

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Meeting Minutes - Final

Wednesday, January 12, 2022

3:30 PM

Via Zoom or Phone

<https://us02web.zoom.us/j/81383999844>

Meeting ID: 813 8399 9844

(312) 626-6799

Housing and Community Development Commission

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the current Gubernatorial Disaster Proclamation, and the Board Chair's Written Determination, this meeting will be held by audio and video conference.

PUBLIC VIEWING: Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available at the Central Permit Facility located at 500 W. Winchester Rd., Libertyville, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

Public comments are welcomed and encouraged. Public comments received by 2:00 on Wednesday January 12, 2022 will be read at the appropriate time in the agenda. Please note: A total of 30 minutes will be permitted for Public Comment and no more than three minutes per public comment. All comments received will be included in the meeting minutes regardless of whether they are read aloud at the meeting.

Public comments shall be emailed to communitydevelopment@lakecountyil.gov with the following information:

- Subject title: Housing and Community Development Commission
- Name
- Organization
- Topic or agenda item

Meeting participants will also be able to post written comment in the meeting chat box.

1. Roll Call

Vice Chair Pedersen called the meeting to order at 3:32 p.m.

Guests: Eddie Soto with Lake County Tech Hub, Nelly Guzman with Catholic Charities, Jon Lothan with Greater Waukegan Development Coalition, Jennifer Vackar with Grant Township, Jennifer Yonan with Youth Conservation Corps, and Cassandra Hiller with County Administrator's Office

Staff: Eric Waggoner, Brenda O'Connell, Dominic Strezo, Michele Slav, Damon Coleman, Eric Tellez, Pam Jeffries, Penni Raphaelson, and Joy Rice

Commissioners Cunningham and Meehan joined at 3:38 p.m.

Present 11 - Carissa Casbon, Mary Cunningham, Kathleen O'Connor, Linda Pedersen, Gina Roberts, Janet Swartz, Dan Venturi, Laureen Wilhoit, Bethany Williams, Anne Flanigan Bassi and Michael Meehan

Absent 8 - Mary Dominiak, Sandy Hart, Angelo Kyle, Sharaka Leonard, Julie Simpson, Billy McKinney, Ray Rose and Stephen Henley

2. Approval of Minutes

2.1 [21-1697](#)

Approval of the September 15, 2021 minutes

A motion was made by Commissioner Venturi, seconded by Commissioner Swartz, to approve the September 15, 2021 minutes. Motion carried by the following roll call vote:

Aye 11 - Commissioner Casbon, Commissioner Cunningham, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Commissioner Swartz, Commissioner Venturi, Commissioner Wilhoit, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan

Absent 8 - Commissioner Dominiak, Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Rose and Commissioner Henley

3. Chair's Remarks

Vice Chair Pedersen welcomed everyone to the first Housing and Community Development meeting of 2022 and wished everyone a happy new year.

4. Public Comments (items not on the agenda)

Brenda O'Connell read the following public comment:

Lake County Tech Hub 2021

Overview of GWDC and Lake County Tech Hub and Business Incubator (LCTH) as a resource during Covid-19 Pandemic.

GWDC's mission is to foster economic development in economically challenged communities. Since its inception in 2012 as "Greater Waukegan Development Coalition," we have grown from supporting development within the seven municipalities in and around Waukegan, to working with over 50 municipalities and hundreds of businesses.

As an independent 501(c)3 not for profit economic development corporation, our core activities include the Lake County Tech Hub operation services as a base of information and assisting the community with direction and introductions to health and wellness services and business development resources.

In order to support and incubate core businesses, in 2014 we launched the Lake County Tech Hub and Business Incubator (LCTH). In 2016 we worked with the City of Waukegan to acquire our 8,000 square foot co-working and training facility at 13n Genesee Street in Waukegan. In 2018 we received the first in a series of CDBG grants to help aid local LMI underserved and unbanked companies apply for micro lending.

In August, 2019 we hired Eddie Soto, a former SBDC Lake County Certified Advisor with 12 years of experience, to become the Director of the LCTH. Since joining us, Eddie has worked with over one-hundred fifty (150) companies providing consulting on numerous business initiatives. Furthermore, he leads GWDC INVESTS, a working group of 10 loan officers from both traditional and non-traditional financial institutions. This group connects regularly to discuss how we can aid local MBWEV businesses and the unbanked to gain access to capital.

People served by this program are able to identify and fully develop their business documentation to be better positioned to apply for various credit and funding options that have been hard to understand and to access. Thereby expanding business and/or retaining and adding jobs. In 2021, the Lake County Tech Hub helped with business plans and launches or expansions of 17 new businesses, helped create or retain 84 new jobs, and supported access to \$120,000 in capital funding. We actively canvassed over 80 local businesses to identify economic needs, resulting in over 30 businesses applying for grants and loans.

Now with millions out of work and a protracted return to normal, we believe that business support and remote video conferencing services will continue to be in high demand. In addition to our access to capital programs, LCTH has an active roster of mentor business owners who have been through tough times before and are ready to help.

In 2021, LCTH/Eddie Soto presented as an invited speaker to Waukegan Chamber of Commerce's "Wake Up With Waukegan" where he was able to share the LCTH experience in being a services resource to our community. The LCTH also accepted an invitation from Wintrust to present a webinar on "Virtual Networking For Business". We also helped launched and host, both on-site and virtual, a local chapter of "Girls Who Code". With Lake County's support, we greatly appreciate the responsibility to continue to help build and develop businesses and support our community, especially during these trying times. We stand ready to aid the County should they ask more of us. We are here to serve.

*Best regards,
Eddie Soto,
Director
LCTH/GWDC*

5. Old Business

There was no old business.

6. New Business

6.1 [22-0016](#)

Amendment to the Written Standards for Provision of Emergency Solutions Grants (ESG) Assistance for Street Outreach.

Presented by Brenda O'Connell, Community Development Administrator and Damon Coleman, Community Development Senior Grant Administrator

A motion was made by Commissioner Meehan, seconded by Commissioner O'Connor, that the Amendment to the Written Standards for Provision of Emergency Solutions Grants (ESG) Assistance for Street Outreach be approved. Motion carried by the following roll call vote:

Aye 11 - Commissioner Casbon, Commissioner Cunningham, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Commissioner Swartz, Commissioner Venturi, Commissioner Wilhoit, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan

Absent 8 - Commissioner Dominiak, Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Rose and Commissioner Henley

6.2 [22-0017](#)

Presentation and Discussion - Proposed Fourth Amendment to the United States Department of Housing & Urban Development (HUD) Program Year 2021 Annual Action Plan (AAP).

Presented by Brenda O'Connell, Community Development Administrator

6.3 [22-0018](#)

PUBLIC HEARING - Proposed Fourth Amendment to the Program Year 2021 Annual Action Plan (AAP).

Presented by Brenda O'Connell, Community Development Administrator

Motion: To open the Public Hearing at 3:56 p.m.

Motion Made By: Commissioner Cunningham

Motion 2nd By: Commissioner Williams

Motion approved.

There were no public comments.

Motion: To close the Public Hearing at 3:57 p.m.

Motion Made By: Commissioner Venturi

Motion 2nd By: Commissioner Williams

Motion approved.

6.4 [22-0019](#)

Joint resolution approving the Fourth Amendment to Program Year (PY) 2021 U.S. Department of Housing and Urban Development (HUD) Annual Action Plan (AAP).

Vice Chair Pedersen requested a motion on the Fourth Amendment.

A motion was made by Commissioner Meehan, seconded by Commissioner Swartz, that the Approval of the Fourth Amendment to Program Year 2021 (PY21) HUD Annual Action Plan (AAP) be approved. Motion carried by the following roll call vote:

Aye 11 - Commissioner Casbon, Commissioner Cunningham, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Commissioner Swartz, Commissioner Venturi, Commissioner Wilhoit, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan

Absent 8 - Commissioner Dominiak, Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Rose and Commissioner Henley

7. **Staff Reports**

8. **Adjournment**

Vice Chair Pedersen adjourned the meeting at 4:11 p.m.

The meeting was adjourned.