

**WAUKEGAN HOUSING AUTHORITY  
REGULAR MINUTES  
February 19, 2025**

The Board met in a live meeting on Wednesday, Feb. 19, 2025 @ 1707 N McAree Rd Board Room, Waukegan, Illinois @ 5:30 p.m. Those present were as follows:

**ROLL CALL**

**PRESENT**

**Eleanor Murkey  
Kittie Harden  
Pauline Redd  
Michelle Obleton  
Jesus Gerena**

**ABSENT**

**ALSO, PRESENT**

**Charles Chambers, CEO  
Martin Walker, Attorney  
Sharful Haq, Finance Director  
Celester Rodney, Director of Human Resources**

1. ROLL CALL: 5:30PM There being a quorum present, the Acting Chairman Eleanor Murkey called the meeting to order. There was a motion to seat Jesus Gerena at 5:32PM by Redd, second by Harden, approved by voice vote.

2. APPROVAL OF REGULAR MINUTES OF November 2024, December 2024, January 2025 REGULAR BOARD MEETING MINUTES. Motion by Redd and seconded by Harden to approve Regular board minutes for November 2024, December 2024, January 2025, passed and approved as written.

3. EXECUTIVE DIRECTOR'S REPORT: Presented as written, Chambers discussed Internal Operations "Pre" Audit and passed the audit out to the board members. He explained the \$1.7M unreported income discrepancy and plan to address any discrepancies would be discussed with the Board Members.

4. SECTION 8 REPORT FOR November 2024, December 2024, January 2025: Presented as written.

5. HOUSING MANAGERS REPORT FOR November 2024, December 2024, January 2025: Presented as written by Chambers, he further discussed Harry Poe working on a finance plan and maintaining above 94.8% lease up to at least 96%.

6. DEVELOPMENT MANAGEMENT REPORT-BLUFFS AT SOUTH SHERIDAN FOR November 2024, December 2024, January 2025: as written.

7. DEVELOPMENT MANAGEMENT REPORT- ARMORY TERRACE FOR November 2024, December 2024, January 2025: as written.

8. DEVELOPMENT MANAGEMENT REPORT- RAVINE TERRACE FOR November 2024, December 2024, January 2025: As written per Chambers. There was discussion regarding the search for gap funding via Demolition and Disposition Transitional Funding (DDTF) and Operating Cost Adjustment Factors (OCAFs) which would cover many funding issues at Harry Poe Manor and possibly others.

9. FSS COORDINATORS REPORT FOR November 2024, December 2024, January 2025: As written per Ms. Rodney. She also explained the escrow program where tenants can take classes and obtain interest on their escrow post certification.

10. COMMUNITY OUTREACH REPORTS FOR November 2024, December 2024, January 2025: Presented as written by Ms. Rodney.

11. TENANTS OWING ONE OR MORE MONTHS RENTS: Presented as written by Charles, discussion regarding old vs. newer tenants gaining access to new buildings and catching up on their balances.

12. VACANCY REPORTS: Presented as written by Charles, keeping certain units vacant for RAD procedures, still wrestling with HUD.

Motion to accept reports and updates as written and otherwise presented by Gerena, seconded by Redd. Passed and approved. by voice vote.

13. WAUKEGAN HOUSING DEVELOPMENT CORPORATION UPDATES: None.

14. NEW BUSINESS:

a. APPROVAL OF CASH RECEIPTS FOR November 2024, December 2024, January 2025. Motion by Harden and second by Obleton.

Roll Call:

AYES

NAYS

Eleanor Murkey

Kittie Harden

Pauline Redd

Michelle Obleton

Jesus Gerena

Motion Passed and approved.

b. APPROVAL OF MONTHLY DISBURSEMENTS FOR November 2024, December 2024, January 2025. Motion by Gerena and second by Redd.

Roll Call:

AYES

NAYS

Eleanor Murkey

Kittie Harden

Pauline Redd

Michelle Obleton

Jesus Gerena

Motion Passed and approved.

c. Board Meeting Canceled for March 19, 2025. Motion by Harden and second by Obleton. Passed by voice vote.

d. Approval of Capital Fund Expenditures:

1. IL026-IFB-25-001 MAKE READY UNITS IN HARRY POE MANOR \$44,660.00
2. IL026-IFB-25-002 MAKE READY UNITS AT SCATTERED STIE HOMES \$31,660.00
3. EMERGENCY REPAIR OF 1st FLOOR CONDENSER COILS AND A/C UNIT FOR 300 BUILDING \$60,104.00

There was a brief discussion of the expenditures and the correction of 2 scriveners' errors in the amounts. IL026-IFB-25-002 MAKE READY UNITS AT SCATTERED STIE HOMES was corrected to \$31,650.00. EMERGENCY REPAIR OF 1st FLOOR CONDENSER COILS AND A/C UNIT FOR 300 BUILDING was corrected to \$65,688.00. The motion to correct and accept the expenditures as corrected was motioned by Gerena and second by Redd.

Roll Call:

AYES

NAYS

Eleanor Murkey

Kittie Harden

Pauline Redd

Michelle Obleton

Jesus Gerena

15. AUDIENCE PARTICIPATION: N/A

16. COMMISSIONERS TIME: Harden- First annual Super Bowl Party for the residents was a success. Gerena discussed the Annual Commissioners Conference was a great learning experience, he's proud of the WHA and how we handle business. Chambers discussed possibly ending the Evergreen contract and issues with their management. Redd asked how the ILLINOIS PUBLIC HOUSING AUTHORITIES COOPERATIVE AGREEMENT was going, Charles advised that 9 families have already been served.

17. EXECUTIVE SESSION TO DISCUSS SAFETY AND PERSONNEL CONCERNS: The Board did not enter executive session.

18. ADJOURNMENT: Motion by Gerena and second by Redd to adjourn. Oral vote was had Motion Passed and Adjourned at approx. 6:40 PM.

Charles J. Chambers, Jr.  
Executive Director/CEO

Eleanor Murkey  
Chairman

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