

Lake County Illinois

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



Meeting Minutes

Wednesday, February 12, 2014

2:30 PM

2nd floor Conference Room - Central Permit Facility
500 W. Winchester Road, Libertyville, IL 60048

**Community Development Commission - Executive
Committee**

1. ROLL CALL

Staff: Eric Waggoner, Brittany Sloan, Jodi Gingiss, Sarah Ciampi, Janel Gomez, Jordan Bartle, and Laura Walley

Present 6 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

2. APPROVAL OF MINUTES

2.1

Approval of January 15, 2014 Minutes

Attachments: [1.15.14 Exec Minutes.pdf](#)

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to approve the January 15, 2014 minutes. The motion carried by the following vote:

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

Not Present: 1 - Commissioner Rose

3. CHAIR'S REMARKS

Chairman Pedersen 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

February 12, 2014 Community Development Watch List

Attachments: [CD Watch List 021214](#)

Ms. Jodi Gingiss stated that, of the eight items on the Watch List, six would be discussed during the meeting's action items, so she would speak about Items 4 and 5 at this time. The County's partner on both of these items is the Affordable Housing Corporation (Corporation). Staff is working with the Corporation on restructuring the terms of its Homeowner Rehabilitation program (Item 4), as the number of homeowners assisted was very low, due to the restrictive program terms. Staff is working with the Corporation to assess costs for administering the Affordable Housing Commission (Item 5). It was recently noted that funds had been reimbursed for ineligible lobbying costs. Staff will work with the Corporation to credit ineligible lobbying costs against eligible costs.

6.2

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

Ms. Gingiss informed the EC of the upcoming Emergency Solutions Grant (ESG) deadlines for several contracts, as delineated on the Watch List (Items 1 and 2) on page 16 of the agenda packet. The two agencies involved are Maristella and Prairie State Legal Services, which both encountered difficulties meeting the restrictiveness of the new ESG regulations. In order to prevent the return of these funds to the federal government, the County must reallocate them to agencies that can quickly put the funds to appropriate use. Staff worked with the Homeless Assistance ARC, at its December meeting, to determine contingency projects, which were then approved by the CDC during its January meeting.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Russell, to recommend the reallocation of ESG funds, as shown in the agenda packet, to the Community Development Commission (CDC) for approval. The motion carried by the following vote:

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

Not Present: 1 - Commissioner Rose

6.3

Vote to amend terms for Homebuyer Downpayment Assistance Program

Ms. Gingiss said staff had noticed that the Affordable Housing Corporation (Corporation) had been charging a \$2,000 processing fee on each Homebuyer Downpayment Assistance loan, other than on loans originated for the City of North Chicago, which it charged \$1,000. Upon further investigation, it was determined that a portion of the \$2,000 fee was ineligible under the HOME program. Working with staff, the Corporation agreed to amend its contracts with the County to reduce the fee to \$1,000 per loan, while charging the homebuyer a \$450 fee.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Russell, to approve the amended terms for the Homebuyer Downpayment Assistance Program. The motion carried by the following vote:

Aye: 6 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

6.41

Vote to reallocate PY2011 HOME Investment Partnerships Program agreement with YouthBuild Lake County

Ms. Gingiss reminded the EC that YouthBuild Lake County's PY2011 project for construction of a single-family home at 2129 (2127) Honore in North Chicago had been canceled by HUD, due to inaction. The next step in this process would be for the County to cancel the contract and reallocate those funds, \$121,000, to the upcoming funding round.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Russell,

to recommend the reallocation of PY2011 YouthBuild HOME funds to the CDC for approval. The motion carried by the following vote:

Aye: 6 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen,
Commissioner Calabresa, Commissioner Russell and Commissioner Rose

6.42

Vote to authorize reallocation of PY2012 HOME Investment Partnerships Program (HOME) Community Housing Development Organization (CHDO) operating expenses

Ms. Gingiss explained that PY2012 HOME CHDO operating funds had been allocated to four organizations, of which only YouthBuild Lake County had not completed the certification process required to enable it to receive these funds. Due to this, the funds were never placed under contract and need to be reallocated prior to the upcoming HOME commitment deadline. Staff recommended dividing the \$12,439 between the three remaining approved agencies as follows: Community Partners for Affordable Housing and Lake County Residential Development Corporation at \$4,146 each and Habitat for Humanity at \$4,147.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Russell, to recommend the reallocation of YouthBuild Lake County's PY2012 CHDO operating funds, as shown above, to the CDC for approval. The motion carried by the following vote:

Aye: 6 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen,
Commissioner Calabresa, Commissioner Russell and Commissioner Rose

6.43

Vote to allocate of Lake County Affordable Housing Program (AHP) funds to YouthBuild Lake County for construction related costs of a failed project

Ms. Gingiss said that, even though YouthBuild's PY2011 HOME project for 2129 (2127) Honore, North Chicago had been canceled, YouthBuild had incurred \$4,490 in project-related expenses during the contract period. The agency requested reimbursement of these expenses, which staff recommends be paid with available Affordable Housing Program (AHP) funds.

A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to recommend the allocation of \$4,490 in AHP funds to YouthBuild, for construction-related costs of a canceled project, to the CDC for approval. The motion carried by the following vote:

Aye: 6 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen,
Commissioner Calabresa, Commissioner Russell and Commissioner Rose

6.5

Vote to broaden scope of AHP 2013 Foreclosure Counseling and Mediation Grant

Attachments: [Repurposing AHP-1391 Ltr 2-6-14](#)

Ms. Gingiss stated that the Affordable Housing Corporation (Corporation) was recently

awarded a \$45,000 grant for its Foreclosure Counseling and Mediation program. Since that time, the Corporation has entered into a \$318,000 contract with the County Court system for this program, as well as receiving a \$2,000,000 grant from the Illinois State Attorney General's office. Therefore, the Corporation requested that the AHP grant be repurposed to help with the uncovered expenses incurred when education and counseling those households that do not buy a home or to help pay other operating expenses.

A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to recommend the request to broaden the scope of the Corporation's LCAHP PY2013 Foreclosure Counseling and Mediation grant to the CDC for approval. The motion carried by the following vote:

Aye: 6 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

6.6

Resolution to approve 2012 and 2013 HUD Action Plan Amendments

Attachments: [MasterAmendMultAPFinal_HCS_F&A](#)

Ms. Gingiss presented the PY2012 and PY2013 Annual Action Plan Amendments to the EC, as detailed in the agenda packet attachments. These amendments contain activity and/or policy changes that have received approval by the CDC.

A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to recommend the PY2012 and PY2013 Annual Action Plan Amendments to the CDC for approval. The motion carried by the following vote:

Aye: 6 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa, Commissioner Russell and Commissioner Rose

6.7

Previous Recommendations from 2004 Analysis of Impediments to Fair Housing

Attachments: [Pages from Final Report - 2004 Excerpt](#)

Ms. Gingiss directed the EC's attention to the excerpts from the 2004 Analysis of Impediments to Fair Housing, as presented in the agenda packet, which include the conclusions and recommendations of that document. She added that, during the CDC meeting to follow, a representative of Prairie State Legal Services would present the second portion of its fair housing training and would also inform the CDC of what can be expected from the 2014 Analysis of Impediments to Fair Housing. Ms. Gingiss hoped that the information from the 2004 Analysis could be connected with the information presented during the training. She then spoke about several of the findings.

7. STAFF REPORTS

There was no Community Development Administrator's report.

8. ADJOURNMENT

A motion was made by Commissioner Venturi, seconded by Commissioner Russell, to adjourn the meeting at 3:06 p.m. The motion carried by the following vote:

Aye: 6 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa, Commissioner Russell and Commissioner Rose