

Lake County Illinois

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



Minutes Report - Draft

Wednesday, April 29, 2020

2:00 PM

Via Zoom (<https://us02web.zoom.us/j/9219762207> or
1-312-626-6799 Meeting ID: 921 9762 2076)

Housing and Community Development Commission

To comply with social distancing requirements and Governor Pritzker's stay-at-home order, this meeting will be held virtually.

Public comments are welcomed and encouraged. Public comments received by noon on Wednesday, April 29, 2020 will be read at the appropriate time in the agenda.

Please note: A total of 30 minutes will be permitted for Public Comment and no more than three minutes per public comment. All comments received will be included in the meeting minutes regardless of whether they are read aloud at the meeting.

Public comments shall be emailed to lwalley@lakecountyil.gov with the following information:

- Subject title: Housing and Community Development Commission
- Name
- Organization
- Topic or agenda item

Meeting participants will also be able to post written comment in the meeting chat box.

1. ROLL CALL

Chairman Rose called the meeting of the Housing and Community Development Commission (HCDC) to order at 2:15 p.m.

Guests: Susan Shulman of North Suburban Legal Aid Clinic; Mahmood Mohiuddin of UMMA; Meghan Powell-Filler and Eric Foote of PADS Lake County; Bruce Johnson and Mary Roberson of Nicasa; Amanda Levinson of Arden Shore; Maria Vasquez of Consumer Credit Counseling Services; Jennifer Flatley of Independence Center; Susan Perlman of Prairie State Legal Services; Jon Lothan and Eddie Soto of Greater Waukegan Development Coalition; Kate Ceithaml of Lake County Haven; ; Katie Holley of A Safe Place; Carmen Patlan of Highwood Public Library; Captain Daniel Paredes of The Salvation Army Claudia Mancera and Amanda Mullins of Lake County Center for Independent Living; Ken Barber of Adelante Center for Entrepreneurship; Bev Saiz of Clearbrook; Hester Bury of Northern Illinois Food Bank; Ben Richards of Waukegan Park District; Laura Ramirez of Roberti Community House; Trisha Blythe and Jennifer Yonen of Youth Conservation Corps; Sarah Beck of Bear Development; Deanna Olmem of United Way Lake County; Nelly Guzman of Catholic Charities; Laura Craemer; Laura Rasch; Ronnel of Community Works; Sarah Duby of Representative Schneider's Office; Angelo Kyle of the Lake County Board; Cassandra Torstenson and Donna Jo Maki of the County Administrator's Office

Staff: Eric Waggoner; Brenda O'Connell, Dominic Strezo, Irene Marsh-Elmer; Eric Tellez and Laura Walley

Present 18 - Michael Meehan, Ray Rose, Anne Flanigan Bassi, Bethany Williams, Stephen Henley, Jennifer Clark, Linda Pedersen, Diane Hewitt, Mary Cunningham, Steve Carlson, Janet Swartz, Sharaka Leonard, Billy McKinney, Laureen Wilhoit, Mary Dominiak, Kathleen O'Connor, Marah Altenberg and Dan Venturi

2. APPROVAL OF MINUTES

2.1 20-0586

Approval of the February 12, 2020 Minutes

Attachments: [2.12.20 Draft Minutes.pdf](#)

A motion was made by Commissioner Cunningham, seconded by Commissioner Henley, to approve the February 12, 2020 minutes. The motion carried by the following vote:

Aye 15 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Cunningham, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Leonard, Commissioner McKinney, Commissioner Wilhoit, Commissioner O'Connor, Commissioner Altenberg and Commissioner Venturi

Abstain 1 - Commissioner Dominiak

Not Present 2 - Commissioner Williams and Commissioner Hewitt

3. CHAIR'S REMARKS

Chairman Rose hoped that all in attendance were feeling well and thanked them for their time and patience with the new manner in which this meeting was taking place. He thanked staff for their efforts to plan and facilitate this first virtual meeting.

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 20-0593

Presentation and Discussion - Proposed revisions to the Housing and Community Development Commission (HCDC) Citizen Participation Plan (CPP).

Presented by Brenda O'Connell, Acting Community Development Administrator

6.2 20-0594

PUBLIC HEARING - Proposed revisions to the Housing and Community Development Commission (HCDC) Citizen Participation Plan (CPP).

Motion: To open the Public Hearing at 2:20 p.m.

Motion Made By: Janet Swartz

Motion 2nd By: Steve Henley

Motion approved, with Steve Carlson, Diane Hewitt and Bethany Williams not present.

There were no public comments.

Motion: To close the Public Hearing at 2:31 p.m.

Motion Made By: Daniel Venturi

Motion 2nd By: Billy McKinney

Motion approved, with Steve Carlson, Diane Hewitt and Bethany Williams not present.

6.3 20-0592

Commission Action - Approval of revisions to the Housing and Community Development Commission (HCDC) Citizen Participation Plan (CPP).

· The U.S. Department of Housing and Urban Development (HUD) requires Lake County to adopt a Citizen Participation Plan (CPP) that sets forth the jurisdiction's policies and procedures for citizen participation in decisions related to administration of HUD funding.

· The CPP defines reasonable notice and opportunity to comment policies on proposed changes to planning documents, including but not limited to; the CPP, Consolidated Plan and Annual Action Plan (AAP).

· On April 9, 2020 HUD announced waivers to regulations governing reasonable notice and minimum public comment periods to provide flexibility given the need to comply with social distancing guidelines and a need to respond quickly to the community impact of COVID-19.

· In accordance with the waivers Lake County is proposing changes to the CPP, including: (1) allowing for virtual meetings while concerns over public health and safety exist; (2) reducing the length of public comment periods during a declared disaster; and (3) clarifying the minimum number of public hearings prior to approval of a Consolidated Plan.

Attachments: [CPP Summary.pdf](#)

[CPP - CARES Act Amendment April 2020_redline.pdf](#)

Chairman Rose requested a motion on this item.

A motion was made by Commissioner Cunningham, seconded by Commissioner Venturi, to approve the revisions to the Housing and Community Development Commission's Citizen Participation Plan. The motion carried by the following vote:

Aye 15 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Cunningham, Commissioner Swartz, Commissioner Leonard, Commissioner McKinney, Commissioner Wilhoit, Commissioner Dominiak, Commissioner O'Connor, Commissioner Altenberg and Commissioner Venturi

Not Present 3 - Commissioner Williams, Commissioner Hewitt and Ex-Officio Member Carlson

6.4 20-0595

Presentation and Discussion - Department of Housing & Urban Development (HUD) Proposed Annual Action Plan (AAP) Amendment

Presented by Brenda O'Connell, Acting Community Development Administrator

The HCDC and County Board Commissioner Kyle discussed several aspects concerning the recommended funding amounts, the services to be provided by the listed agencies and the concern about the provision of face masks and gloves to the community.

6.5 20-0596

PUBLIC HEARING - Department of Housing & Urban Development (HUD) Proposed Annual Action Plan (AAP) Amendment.

Motion: To open the Public Hearing at 3:10 p.m.

Motion Made By: Mary Cunningham

Motion 2nd By: Kathleen O'Connor

Motion approved, with Steve Carlson not present.

Brenda O'Connell read the submitted comments into the record for the following entities:

PADS Lake County thanked the HCDC for its flexibility in keeping this funding process on track to help provide for those who need assistance with food and shelter. The letter went on to explain how PADS responded to the increased issues that it faced due to COVID-19, culminating with the agency using a 100% hotel-based housing model to minimize the risk of transmission. This happened on April 15th, with the agency currently assisting 147 people in 84 units. PADS and partner agencies have been providing meals, mail, laundry supplies and case management. PADS estimated that it needs \$250,000 to house its clients through May 31st and could foresee an upsurge in homelessness once the moratoria on evictions and foreclosures end. It will need additional funds should the shelter-in-place order be extended.

Donna Drinka, of Catholic Charities, thanked the Commission for consideration of the organization's CARES Act ESG-CV Rapid Re-housing proposal, which would assist 20 – 25 households with wrap-around homeless services including on-going general and employment case management, housing search and placement, tenant education and rental subsidy.

Ashley Styx, of Catholic Charities, wrote that its Emergency Assistance Program thanked the HCDC for consideration of its CARES Act CDBG-CV Homeless Prevention proposal. If received, these COVID-19 funds will assist approximately 52 households impacted by the pandemic with obtaining or maintaining stable housing.

Michael Edgar, of Greater Waukegan Development Coalition (GWDC), informed the HCDC about his organization's history and growth, its clients and its mission to support business development throughout Lake County. He expressed his concern over the number of people who will be out of work due to the pandemic and stated his belief that business support and incubation services will be in high demand. Mr. Edgar said that GWDC and its Lake County Tech Hub stand ready to assist Lake County.

Susan Shulman, of North Suburban Legal Aid Clinic (the Clinic), offered thanks to the Commission for consideration of the Clinic's proposal to hire a full-time housing attorney with the support of the COVID-19 funds. She stated that the Clinic is unique as it provides legal services to undocumented immigrants. Before the pandemic, it had averaged 5 – 7

housing cases monthly, which has increased to 21 cases during April. She anticipates that it will see similar numbers of cases during the upcoming months, leading to the need for the full-time housing attorney.

Samuel DiGrino and Susan Perlman, of Prairie State Legal Services (PSLS), explained the legal services PSLs provides to low-income Lake County residents, with a primary focus on housing concerns. PSLs staff are prepared to respond to residents' calls for assistance with eviction and foreclosure issues caused by the economic fallout of the pandemic. They stated that there will be a critical need for coordinated efforts between government, social service agencies and legal aid organizations to respond to these housing emergencies and that the HCDC's plan to use the CARES Act funds for additional support of Rapid Rehousing, rental and utility assistance and legal services appropriately addresses the looming crisis. Research has shown that tenants with an attorney receive better outcomes than those without legal aid. The rental assistance funds combined with counsel greatly improves the overall impact for the tenants, as property owners will have a financial incentive to negotiate plans to help families remain in their housing while recovering financially.

Brenda O'Connell read the Chat Box comments into the record, as follows:

Ronnel asked if the employment specialist had to provide housing. Brenda O'Connell replied that the Rapid Rehousing program provides employment services to those currently homeless and in the pipeline for rental assistance.

Captain Daniel Paredes, of The Salvation Army, inquired if there was still time to recommend his organization for \$12,000 for toiletries and cleaning supplies that they hand out monthly to 120 families.

Jennifer Flatley, of Youth Conservation Corps, asked if United Way's 211 system provided any follow-up to its referral system, as she had never received any. Brenda O'Connell stated that follow-up is a part of the 211 process if the client agreed to that follow-up. She also read a Chat Box comment from Deanna Olmem, of United Way, that Ms. Olmem would be happy to answer Ms. Flatley's questions and then provided the needed contact information.

Captain Paredes, of The Salvation Army, stated that his organization had received calls to verify client support. He added that the 211 system is a referral service and, in his opinion, the outcome is the services that they provide to the whole community.

Carman Patlan, of Highwood Public Library, asked if Latino-owned businesses are eligible for loans via the Black Chamber of Commerce (BCC) program. Also, she asked how these resources were advertised/communicated to the businesses. Dominic Strezo, of Community Development, replied that Latinos were able to apply for the business loans

and that the BCC advertises through community connections and relationships, plus information is available on their website.

Carmen Patlan, of Highwood Public Library, asked if undocumented immigrants are eligible for rental assistance. Brenda O'Connell explained that immigration status is not considered for the Rapid Rehousing program. Rental assistance programs which provide direct housing support require immigration status, if administered by a government entity. As Catholic Charities administers the local homelessness program, they did not require immigration status.

Eddie Soto, of Greater Waukegan Development Coalition (GWDC), stated that a comprehensive report detailing statistics and data of Lake County Tech Hub services to its Lake County clients had been submitted to the Lake County Board. He indicated that GWDC was grateful for the HCDC's consideration and support.

Ken Barber, of Adelante Center for Entrepreneurship, inquired, if additional CDBG funds are made available in the future, how his company could make the HCDC aware of planned programs that will provide benefits to the community post-COVID. Brenda O'Connell replied that additional funds would be made available through the normal annual funding process. She added that there is a small amount of unallocated CDBG-CV funding that she anticipates being able to allocate during the Consolidate Plan approval process, so she asked agencies to please reach out to staff.

As there were no additional comments, Chairman Rose asked for a motion to close the Public Hearing.

Motion: To close the Public Hearing at 3:29 p.m.

Motion Made By: Linda Pedersen

Motion 2nd By: Daniel Venturi

Motion approved, with Steve Carlson not present.

6.6 20-0597

Joint resolution approving the second amendment to the 2019 United States Housing and Urban Development (HUD) Annual Action Plan (AAP).

- The CARES Act was signed into law on March 27, 2020 to alleviate the immediate needs related to the COVID-19 pandemic. The CARES Act includes up to \$5 billion in Community Development Block Grant (CDBG) funding and \$4 billion of Emergency Solutions Grant (ESG) funding.
- As an entitlement community Lake County will receive an additional \$1,709,120.00 of CDBG and \$777,472.00 of ESG funds from the first allotment of this funding.
- HUD requires the submission of an Annual Action Plan (AAP) and associated amendments to govern expenditure of federal housing and community development funding for each program year.

- The 2nd Amendment to the Program Year 2019 (PY19) Annual Action Plan (AAP) incorporates the CARES Act funding and allocates \$777,472.00 of ESG funds to support shelter, rapid rehousing and program administration. The amendment also includes \$1,591,824.00 of CDBG funds to support: rental assistance, legal services, housing counseling, food banks, emergency small business loans and program administration.
- The 2nd Amendment to the Program Year 2019 (PY19) Annual Action Plan (AAP) reallocates \$88,732.00 in 2019 HOME funds approved for the Community Partners for Affordable Housing (CPAH) Owner Occupied Rehabilitation Program (OORP) to the CPAH Down payment Assistance Program (DAP).

Attachments: [AAP Summary.pdf](#)

[2019 AAP 2nd Amendment.pdf](#)

Chairman Rose asked for a motion on this item.

A motion was made by Commissioner O'Connor, seconded by Commissioner Dominiak, to approve the Joint Resolution approving the second amendment to the 2019 Annual Action Plan. The motion carried by the following vote:

Aye 17 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Williams, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Leonard, Commissioner McKinney, Commissioner Wilhoit, Commissioner Dominiak, Commissioner O'Connor, Commissioner Altenberg and Commissioner Venturi

Not Present 1 - Ex-Officio Member Carlson

6.7 20-0598

Joint resolution authorizing a contract for Permanent Supportive Housing Expansion HOME Tenant-Based Rental Assistance from Thresholds, Chicago, Illinois, in an amount not to exceed \$260,311.

- Community Development worked with consultants at the Corporation for Supportive Housing to develop innovative funding mechanisms for additional permanent supportive housing (PSH) units for Lake County residents experiencing homelessness.
- The County Board approved funding for this purposed in the approved Fiscal Year (FY) 2019 Annual Action Plan.
- Thresholds was selected to receive the contract for rental assistance, administrative costs, and a performance payment as a result of a public call for partners. The performance payment will be dependent upon successful outcomes.
- Pursuant to the Code of Federal Regulations, the participating jurisdiction may select a subrecipient to administer all or some of the participating jurisdiction's HOME programs to provide tenant-based rental assistance. This contract authorizes Thresholds in an amount not to exceed of \$260,311 for services through April 30, 2022.

Presented by Brenda O'Connell, Acting Community Development Administrator

A motion was made by Commissioner Swartz, seconded by Commissioner Williams, to approve the Joint Resolution authorizing a contract for Permanent Supportive Housing Expansion HOME Tenant-based Rental Assistance with Thresholds in an amount not to exceed \$260,311. The motion carried by the following vote:

Aye 17 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Williams, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Leonard, Commissioner McKinney, Commissioner Wilhoit, Commissioner Dominiak, Commissioner O'Connor, Commissioner Altenberg and Commissioner Venturi

Not Present 1 - Ex-Officio Member Carlson

7. STAFF REPORTS

There were no staff reports.

8. ADJOURNMENT

A motion was made by Commissioner Cunningham, seconded by Commissioner Dominiak, to adjourn the meeting at 3:37 p.m. The motion carried by the following vote:

Aye 17 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Williams, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Leonard, Commissioner McKinney, Commissioner Wilhoit, Commissioner Dominiak, Commissioner O'Connor, Commissioner Altenberg and Commissioner Venturi

Not Present 1 - Ex-Officio Member Carlson