk	\$58	
Shiloh, Zion	Plow Lot	\$128	
AMP 2	Salt Lot	\$86	
	Shovel Sidewalk	\$118	
	Salt Sidewalk	\$49	
Warren, Gurnee	Plow Lot	\$128	
AMP 2	Salt Lot	\$106	
	Shovel Sidewalk	\$231	
	Salt Sidewalk	\$95	
Violet, Mundelein	Plow Lot	\$128	
AMP 2	Salt Lot	\$63	
	Shovel Sidewalk	\$50	
	Salt Sidewalk	\$36	
Almond Twnhm, Gurnee	Plow Lot	\$128	
AMP 4	Salt Lot	\$106	
	Shovel Sidewalk	\$231	
	Salt Sidewalk	\$95	
Central Office, Grayslake	Plow Lot		\$165-\$230
AMP 4	Salt Lot		\$170
	Shovel Sidewalk		\$120-\$160
	Salt Sidewalk		\$90
Orchard, Antioch	Plow Lot		\$180-\$210
AMP 3	Salt Lot		\$170
	Shovel Sidewalk		\$80-\$90
	Salt Sidewalk		\$90
Millview, Antioch	Plow Lot		\$120-\$135
AMP 3	Salt Lot		\$120
	Shovel Sidewalk		\$60-\$70
	Salt Sidewalk		\$60
Beach Haven, RLB	Plow Lot		\$165-\$195
AMP 3	Salt Lot		\$170
	Shovel Sidewalk		\$80-\$100
	Salt Sidewalk		\$90
Kuester, Wauconda	Plow Lot		\$165-\$195
AMP 3	Salt Lot		\$170
	Shovel Sidewalk		\$80-\$100
	Salt Sidewalk		\$90

(See Exhibits 20, 21)

After discussion Vice Chairman O’Kelly moved, seconded by Commissioner Mull to adopt Resolution 2021-09.

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 October 15, 2020.

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items initiated by members of the Board. The Board did not present any items for discussion.

Executive Session – Personnel Matters, Real Estate Transactions & Security

At 1:11 p.m. the consensus of the Board was to go into Executive Session to discuss Personnel Matters, Real Estate Transactions & Security. The Board voted unanimously in favor of the motion. Motion Carries.

The Board returned to open session at 1:54 p.m. and roll call was taken. Present: Considine, Idleburg, Malter, Mull, O’Kelly, Jordan. Absent: Robinson.

The Board discussed Personnel Matters, Pending & Real Estate Transactions but no action was taken during the Executive Session.

Approval of the Sale of 2218 Witchwood Lane, Lindenhurst, IL

LCHA purchased 2218 Witchwood Lane, Lindenhurst in 2011 with non-federal dollars under HUD's Dollar Homes initiative. In 2012 the structure on this property was demolished as code requirements and general repairs were cost prohibitive. LCHA has determined the rebuilding on the property would be in contradiction to HUD’s expressed measure to transition public housing units to a more sustainable platform.

LCHA completed a Comparative Market Analysis and listed the property in April 2020. No proposals were submitted resulting in LCHA reducing the price in July and September. LCHA has now received an offer and wishes to proceed with sale.

After discussion, Commissioner Considine introduced the following Resolution:

**RESOLUTION 2021-10**

**APPROVAL OF THE SALE OF REAL ESTATE**

**2218 WITCHWOOD LANE, LINDENHURST, LAKE COUNTY, IL 60046**

**WHEREAS**, the Lake County Housing Authority (LCHA) owns real estate commonly known as 2218 Witchwood Lane, Lindenhurst, Lake County, IL 60046 (the Property); and

**WHEREAS**, the Property was acquired as part of HUD's Dollar Homes initiative that helped local governments to foster housing opportunities for low to moderate income families by offering them the opportunity to purchase qualified HUD-owned homes for \$1 each; and

**WHEREAS**, no federal funds were utilized for the deposit or purchase of the Property; and

**WHEREAS**, by Board Resolution 2012-75, authorization was given to demolish the structure on this property as code requirements and general repairs were cost prohibitive; and

**WHEREAS**, the rebuilding on the Property would be in contradiction to HUD's expressed measure to transition public housing units to a more sustainable platform; and

**WHEREAS**, LCHA proposes to dispose of the Property at fair market value to the highest bidder; and

**WHEREAS**, the proposed disposition of the Property was included in the most recently approved PHA Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the Lake County Housing Authority Board of Commissioners that the Board accepts the final offer for the Property submitted by Property Investments 123, LLC; and

**BE IT FURTHER RESOLVED**, that the Executive Director/CEO is hereby instructed to accept the offer for the Property at 2218 Witchwood Lane, Lindenhurst, Lake County, IL 60046 on behalf of the Board as well as any and all documents and papers necessary in connection with the closing and transfer of title of the Subject Property.

(See Exhibit 22)

After discussion Commissioner Considine moved, seconded by Commissioner Mull to adopt Resolution 2021-10.

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 October 15, 2020.

Approval of Executive Direct/CEO Lorraine Hocker's Contract

The Board opted to table consideration of this agenda item.

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ADJOURNMENT

There being no further business to come before the Board, Commissioner Considine moved, seconded by Commissioner Mull to adjourn the meeting. The Board voted as follows: Ayes: Considine, Idleburg, Malter, Mull, O'Kelly, Jordan. Nays: None. Absent and Not Voting: Robinson. Motion Carries. Meeting adjourned at 1:56 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer