

Lake County Illinois

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



Meeting Minutes

Wednesday, April 24, 2013

6:00 PM

10th Floor - Conference Room C

Community Development Commission - Executive Committee

1. ROLL CALL

Chairman Pedersen called the Executive Committee (EC) meeting to order at 6:04 p.m. with the following members present:

Guest: Karl Molek

Staff: Eric Waggoner, Brittany Sloan, Brenda O'Connell, Sarah Ciampi, and Laura Walley

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

2. APPROVAL OF MINUTES

Minutes from February 27, 2013

Attachments: [2.27.13 Minutes Revised](#)

The February 27, 2013 minutes were tabled for corrections.

This matter was tabled

3. CHAIR'S REMARKS

The 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

Discussion of CDC Meeting Location Options

Chairman Pedersen began the discussion, stating that she would like to hold quarterly meetings, if allowable, at the Central Permit Facility (CPF) in Libertyville, due to travel considerations for many of the Community Development Commission (CDC) members. Member Calabresa expressed her concern for CD staff, which must bring meeting supplies and equipment to Waukegan for all of the meetings, plus the additional travel time incurred after a full work day. As directed by the EC, Ms. Brenda O'Connell had researched the CDC By-laws and the Citizen Participation Plan (CPP) for any guidelines concerning meeting location. The CDC By-laws state that "meetings shall be held on the tenth floor of the County Building, Waukegan, unless some other place is designated for good reason". The CPP does not require a specific location for the meetings, but gives direction on how the public must be informed of the meetings. However, the CPP mandates that if two public hearings are required on an issue, they are to be held in different locations. A lengthy discussion ensued, which included such issues as the

changing location of many agencies' headquarters and the clients they serve, parking and building accessibility, and convenience/central location of the CPF to the CDC membership and the public. Staff was directed to speak with the State's Attorney's Office about holding four meetings annually at the CPF. Additionally, staff was directed to compose a memo regarding holding more meetings at the CPF and include a map indicating the locations of the various service providers with which the County works. Staff will present this issue to the CDC at a future meeting.

6.2

Discussion of ServicePoint Project and Funding

Ms. O'Connell gave a three-part presentation on ServicePoint, Lake County's Homeless Management Information System (HMIS); 1) to explain what ServicePoint is, 2) to update the EC on the progress achieved to date, and 3) to enable the EC to make a funding decision. ServicePoint is the County's shared client database utilized to coordinate care and services, and to track and share information, as required by HUD Continuum of Care funding. Ms. O'Connell spoke about the Request for Qualifications (RFQ) that went out, requesting applicants for the available 2012 CDBG and ESG funds, which are to be utilized to expand and improve the system through training and report writing. Bowman, the company which wrote the ServicePoint program, applied to provide the requested services. Based on the available funds, Ms. O'Connell researched many aspects of the County's service providers' needs, with special attention to the reports that are required of these agencies. She determined that there are five specific reports that should be hard-coded into ServicePoint. Additionally, she determined that ten new programs could be brought into the system, with training for those agencies' end-users. Another important issue was that system updates have been brought onboard, but current end-users have not received training on the improvements. Funds would be available for that training, also. A discussion ensued about the use of an outside agency versus hiring a new employee. Group consensus directed staff to proceed with Bowman, in order to return with a contract for the EC to review.

6.3

Revision to the 2013 Annual Action Plan Submission

Attachments: [PY2013 Action Plan Amended May 2013](#)
[2013 Action Plan Changes](#)

Ms. O'Connell explained that HUD had required further revisions to the 2013 Annual Action Plan, prior to HUD granting plan approval. HUD will no longer allow any estimated CDBG funds to go unallocated; a practice had previously been used to circumvent the need to reduce projected awards once the federal budget was finalized. In order to meet this new requirement, Staff lowered the estimated CDBG funding level by 5%, due to the current economic environment and the ongoing sequestration. HUD also required additional ESG content, pertaining to current program administration procedural information. The final revision required staff to estimate the HOME funding level and to provide information on the general purposes to which the funding would be allocated.

Affordable Housing applications had been placed on hold, while staff awaited HUD technical assistance on Lake County's HOME application and, also, due to the fact that the new HOME Rule has yet to be released. Staff determined that the Affordable Housing application will now proceed.

A motion was made by Member Venturi, seconded by Member Calabresa, that this resolution be approved. The motion carried by the following vote:

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

7. STAFF REPORTS

There was no report.

8. ADJOURNMENT

A motion was made by Member Venturi, seconded by Member Russell, that the meeting be adjourned at 7:02 p.m. The motion carried unanimously.

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