

# Lake County Illinois

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



## **Minutes Report - Draft**

**Wednesday, January 13, 2016**

**2:30 PM**

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

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

1. **ROLL CALL**

*Chairman pro tem Rose called the Housing and Community Development Commission (HCDC) Executive Committee (EC) meeting to order at 2:55 p.m.*

*Guests: Michael Meehan, Mary Ross Cunningham and Joel Sikes of the Housing and Community Development Commission*

*Staff: Eric Waggoner, Jodi Gingiss, Monika Bobo and Laura Walley*

**Present** 5 - Aaron Lawlor, Ray Rose, Carol Calabresa, Dan Venturi and Janet Swartz

**Excused** 2 - Burnell Russell and Linda Pedersen

2. **APPROVAL OF MINUTES**

2.1 **16-0064**

Approval of the November 18, 2015 Minutes

**Attachments:** [11.18.15 Exec Minutes.pdf](#)

*A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to amend the November 18, 2015 minutes to include the following sentences for Item 6.8 Proposal to Reduce Term of HOME Mortgage on Staben House: Discussion noted that the Executive Committee recognizes the importance of long-term affordability. However, in this specific instance, the mortgage has already been in place for 19 years and the granting of the waiver will not practically impact the carrying out of Staben House's mission. The motion was approved.*

**A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to approve the November 18, 2015 minutes, as amended. The motion carried by the following vote:**

**Aye** 4 - Ex-Officio Member Lawlor, Commissioner Swartz, Commissioner Rose and Commissioner Calabresa

**Not Present** 1 - Vice Chair Venturi

3. **CHAIR'S REMARKS**

*The Chairman pro tem 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 **16-0049**

Appointment of Advisory & Recommendation Committee (ARC) members

- Application Review Committees (ARCs) are responsible for reviewing applications or requests for funding; making recommendations of projects to be funded to the Executive Committee; and providing feedback to Community Development staff on scoring and ranking decisions in order for appropriate technical assistance to be provided to applicants.

- There are four standing ARC's: 1) Public Improvement ARC; 2) Affordable Housing ARC; 3) Public Services ARC; and 4) Homeless Assistance ARC.
- The HCDC by-laws recently increased the membership of the HCDC from 15 to 17 people; with four ARCs of four members each there will be 16 ARC members.
- According to the HCDC by-laws, the HCDC Chair no longer serves on an ARC which allows an unbiased view for the Chair across all four ARCs. This action appoints two new Commissioners to ARCs while removing the HCDC Chair from the ARC structure. One ARC vacancy still exists that will be filled when a third new Commissioner (non-County Board elected official from local government) is appointed by the Lake County Board.

**Attachments:** [ARC Membership 2016.pdf](#)

*Presented by Jodi Gingiss, County Development Administrator*

**A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to approve the appointments of Michael Meehan to the Public Services ARC and Joel Sikes to the Public Improvements ARC. The motion carried by the following vote:**

**Aye** 4 - Ex-Officio Member Lawlor, Commissioner Swartz, Commissioner Rose and Commissioner Calabresa

**Not Present** 1 - Vice Chair Venturi

**6.2 16-0068**

Goal #9 Create Low/Mod Income Jobs: ARC Recommendation

- Since the target funding amount for Goal #9: Create Low/Mod Income Jobs is not large, the Public Improvements Advisory & Recommendation Committee (ARC) recommends investing \$118,000 of CDBG 2016 funds in a pilot funding initiative that supports several existing Job Creation and Retention programs consistent with selection approach in 2015 funding round. As job creation is difficult, only a handful of such programs already exist.
- The HCDC will hear presentations from one local chamber of commerce (Black Chamber of Commerce) with experience managing a successful small business loan program and two new local façade improvement programs (Fox Lake and Mundelein). These programs were identified by staff as well-suited for this pilot. The HCDC also has the option instead to issue a broader Request for Proposals from local job creation programs and await the outcome of that process.
- In 2015, CDBG funds for Goal #9 were approved in similar fashion for Lake County Workforce Development to pay local manufacturing companies as an incentive to hire local low-income workers with classroom training but no previous manufacturing work experience. (Manufacturing jobs typically require skilled labor.)

**Attachments:** [Goal9 2016 Program Proposal.docx](#)

[Goal 9 2016 Small Business Assistant Program Proposal.pdf](#)

[Fox Lake Facade Improvement Program.pdf](#)

[Mundelein Business Incentive Grant Program.pdf](#)

*Presented by Jodi Gingiss, County Development Administrator*

**6.3 16-0045**

Approval of 2016 Homeless Assistance Advisory & Recommendation Committee (ARC) Recommendations

- The Homeless Assistance ARC met on November 16, 2015.
- The ARC made recommendations to the Executive Committee for Emergency Solutions Grant (ESG) funds.
- Executive Committee approval of these recommendations is sought.

**Attachments:** [2016 HCDG ESG Funding Recommendations Memo.pdf](#)

*Presented by Jodi Gingiss, County Development Administrator*

**A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to approve the Homeless Assistance ARC recommendations. The motion carried by the following vote:**

**Aye** 5 - Vice Chair Venturi, Ex-Officio Member Lawlor, Commissioner Swartz, Commissioner Rose and Commissioner Calabresa

#### 6.4 16-0047

Approval of 2016 Public Services Advisory & Recommendation Committee (ARC) Recommendations

- The Public Services ARC met on November 18, 2015.
- The ARC made recommendations to the Executive Committee for Community Development Block Grant (CDBG) Public Services funding which is limited to a 15% cap of available CDBG funds.
- Executive Committee approval of these recommendations is sought.

**Attachments:** [2016 HCDG Funding Recommendations Memo.pdf](#)

*Presented by Jodi Gingiss, County Development Administrator*

**A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to approve the Public Services ARC recommendations. The motion carried by the following vote:**

**Aye** 5 - Vice Chair Venturi, Ex-Officio Member Lawlor, Commissioner Swartz, Commissioner Rose and Commissioner Calabresa

#### 6.5 16-0046

Approval of 2016 Public Improvements Advisory & Recommendation Committee (ARC) Recommendations

- The Public Improvements ARC met on December 16, 2015.
- The ARC made recommendations to the Executive Committee for CDBG funds.
- Executive Committee approval of these recommendations is sought.

**Attachments:** [ARC Recommendation PI Memo 2016.pdf](#)

*Presented by Jodi Gingiss, County Development Administrator*

**A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to approve the Public Improvements ARC recommendations. The motion carried by the following vote:**

**Aye** 5 - Vice Chair Venturi, Ex-Officio Member Lawlor, Commissioner Swartz, Commissioner Rose and Commissioner Calabresa

#### 6.6 16-0048

Approval of 2016 Affordable Housing Advisory & Recommendation Committee (ARC) Recommendations

- The Affordable Housing ARC met on December 16, 2015.
- The ARC made recommendations to the Executive Committee for Affordable Housing Program, HOME & CDBG funds.
- Executive Committee approval of these recommendations is sought.

**Attachments:** [Funding Recommendations Memo PY2016.pdf](#)

*Presented by Jodi Gingiss, County Development Administrator*

**A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to approve the Affordable Housing ARC recommendations. The motion carried by the following vote:**

**Aye** 5 - Vice Chair Venturi, Ex-Officio Member Lawlor, Commissioner Swartz, Commissioner Rose and Commissioner Calabresa

**7. STAFF REPORTS**

*There were no staff reports.*

**8. ADJOURNMENT**

**A motion was made by Commissioner Calabresa, seconded by Commissioner Swartz, to adjourn the meeting at 3:23 p.m. The motion carried by the following vote:**

**Aye** 5 - Vice Chair Venturi, Ex-Officio Member Lawlor, Commissioner Swartz, Commissioner Rose and Commissioner Calabresa