

# Lake County Illinois

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



## **Minutes Report - Final**

**Wednesday, June 14, 2023**

**3:30 PM**

**18 N County St, 10th floor Assembly Room**

**WAUKEGAN**

**Housing and Community Development Commission**

**1. Roll Call**

*Chair Rose called the meeting to order at 3:36 pm.*

*Guest: Russell and Mary Reder of Grayslake; Alicia Sanchez and Rob Anthony with Community Partners for Affordable Housing (CPAH); Gregorio Resendiz with Independence Center; JoEllen Erdmen with Zacharias Center.*

*Staff: Brenda O'Connell, Dominic Strezo, Eric Tellez, Damon Coleman, Yazmin Albino, Michele Slav, and Danielle White.*

**Present** 12 - Mary Ross Cunningham, Angelo Kyle, Kathleen O'Connor, Linda Pedersen, Janet Swartz, Dan Venturi, Billy McKinney, Bethany Williams, Ray Rose, Michael Knight, Stephanie Victor and Marc Jones

**Absent** 2 - Sandy Hart and Paras Parekh

**Excused** 5 - Mary Dominiak, Anne Flanigan Bassi, Michael Meehan, Gina Roberts and Marah Altenberg

**2. Approval of Minutes**

**2.1 [23-0886](#)**

Approval of Minutes April 12, 2023

**Attachments:** [2023-04-12 HCDC Minutes - Draft.pdf](#)

**approval of minutes**

**Aye** 12 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Rose, Commissioner Knight, Commissioner Victor and Jones

**Absent** 2 - Ex-Officio Member Hart and Ex-Officio Member Parekh

**3. Chair's Remarks**

*There were no Chair remarks.*

**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 [23-0874](#)**

Presentation and Discussion - Proposed Ninth Amendment to the Department of Housing & Urban Development (HUD) Program Year 2019 (PY19) Annual Action Plan (AAP).  
*Damon Coleman, Senior Grant Manager, presented a recommendation to reallocate ESG-CV funds of \$51,946.86 from an unspent grant balance from A Safe Place for rapid re-housing to PADS Lake County for shelter costs due to spending deadlines. The recipients of the ESG-CV funds must expend all amounts awarded through the first and second allocations by September 30th, 2023.*

**6.2 [23-0867](#)**

Presentation and Discussion - Proposed First Amendment to Program Year 2023 (PY23) Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).  
*Dominic Strezo, Senior Grant Manager, presented the following proposed changes: consolidation of \$165,827.78 of prior year CDBG funds to Youth Conservation Corps (YCC) for the rehabilitation and resale of affordable single-family homes, and reallocation of \$300,000 of CDBG funds to support the continued acquisition, rehabilitation, and rental of scattered-site single family homes in Lake County.*

6.3 [23-0853](#)

PUBLIC HEARING

- Ninth Amendment to the Program Year 2019 Annual Action Plan (CARES Act Funding).
- First Amendment to Program Year 2023 Annual Action Plan.

*The public hearing was closed with no public comment.*

**approved**

**Aye** 12 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Rose, Commissioner Knight, Commissioner Victor and Jones

**Absent** 2 - Ex-Officio Member Hart and Ex-Officio Member Parekh

6.4 [23-0872](#)

Joint resolution approving the Ninth Amendment to the Department of Housing & Urban Development (HUD) Program Year 2019 (PY) 2019 Annual Action Plan (AAP).

- HUD requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- Community Development Block Grant Coronavirus relief funds (CDBG-CV) and Emergency Solutions Grant Coronavirus relief funds (ESG-CV) reporting elements are included in the PY 2019 AAP regardless of the program year the activities are initiated.
- ESG-CV funds expire on September 30, 2023 per HUD guidance.
- The proposed amendment reallocates \$51,946.86 of ESG-CV funds from Rapid Rehousing (A Safe Place) that were unspent at the end of their contract to Shelter (PADS Lake County) in order to spend prior to funding expiration.

**Attachments:** [PY19 AAP 9th Amendment DRAFT](#)

**approved**

**Aye** 12 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Rose, Commissioner Knight, Commissioner Victor and Jones

**Absent** 2 - Ex-Officio Member Hart and Ex-Officio Member Parekh

6.5 [23-0868](#)

Joint resolution approving the First Amendment to Program Year 2023 (PY) 2023 Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

- HUD requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- The first amendment to the PY 2023 AAP makes the following changes:
  - Consolidation of \$165,827.78 of prior year CDBG funds to Youth Conservation Corps. (YCC) for the rehabilitation and resale of affordable single-family homes.
  - Reallocation of \$300,000 of CDBG funds to support the continued acquisition, rehabilitation, and rental of scattered-site single family homes in Lake County, IL.

**Attachments:** [PY23 AAP First Amendment DRAFT](#)

**approved**

**Aye** 12 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Rose, Commissioner Knight, Commissioner Victor and Jones

**Absent** 2 - Ex-Officio Member Hart and Ex-Officio Member Parekh

#### 6.6 [23-0818](#)

Joint resolution approving the HOME Consortium Agreement for Federal Fiscal Years (FY) 2024-2026.

- Lake County, the City of North Chicago and the City of Waukegan have formed a consortium since 1991 in order to take a more regional, collaborative approach to meeting affordable housing needs.
- Lake County serves as the Lead Entity of the HOME Consortium and assumes overall responsibility for compliance with the HOME program requirements.
- Pursuant to HUD requirements, the HOME Consortium Agreement must be renewed every three years for all three jurisdictions to continue operating as a consortium.
- The agreement has been reviewed by the Lake County States Attorney's Office.
- The agreement has been revised to align the proportion of funding directed by each consortium partner with HUD's report on the percentage attributed to each jurisdiction.

**Attachments:** [HOME Consortium Agreement FY24-26 - v01](#)

*Dominic Strezo presented the FY2024-26 proposed allocation changes for the HOME Consortium Agreement: City of North Chicago from 15% to 8%, City of Waukegan from 25% to 26%, and Lake County from 60% to 66%. The proposed allocation percentage changes are based on HUDs annual report. This is the first time changes are being proposed since the consortium was formed in 1999. The agreement is renewed every three years. Both cities have agreed to the changes.*

**approved**

**Aye** 12 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Rose, Commissioner Knight, Commissioner Victor and Jones

**Absent** 2 - Ex-Officio Member Hart and Ex-Officio Member Parekh

**6.7** [23-0821](#)

Joint resolution approving an intergovernmental agreement for the provision of grant administration and management services for North Chicago Community Development Block Grant (CDBG) funds.

- For the past nine years (2014-2023), Lake County has provided grant administration and management services for the North Chicago CDBG program.
- This intergovernmental agreement defines the roles and responsibilities for the County and the City for the implementation of the CDBG program.
- Both the City of North Chicago and Lake County desire to continue this arrangement for the next three years, which requires the approval of a third three-year agreement.
- The agreement has been reviewed by the Lake County States Attorney's Office.

**Attachments:** [Lake County N Chi Joint Agreement 2023](#)

[Letter to Lake County \(2023\)\\_signed](#)

*Dominic Strezo presented the proposed renewal to the intergovernmental agreement between Lake County and the City of North Chicago for CDBG grant management with no proposed changes.*

**approved**

**Aye** 12 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Rose, Commissioner Knight, Commissioner Victor and Jones

**Absent** 2 - Ex-Officio Member Hart and Ex-Officio Member Parekh

**6.8** [23-0824](#)

Approval of changes to the Lake County Down Payment Assistance Program (DAP) Lender Guidelines.

- Community Partners for Affordable Housing (CPAH) administers the Lake County Down Payment Assistance Program (DAP).
- CPAH routinely evaluates community needs and market conditions to determine how well our programs are achieving the desired impact.
- CPAH has proposed changes to the DAP Guidelines to increase participation, minimize barriers to entry, and align with best practices.

**Attachments:** [DAP Lender Guidelines June 2023 v2 redline](#)

*Rob Anthony, President, and Alicia Sanchez, Director of Underwriting for Community Partners for Affordable Housing (CPAH) presented an overview of CPAH and the Down Payment Assistance Program (DAP).*

*Dominic Strezo presented the following proposed changes to the DAP guidelines: 1) increase the homebuyer's allowable debt-to-income 2) eliminate the housing-to-income ratio, 3) decrease the homebuyer's reserve requirement to a flat reserve of \$2,000, and 4) allow homebuyers to use the funds to "buy down" interest rates. The proposed changes will make Lake County's DAP consistent with comparable programs. The changes are designed to make the program more effective in the current housing market.*

**approved**

**Aye** 12 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Rose, Commissioner Knight, Commissioner Victor and Jones

**Absent** 2 - Ex-Officio Member Hart and Ex-Officio Member Parekh

#### **7. Staff Reports**

*Brenda O'Connell, Community Development Administrator, updated the Commission on the approved by-law changes being slightly altered during the approval process. The Executive Committee will only need to meet as needed as recommended, the quorum definition will be reduced, and the meeting location will be split 50/50 between Libertyville and Waukegan.*

*Brenda suggested the usual July Needs Assessment Advisory & Recommendation Committee (ARC) meetings presentations that would normally be presented to specific ARCs will be brought to the whole Commission.*

*Brenda added that staff has submitted a spending plan to HUD after failing February's CDBG's timeliness test; the CDBG-CV interim spending deadline has been removed; and the Lake County Rental Assistance and ERA grants are closing out and winding down.*

#### **8. Adjournment**

*Meeting adjourned at 5:00 PM.*