

Lake County Illinois

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



Minutes Report - Draft

Wednesday, March 12, 2014

2:30 PM

10th floor Assembly Room
18 N. County Street, Waukegan, IL 60085

**Community Development Commission - Executive
Committee**

1. **ROLL CALL**

Vice-Chairman Venturi called the Executive Committee (EC) meeting to order at 2:34 p.m.

Present 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

Absent 1 - Chairman Pedersen

2. **APPROVAL OF MINUTES**

2.1 **14-0244**

Approval of February 12, 2014 Executive Committee Minutes.

Attachments: [2.12.14 Exec Minutes.pdf](#)

A motion was made by Commissioner Swartz, seconded by Commissioner Russell, to approve the February 12, 2014 minutes. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

Absent: 1 - Chairman Pedersen

3. **CHAIR'S REMARKS**

The Vice-Chairman had no comments.

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 **14-0238**

Approval of Organization to Administer CDBG-funded Fair Housing Program.

- On September 9, 2013, an RFQ was released for organizations to administer a Fair Housing Program, per the 2014 Housing & Community Development Annual Action Plan. This activity is funded with CDBG program funds.
- The purpose of the Fair Housing Program is to ensure compliance with the Federal Fair Housing Act ("Act"), part of the Civil Rights Act of 1968. This Act made it illegal to discriminate in housing on the basis of race, color, religion, national origin, and sex. In 1988, Congress added familial status and disability to the categories protected under that law.
- Qualified organizations must be able to provide: 1) Education & Outreach; 2) Counseling/Referrals; 3) Investigation & Testing; 4) Mediation/Legal Services; and 5) Communications & Marketing. Ability to provide enforcement of the Act is preferred.
- One organization, Prairie State Legal Services, responded to the RFQ. This response was made available to the Executive Committee that will make a recommendation to the full Community Development Commission.
- Since May 2011, Prairie State has been the recipient of CDBG funds from Lake County, Waukegan and North Chicago to operate the Fair Housing Program for Lake County.

Attachments: [PSLS Response 2014.pdf](#)

Ms. Jodi Gingiss informed the EC that only one organization, Prairie State Legal Services (PSLS), had submitted an application to administer Lake County's Fair Housing Program. PSLS has administered the Fair Housing Program for the last three years with good results. The current proposal was very thorough, with an appropriate staffing level in a local office. Staff seeks a recommendation of PSLS' application by the EC, with Community Development Commission (CDC) approval to follow.

A discussion of the activities to be included within PSLS' contract ensued, with Ms. Gingiss stating that, once the Analysis of Impediments to Fair Housing Choice was completed, this would be discussed further.

A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to refer Prairie State Legal Services' application to administer the Fair Housing Program to the Community Development Commission for approval. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

Absent: 1 - Chairman Pedersen

6.2 14-0249

March 12, 2014 Community Development Watch List

- The March 12, 2014 watch list contains one unresolved February 12, 2014 Watch List item (ESG homelessness prevention by Prairie State Legal Services (PSLS)) and no new Watch List items.
- The attached Watch List Update memo and the following agenda item to reallocate PSLS' ESG 2012 in advance of the June 4, 2014 expenditure deadline provides additional detail.

Attachments: [March 2014 WL Status Memo](#)

Ms. Gingiss said that there was one item that remained on the Watch List from last month; the repurposing of the unspent PY2012 Prairie State Legal Services (PSLS) ESG funds. As a PSLS employee appeared at the February CDC meeting requesting more time to assess the agency's ability to spend the funds by the federal deadline, the item was delayed. Ms. Gingiss informed the EC that PSLS had agreed in November 2013 that the funds were to be repurposed to an agency that could spend them by the June 3, 2014 expenditure deadline, rather than lose the community's use of these funds. PSLS has since reconfirmed this assessment of the situation, agreeing that the funds should be repurposed. There are no new items on the Watch List.

6.3 14-0235

Vote to reallocate ESG funds to meet two-year expenditure deadlines

- Given the restrictiveness of recent changes to the Emergency Solutions Grant (ESG) program, homelessness prevention programs to which 2012 ESG funds were allocated are unlikely to meet stringent June 4, 2014 ESG expenditure deadlines.

- In order not to return these ESG funds to HUD, staff recommends the CDC reallocate funds to homelessness prevention programs that have proven track record spending ESG funds in timely and compliant ways.
- At the February 12, 2014 CDC meeting, the CDC considered a staff recommendation to reallocate \$14,444.70 unspent of \$20,000 ESG 2102 contract with Prairie State Legal Services, for which the expenditure deadline is June 4, 2014. At the meeting, Prairie State's Mark Guest expressed Prairie State's ability to use the funds on time, although Finance Director Gail Tilkin Walsh had agreed since November, 2013 to repurpose the funds. This agreement was confirmed in a February 25, 2014 email (attached) from Gail Tilkin Walsh stating, "Prairie State agrees to the reprogramming of 2012 dollars for other purposes."
- The unspent amount of \$14,444.70 would be reallocated to ESG contingency projects recommended by Homeless Assistance ARC at December 9, 2013 meeting and approved by CDC on January 15, 2014.

Attachments: [PSLS Correspondence](#)

Ms. Gingiss stated that this item had been covered during the discussion held for the previous item; that PSLs had agreed to the repurposing of its unspent 2012 ESG funds. The funds would be reallocated to the ESG contingency projects that had been recommended by the Homeless Assistance Application Review Committee (ARC) during its December 2013 meeting and approved by the CDC during its January 2014 meeting.

A motion was made by Commissioner Calabresa, seconded by Commissioner Russell, to recommend the reallocation of Prairie State Legal Services' unspent PY2012 ESG funds of \$14,444.70 to the CDC for approval. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

Absent: 1 - Chairman Pedersen

6.4 14-0246

Joint resolution approving Fourth Amendment to 2012 Housing and Community Development Action Plan Amendments.

- U.S. Department of Housing and Urban Development (HUD) requires the submission of an Annual Action Plan and associated amendments to govern expenditure of federal funding.
- Last month, the Community Development Commission (CDC) approved the reallocation of 2012 HOME Community Housing Development Organization (CHDO) operating funds in order to meet the two-year HOME commitment deadline; this approval is reflected in this fourth amendment to the 2012 Action Plan.
- Last month, the County Board approved a third amendment to the 2012 Action Plan to provide additional Emergency Solutions Grant (ESG) funding for homelessness prevention and Service Point; this fourth amendment includes a table of ESG 2012 activity budgets for maximum clarity in advance of the June 4, 2014 expenditure deadline.

Attachments: [2012APFourthAmend](#)

Ms. Gingiss said that the CDC must approve the repurposing of all funds, such as the funds addressed in Item 6.3 above, for submission to the U.S. Department of Housing and

Urban Development (HUD) for approval. Those funds, along with YouthBuild's reallocated PY2012 HOME Community Housing Development Organization (CHDO) funds addressed during the March CDC meeting, are incorporated into the Fourth Amendment to the 2012 Action Plan.

A motion was made by Commissioner Swartz, seconded by Commissioner Russell, to recommend the Joint Resolution approving the Fourth Amendment to the 2012 Housing and Community Development Action Plan Amendments to the CDC for approval. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

Absent: 1 - Chairman Pedersen

7. STAFF REPORTS

Ms. Gingiss informed the EC that on April 7, 2014 Community Development would co-host, with the Lake County Community Foundation, the Forum on Suburban Poverty. The Forum, to be held at Rosalind Franklin University, will begin at 12:30 p.m. and will feature Professor Scott Allard, an authority on suburban poverty, who teaches at the University of Chicago. Mr. Tony Beltran, of the Lake County Health Department, will also present information. Lunch will be provided. The County Board, CDC members, and municipal and township leaders have been invited to attend. A discussion on suburban poverty ensued.

8. ADJOURNMENT

A motion was made by Commissioner Swartz, seconded by Commissioner Russell, to adjourn the meeting at 3:02 p.m. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

Absent: 1 - Chairman Pedersen