

Lake County Illinois

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



Minutes Report - Final

Wednesday, January 18, 2012

6:00 PM

10th Floor Conference Room C

**Community Development Commission - Executive
Committee**

1. Roll Call

Chairman Ditzig called the meeting to order at 6:13 p.m.

Present 5 - Commissioner Russell, Commissioner Rose, Commissioner Calabresa, Vice Chair Pedersen and Chair Ditzig

Excused 1 - Commissioner Northern

2. Approval of Minutes

3. Chair's Remarks

There were no remarks.

4. Public Comment (items not on the agenda)

There were no public comments.

5. Old Business

There was no old business.

6. New Business

6.1 [12-0039](#)

Approval of Draft 2012 Annual Action Plan

- The last Executive Committee meeting provided direction to develop the 2012 Annual Action Plan, consisting of all the proposed project and HUD required information.
- The Draft document, as approved by the Executive Committee, will go on for approval at the full Commission.
- Upon approval, comments will be solicited for 30 days prior to final approval by the full Commission.

Attachments: [2012 Recommendation Table](#)

Mr. Joel Williams reminded the Executive Committee (EC) that during the December meeting it had approved the funding recommendations of the four Application Review Committees and had instructed Staff to develop the draft 2012 Annual Action Plan (Plan). Staff now requests the EC's approval of the Plan, which will then proceed to the full Commission for approval. Once CDC approval is received, the Public Hearing process and the thirty-day comment period will begin. He stated that this approval would allow the draft to provide a basis for comments and discussion. The Plan will be submitted for the CDC's final approval after the thirty-day comment period has expired and any CDC-directed adjustments are made.

A motion was made by Commissioner Russell, seconded by Commissioner Calabresa, to approve the Draft 2012 Annual Action Plan. Motion carried by voice vote.

Aye: 5 - Commissioner Russell, Commissioner Rose, Commissioner Calabresa, Vice Chair Pedersen and Chair Ditzig

6.2 [12-0044](#)

CDC By-laws - Alternates

- Currently, the CDC By-laws allow for Commissioners (except County Board Members) to appoint an alternate by January 1 of each year.
- Given that January 1 occurs right in the middle of the application review process, selection of alternates at that time is awkward.

- Staff is soliciting Executive Committee direction on an amendment to the by-laws which changes the alternate appointment date to coincide with the program year start of May 1.
- Upon approval, the amendment shall be posed to the full Commission at its February meeting.

Mr. Williams said that the CDC By-laws allow commissioners, other than County Board Members, to appoint an alternate by January 1st of each year. As this deadline occurs during the application review process, it was suggested to change the alternate appointment deadline to May 1st, which is the start of the program year. While there was no current request for an amendment, Staff asked if there was any EC interest in altering the By-laws for this purpose. Following a discussion, EC consensus directed Staff to bring an amendment requesting the date change to the EC, and then to the full Commission, within the next few months.

Staff received direction to bring a proposed amendment for approval.

6.3 12-0050

Clarification on Approved Amendments to Affordable Housing Corporation's Programs

- In August, the CDC approved changes to the Affordable Housing Corporation's (AHC) Downpayment Assistance Program and Homeowner Rehab Program.
- Due to some unclear portions of the programs, staff is seeking clarification of the Commission's intent with its approval.

Mr. Jonathan Burch stated that, during the August meeting, the CDC approved changes to the Affordable Housing Corporation's (AHC) Downpayment Assistance Program and Homeowner Rehabilitation Program. The 2011 funds for homebuyer assistance were included within these changes, allowing those funds to be used for an acquisition/rehabilitation/resale program. Within the description of that alteration, it was not specifically stated if funds could also be used for direct homebuyer assistance. Staff requested clarification of the CDC's intent on this matter. The EC's consensus was that funds could be used for direct homebuyer assistance.

The clarification was made.

7. Staff Reports

7.1 Community Development Administrator's Report

There was no report.

8. Adjournment

Chairman Ditzig adjourned the meeting at 6:25 p.m.