

Lake County Illinois

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



Minutes Report - Final

Wednesday, July 16, 2025

3:30 PM

Join via Zoom: <https://us02web.zoom.us/j/89841006037>

600 W Winchester, DOT Conference Rm A, LIBERTYVILLE, IL

Housing and Community Development Commission

1. Roll Call

Chair Rose called the meeting to order at 3:35 PM.

Guests: Olivia Stueben, Clearbrook.

Guests via Zoom: Kelly Jimenez, UMMA; Laura Cramer, Allendale; Eric Foote, PADS Lake County; Richard Koenig, Housing Opportunity Development Corporation (HODC); Gus, Lake County Resident.

Staff: Eric Waggoner, Dominic Strezo, Penni Raphaelson, Courtney Cyberman, Eric Tellez, Pam Jeffries, Michele Slav, RuthAnne Hall, Ashley Watson, Malin Gembra, and Danielle White

Present 14 - Kathleen O'Connor, Janet Swartz, Dan Venturi, Michael Knight, Gina Roberts, Mary Ross Cunningham, Marah Altenberg, Marc Jones, Billy McKinney, Michael Meehan, Ray Rose, Stephanie Victor, Bethany Williams and Anne Flanigan Bassi

Excused 2 - Esiah Campos and Sara Knizhnik

2. Approval of Minutes

2.1 25-0944

Approval of the June 11, 2025 minutes.

Attachments: [2025-06 HCDC Draft Minutes.pdf](#)

A motion was made by Commissioner Ross Cunningham, seconded by Commissioner Venturi, that this minutes be approval of minutes. The motion carried by the following voice vote:

Aye 13 - Commissioner O'Connor, Commissioner Swartz, Commissioner Venturi, Commissioner Knight, Commissioner Roberts, Commissioner Ross Cunningham, Commissioner Altenberg, Commissioner McKinney, Commissioner Meehan, Commissioner Rose, Commissioner Victor, Commissioner Williams and Commissioner Flanigan Bassi

Not Present 1 - Commissioner Jones

3. Chair's Remarks

No Chair Remarks.

4. Public Comments (items not on the agenda)

No Public Comments.

5. Old Business

No Old Business.

6. New Business

6.1 25-0957

Nomination and Election of Housing and Community Development Commission (HCDC) Chair.

- The HCDC bylaws call for the election of the Chair to a two-year term by the full Commission.
- The role of the Chair is to preside at meetings and to appoint special committees as needed.
- Nominations will be taken from the floor, followed by the election of the Chair.

Commissioner Venturi nominated Ray Rose as HCDC Chair. No other nominations were made.

A motion was made by Member Venturi, seconded by Member O'Connor, to elect Ray Rose as HCDC Chair. A roll call vote was taken for Ray Rose as HCDC Chair.

Aye 13 - Commissioner O'Connor, Commissioner Swartz, Commissioner Venturi, Commissioner Knight, Commissioner Roberts, Commissioner Ross Cunningham, Commissioner Altenberg, Commissioner Jones, Commissioner Meehan, Commissioner Rose, Commissioner Victor, Commissioner Williams and Commissioner Flanigan Bassi

Not Present 1 - Commissioner McKinney

6.2 25-0950

Presentation and Discussion - First amendment to the Lake County HOME American Rescue Plan Program (HOME-ARP) Allocation Plan.

Dominic Strezo, Community Development Administrator, presented on the HOME-ARP Allocation Plan 1st Amendment. Lake County was originally awarded \$6,025,377 of HOME-ARP funding, due to an administrative error by the Department of Housing and Urban Development (HUD) an additional \$9,044 has been awarded to the County.

6.3 25-0942

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

Dominic Strezo presented the proposed revisions to the Housing and Community Development Commission (HCDC) Citizen Participation Plan (CPP) to make the document most user-friendly. The CPP is required by the US Department of Housing and Urban Development(HUD) to encourage citizens to participate in the development of HUD Community Planning and Development Plans: consolidated plans, action plans and performance reports.

6.4 25-0818

Presentation and Discussion - Department of Housing & Urban Development (HUD) Program Year 2024 Consolidated Annual Performance and Evaluation Report (CAPER).

Dominic Strezo presented the Program Year 2024 (PY24) Consolidate Annual Performance and Evaluation Report (CAPER) reports on accomplishments between May 1, 2024 and April 30, 2025. The CAPER is limited to annual HUD entitlement funds and must be approved by the commission prior to submission to HUD.

PY24 reflects continued progress across all four Consolidated Plan goals using Community Development Block Grant (CDBG), HOME Investment Partnerships, Emergency Solutions Grant (ESG), and CARES Act (CDBG-CV/ESG-CV) funding.

CAPER data is presented by the Consolidate Plan goals.

The first goal is to improve the homeless crisis response system focuses on ESG spending. The County continues to fund ongoing programs to assist homeless individuals and households through multiple coordinated entry points to provide housing interventions.

Assisting people with special needs is the second goal. Over \$500,000 in public service funding was disbursed to support local nonprofit agencies serving more than 2,000 low/mod clientele.

The third goal is to maximize affordable housing. The PY24 accomplishments included: 86 rental units constructed, 56 rental units rehabilitated, three units added to the Community Land Trust, and 28 households received down payment assistance. Several affordable housing projects remain under construction or in the pipeline, including Eve B Lee Place, Starling Senior Apartments, Ravine Terrace, Highland Park Town Homes, Midlothian Manor Apartments, and Liberty Point.

This is our second year in a row where we did not receive any traditional economic development applications for the final goal to create pathways for upward economic mobility. Applications for vocational training and adult education activities continue to be funded under other Consolidated Plan goals.

6.5 25-0937

PUBLIC HEARING

- Proposed revisions to the HCDC Citizen Participation Plan.
- First amendment to the Lake County HOME-ARP Allocation Plan.
- PY24 Consolidated Annual Performance Evaluation Report

Eric Foote, with PADS Lake County, made a comment regarding the First Amendment to the Lake County HOME-ARP Allocation Plan. Eric mentioned the rising rate of homelessness not only in Lake County, but nationwide. He appreciates the Commission's concern and emphasizes PADS Lake County is working hard and looking to expand even further across Lake County.

6.6 25-0953

Joint resolution approving the first amendment to the HOME American Rescue Plan Program (HOME-ARP) Allocation Plan.

- On March 14, 2023, the Lake County Board approved a HOME-ARP Allocation Plan which included \$6,025,377 for the development of affordable rental housing and program administration.
- Lake County was notified that due to an administrative error by the Department of Housing & Urban Development an additional \$9,044 has been awarded to the County.
- This first amendment incorporates additional funding of \$9,044 for the development of

affordable rental housing and program administration.

Attachments: [HOME-ARP Allocation Plan Amendment 1.pdf](#)

approved

Aye 14 - Commissioner O'Connor, Commissioner Swartz, Commissioner Venturi, Commissioner Knight, Commissioner Roberts, Commissioner Ross Cunningham, Commissioner Altenberg, Commissioner Jones, Commissioner McKinney, Commissioner Meehan, Commissioner Rose, Commissioner Victor, Commissioner Williams and Commissioner Flanigan Bassi

6.7 25-0128

Resolution approving the 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 on policies on proposed changes to planning documents, including but not limited to; the CPP, Consolidated Plan and Annual Action Plan (AAP).
- The proposed revisions clarify the process for the submittal of inquiries and/or grievances to HCDC.

Attachments: [Citizen Participation Plan - Revised 2025-07 .pdf](#)

approved

Aye 14 - Commissioner O'Connor, Commissioner Swartz, Commissioner Venturi, Commissioner Knight, Commissioner Roberts, Commissioner Ross Cunningham, Commissioner Altenberg, Commissioner Jones, Commissioner McKinney, Commissioner Meehan, Commissioner Rose, Commissioner Victor, Commissioner Williams and Commissioner Flanigan Bassi

6.8 25-0938

Approval of the Program Year 2024 Consolidated Annual Performance and Evaluation Report (CAPER).

- The United States Department of Housing and Urban Development (HUD) requires that grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).
- The PY24 CAPER reports on accomplishments between May 1, 2024, and April 30, 2025.
- The report includes Community Development Block Grant and Emergency Solutions Grant COVID-19 relief funding (CDBG-CV and ESG-CV) appropriated through the CARES Act.

Attachments: [PY2024 CAPER DRAFT](#)

A motion was made by Commissioner Ross Cunningham, seconded by

Commissioner Williams, that this commission action item be approved. The motion carried by the following voice vote.

Aye 14 - Commissioner O'Connor, Commissioner Swartz, Commissioner Venturi, Commissioner Knight, Commissioner Roberts, Commissioner Ross Cunningham, Commissioner Altenberg, Commissioner Jones, Commissioner McKinney, Commissioner Meehan, Commissioner Rose, Commissioner Victor, Commissioner Williams and Commissioner Flanigan Bassi

7. Staff Reports

Dominic Strezo gave staff reports, reminding Commissioners the kick-off meeting for the Lake County Coalition for Housing will be Wednesday, July 23, 2025.

8. Adjournment

Meeting adjourned at 4:33 PM