

# Lake County Illinois

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



## **Minutes Report - Draft**

**Wednesday, November 18, 2020**

**2:30 PM**

**Via Zoom or Phone**

**<https://us02web.zoom.us/j/81817720184>**

**(312) 626-6799**

**Meeting ID: 81817720184**

**Housing and Community Development Commission**  
**- Executive Committee**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the November 13, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via 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 in the Conference Room 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 noon on Wednesday, November 18, 2020 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](mailto: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**

*Chairman Pedersen called the meeting of the Housing & Community Development Commission (HCDC) Executive Committee to order at 2:31 p.m.*

*Guests: Cassandra Torstenson of the Lake County Administrator's Office*

*Staff: Eric Waggoner, Brenda O'Connell, Michele Slav, Dominic Strezzo, Irene Marsh-Elmer, Eric Tellez and Laura Walley*

**Present** 6 - Dan Venturi, Janet Swartz, Ray Rose, Linda Pedersen, Jennifer Clark and Billy McKinney

**2. Approval of Minutes**

**2.1 20-1650**

Approval of the October 14, 2020 Minutes

**Attachments:** [10.14.20 Draft Minutes](#)

**A motion was made by Commissioner Clark, seconded by Commissioner McKinney, to approve the October 14, 2020 minutes. The motion carried by the following vote:**

**Aye** 6 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen, Commissioner Clark and Commissioner McKinney

**3. Chair's Remarks**

*Chairman Pedersen congratulated Brenda O'Connell on her promotion to Community Development Administrator.*

**4. Public Comments (items not on the agenda)**

*There were no public comments.*

**5. Old Business**

*There was no old business.*

**6. New Business**

**6.1 20-1647**

Joint resolution approving a third amendment to the 2020 United States Housing and Urban Development (HUD) Annual Action Plan (AAP).

- HUD requires the submission of an Annual Action Plan (AAP) and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- HUD notified Lake County that an error was made in calculating Fiscal Year 2020 (FY20) allocations resulting in a slight reduction to Lake County's Community Development Block Grant (CDBG) and HOME grants. The revised FY20 allocations are \$2,904,904 CDBG and \$1,669,965 HOME. A total of \$459.00 CDBG program income and \$346.00 HOME program income has been allocated to account for the difference and ensure availability of funds already committed through the approved AAP.
- Additionally, the AAP assigns prior year funds made available through loan repayments and project changes. The AAP allocates \$30,763.00 of CDBG program income, \$92,847.63

CDBG prior year funds, \$109,675 Lake County Affordable Housing Program (LCAHP) prior year funds and \$14,124.00 HOME program income in the following ways:

- \$13,476.63 in CDBG and \$109,675 in LCAHP to Community Partners for Affordable Housing (CPAH) for the acquisition of affordable housing properties in Libertyville, IL
- \$109,675 of prior year CDBG to CPAH for acquisition of a Community Land Trust (CLT) unit.
- \$13,778.40 in HOME funds to CPAH for the down payment assistance program.

**Attachments:** [2020 AAP 3rd Amendment](#)  
[2021-01 Emergency Appropriation.pdf](#)

*Presented by Brenda O'Connell, Community Development Administrator*

**A motion was made by Vice-Chairman Venturi, seconded by Commissioner Rose, to forward the Third Amendment to the Program Year 2020 Annual Action Plan to the Housing and Community Commission for approval. The motion carried by the following vote:**

**Aye** 6 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen, Commissioner Clark and Commissioner McKinney

## 6.2 20-1648

Approval of an COVID-19 addendum to the Program Year 2021 (PY21) housing, human services and public improvements grant applications.

- Lake County was awarded \$2,885,981 of CDBG grant funds to prevent, prepare for and respond to coronavirus (CDBG-CV3).
- Applications for Program Year 2021 (PY21) annual CDBG, HOME and ESG entitlement funds are due January 11, 2021.
- The proposed addendum allows applicants the ability to demonstrate how their proposal prevents, prepares and/or responds to the COVID-19 pandemic.
- The responses to the addendum will be evaluated as part of CDBG-CV3 funding recommendations.

**Attachments:** [COVID-19 Application Addendum](#)

*Presented by Brenda O'Connell, Community Development Administrator*

**A motion was made by Commissioner Rose, seconded by Commissioner Swartz, to forward a COVID-19 addendum to the Program Year 2021 Housing, Human Services and Public Improvements grant applications to the Housing and Community Development Commission for approval. The motion carried by the following vote:**

**Aye** 6 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen, Commissioner Clark and Commissioner McKinney

## 7. Staff Reports

*Brenda O'Connell, Community Development Administrator, stated that the 2021 Housing and Community Development Meetings Schedule was ready and would be emailed to the*

*Commissioners. She requested that they reserve the meeting dates in their calendars.*

**8. Adjournment**

**A motion was made by Commissioner Swartz, seconded by Vice-Chairman Venturi, to adjourn the meeting at 2:49 p.m. The motion carried by the following vote:**

**Aye** 6 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen, Commissioner Clark and Commissioner McKinney