

DAVID A. NORTHERN, SR.

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PROFILE: An enthusiastic, conscientious, trustworthy and vetted community leader, who is eager to further utilize extensive experience, while performing the responsibilities of a challenging offering career advancement community improvement.

SUMMARY OF ATTRIBUTES:

- Human Resources Management
- Project Management
- Asset Management
- Cost Effectiveness and Cost Reductions
- Program Design and Development
- Safety Programs/Issues
- Employee Empowerment
- Inventory Management
- Employee Training
- Vendor Relationships

EDUCATION:

INDIANA UNIVERSITY NORTHWEST, Gary, IN
Master of Public Affairs Conferred May 2003

- Pi Alpha Alpha-National Honorary Society, SPEA
- Speaker, Delta Sigma Pi Business Fraternity-Awards Banquet, IUN
- Quality of Life Council Northwest Indiana- Publication credits from work on the completion Housing section of the Quality of Life Report 2003.

BALL STATE UNIVERSITY, Muncie, IN
Bachelor of Science - Accounting Conferred July 1997

- Facilitator, C.H.O.I.C.E.S. Alcohol Education Program
- President/Treasurer, Floor Council - 1992-1994
- Golden Gloves Winner, Muncie Pal Club - April 1993

CERTIFICATIONS:

PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION/RUTGERS UNIVERSITY, Washington, DC
Executive Director Education Program Certified Jan. 2008

INDIANA UNIVERSITY NORTHWEST, Gary, IN
Institute for Innovative Leadership:
Leadership Development Program Certified Aug. 2003

NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS, Washington, DC
Section 8 Housing Manger (SHM) and Training Certified Feb. 2005
Public Housing Manager (PHM) and Training Certified March 2003

INDIANA UNIVERSITY NORTHWEST, Gary, IN
Graduate Certificate: Public Management Certified May 2002

UNIVERSITY OF MARYLAND, College Park, MD
Executive Education Program:
Housing & Community Development Certified July 2000

HUD EDUCATION:

Capital Fund Program (02/2010), Tax Credit Training (08/2009), Housing Counseling (02/2007), Housing Counseling/HECM (01/2006), HCV Homeownership (04/2005), Grant Writing (09/2003), Loss Mitigation and Predatory Leading (09/2003), Capital Fund Program (05/2001), Community Anti-Crime Planning Implementation Team-Training (7/2001), Fair Housing (11/2001), PHAS Training (12/2001), Lead-Base Paint

(02/2000), Comprehensive Grant Management (09/2000), Consolidated Planning CDBG (10/2000), Mastering Procurement & Contract Management (09/1997) and Comprehensive Grant Program Management (10/1997)

EXPERIENCE:

LAKE COUNTY HOUSING AUTHORITY

Sept.2002 - Present

33928 N. Route 45, Grayslake, IL 60030

Executive Director (2008-Present)

As Executive Director I have complete responsibility with administrative and professional oversight in planning, directing, and coordinating the Authority's varied and complex Housing and Community Development Programs while ensuring compliance with HUD regulations. Fiscal responsibly include a \$30 million budget, and \$50 million in assets. The agency has 620 public housing units, 2,603 housing choice voucher, 586 new construction units, family self-sufficiency program, family unification program, comprehensive housing counseling program, and Aim North Development Corporation (501c3).

Work involves the responsibility for planning, organizing and directing the operation of low-rent and housing assistance programs or urban renewal/community development programs developed under the U.S. Housing Act of 1937 as amended, the Housing and Community Development Act of 1974 and other federal legislation. Work also includes serving in an advisory capacity and as Secretary to the Board Commissioners for the Housing Authority. Performance of these duties requires the application of executive skills; extensive knowledge of public housing, finance and accounting as well as the ability to research and evaluate new sources of housing assistance, and plan and administer comprehensive housing programs for low income citizens. Duties require the exercise of initiative, tact and considerable public relations skills. Direct supervision is exercised over supervisory personnel and general supervision over all employees of the Authority. Work is performed with independence of action, subject only to broad program objectives, direction of the Commissioners, and to pertinent federal laws, rules and regulations.

Deputy Director (2002-2008)

Assist the Executive Director with administration and daily oversight of Housing Authority activities ensuring compliance with HUD regulations and policies of an agency with annual resources of roughly \$30,000,000. The agency has 620 public housing units, 2,603 housing choice voucher, 586 new construction units and comprehensive housing counseling program. The following is a list of some responsibilities performed along with other tasks as assigned by the Executive Director:

- Provides oversight of Authority programs in consultation with supervisors and managers.
- Conducts assigned hearing pursuant to HUD regulation or Authority policy.
- In consultation with Authority staff, develops new programs and resources to further Authority goals.
- Coordinates and finalizes the preparation of agency grants, as well as special program applications
- Coordinates and finalizes the preparation and submission of Annual and Five Year Agency Plans, along with capital fund budgets.
- Interprets federal regulatory requirements and participates in the formulation of implementing Authority policies.
- Conducts internal compliance audits of Authority operations, coordinates program performance and evaluation reports and participates in HUD mandated management assessments.

- Maintains liaison with HUD and other appropriate private entities and governmental agencies.
- In conjunction with the Executive Dir. and Comptroller, acts as a member of the Purchase Committee to analyze cost allowability, allocability and reasonableness of major purchases and reviews investment and procurement polices and procedures.
- Serves as the Authority's Section 504 contact.
- Supervised and directed the agency's transformation and reorganization from traditional public housing management to HUD required asset/ project base management.

Significant Accomplishments as Deputy Director:

- Grant writing and administration of the Housing Counseling program, along with submitting quarterly and yearly reports. (*Housing Counseling Grant Awards total \$116,142 since 2004*)
- Coordinated and prepared a new 2003 ACOP and Section Administrative Plan, along with policy modification on a yearly basis required with the changing HUD environment and agency goals.
- Facilitated the partnership that result in the HUD's Shelter Plus Care Program coming to Lake County, which included 24 units of housing and \$1,171,980.00 in funds for 5 years.
- Assisted with Lake County's Youth Build program goals and help in its expansion from a subsidiary to an independent 501c3.
- Work to expend the final DEP funds to improve AMP 1, which has 125 units and the development of a summer enrichment program for about 60 pre-teens.
- Worked with other County agency by facilitating the relationships that lead to the Housing Authority performing the inspections for FEMA/Hurricane Katrina funds for the Lake County.

**CITY OF EAST CHICAGO HOUSING/
COMMUNITY DEVELOPMENT**

Sept. 1997- Sept. 2002

4920 Larkspur Dr., East Chicago, IN 46312

Director of Capital Improvements (1999- 2002)

Assisted with the administration of an agency with 808 public housing units and 636 housing choice vouchers. The Capital Fund Program activities, which included contract administration, budgeting and expenditure/ obligation reporting for funding years 1995-2003 in the amount of \$13.7 million. Project development/management on community development projects in the amount of \$2 million plus. Supervise the daily activities of, and delegate responsibilities to, a staff of twenty-five individuals in the maintenance department, along with architects, engineers, construction and consulting contractors. The following is a list of responsibilities that is performed along with other tasks as assigned by the Executive Director.

- Serve as coordinator of PHAS, which lead the agency to High Performer status in 2003.
- Conducts investment management activities for \$3 million plus.
- Serve as coordinator of PHAS and security administrator for PIC.
- Coordinates the procurement activities, which includes contract administration, and preparation of bid documents for construction contracts.
- Coordinates the compliance with all with Labor Relations and Section 3 regulations.
- Maintains/Coordinates insurance and fleet maintenance records for twenty-six vehicles.

- Actively participate in the preparation of PHA Plan and the City of East Chicago's Consolidated Plan.
- Actively participate in Workforce Development, Empowerment, and Enterprise Zone meetings of East Chicago.

HUD reporting includes the following:

- Line of Credit Control System/Voice Response System (LOCCS)
- Contractor and Subcontractor Activity Report - PHA, HOME and CDBG
- Semi-Annual Labor Standards Report - PHA, HOME and CDBG
- MBE/WBE Business Report - PHA, HOME and CDBG
- Section 3 Summary Report- PHA, HOME and CDBG
- Real Estate Assessment Center - PHA
- Annual Performance Report - HOME Program

Accountant/Procurement Officer (1997-1999)

Processed accounts payable and accounts receivable. Posted to the general ledger, record journal entries and prepared month and closing statements. Served as coordinator of the comprehensive grant program. Performed Bank Reconciliation's on a monthly basis. Responsibilities included Investments Management. Perform the responsibilities of procurement officer.

HUD reporting includes the following:

- TARS Report - PHA

BALL STATE UNIVERSITY

Aug. 1994-July 1997

Muncie, IN 47306

Resident Housing Manager

Processed accounts payable. Facilitated cost analysis of programs. Supervised the ongoing activities of 64 individuals. Participated in floor and hall councils. Performed administrative duties as assigned.

Special Project

- Created floor programs which assisted in the development of the community.

COMPUTER KNOWLEDGE:

SPSS for Windows, Microsoft Office Suite, Microsoft XP, Public Housing Software (HAB, Inc.), Lotus, and Internet.

AFFILIATIONS:

Chairman of Ad Hoc Young Professionals and New Leaders Committee- NAHRO
 Public Housing Authorities Directors Association- Bollinger Scholarship Committee
 Commissioner for the Lake County Affordable Housing Commission
 Chairman of Housing Committee for the Waukegan Township Age-Friendly Coalition
 Member Services Committee Member- NAHRO
 Executive Board Member-Illinois Chapter of NAHRO-VP Housing
 Executive Officer- North Central Regional Council Chapter NAHRO
 Executive Council Member At Large- Alumni Association Indiana University
 Executive Officer- Pack Organization for the Northeast Illinois Boy Scouts
 Community Coalition Member Youth Build Lake County
 Board Member -Soaring Eagle Community Development Corporation
 Hoosiers for Higher Education
 Lake Area United Way- Allocations Committee
 Volunteer Fund Raising Boys and Girls Club of America
Numerous past Affiliations not listed

AWARDS/HONORS: Youth Build Lake County Career Foundations Award 2008
 Who's Who In Black Chicago (Community Leadership 2006 & 2007)
 Most Influential African Americans of Lake County Award 2007

The People's Voice- "20 Intriguing African American Leaders to Watch" 2005
Z M B Church Mans Ministry- Outstanding Community Service Award 2005
Ball State University- The Graduate of the Last Decade (The G.O.L.D Award) 2004
Ebony Magazine -" 30 Leaders Who Are 30 and Under" 2004
Profiled in Ball State University Alumnus Magazine- Community Leadership 2004
NICASA Women Services- Community Leadership Award 2003
Institute for Innovative Leadership- Networking Award 2003
Profiled in Post-Tribune of Northwest Indiana- Know Your Neighbor 2002
East Chicago Housing Authority- Unity Award 2001

REFERENCES: Professional and personal references will be furnished promptly upon request