

# Lake County Illinois

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



## Meeting Minutes

Wednesday, March 11, 2015

2:30 PM

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

### Housing and Community Development Commission - Executive Committee

1. **ROLL CALL**

*Vice-Chairman Venturi called the Housing and Community Development Commission Executive Committee (HCDC) meeting to order at 2:35 p.m.*

*Guests: Leonard Krapf, Betsy Lassar of Lake County Housing Action Coalition; Michael Mader of AHCLC; Jennifer Serino of Workforce Development and Michael Knight of CASA.*

*Staff: Brittany Sloan, Jodi Gingiss, Jordan Bartle, and Sandi Friedman*

**Present** 4 - Dan Venturi, Janet Swartz, Burnell Russell and Carol Calabresa

**Excused** 2 - Ray Rose and Linda Pedersen

2. **APPROVAL OF MINUTES**

2.1

Approval of the February 11, 2015 Minutes

**Attachments:** [2-11-15 Minutes.pdf](#)

**A motion was made by Commissioner Russell, seconded by Commissioner Calabresa, to approve the February 11, 2015 minutes. The motion carried by the following vote:**

**Aye** 4 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Russell and Commissioner Calabresa

**Absent** 2 - Commissioner Rose and Chairman Pedersen

3. **CHAIR'S REMARKS**

*The Vice-Chairman had no 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

Action Approving Goal #9 Create Low/Mod Income Jobs: ARC Recommendation

*Ms Gingiss reported that HUD announced the County's 2015 funding. ESG funding increased 11.5%. Our overall grants were increased 2.8% relative to last year. Regarding the new Consolidated Plan's Goal #9, Create Low Mod Income Jobs, the Public Improvements Advisory & Recommendation Committee (ARC) recommends investing \$118,209 in CDBG 2015 funds in an existing Job Creation program managed by the Lake County Workforce Development Department. CDBG funds would be granted through Lake County Workforce Development to local manufacturing companies as an incentive to hire local low-income workers with classroom training but no previous*

*manufacturing work experience. Manufacturing jobs typically require skilled labor. This existing program is scheduled to run out of funding in a few months, and addition of CDBG funding under Goal #9 would build on a pattern of success. CDBG funds would pay for 50% of the workers' wages (at minimum wage) for six months at a cost ranging from \$7,800 to \$13,000 per job for a total of 10 to 14 low-income jobs created. The ARC also recommended considering the possibility of doing a multi-year contract.*

*With regard to the Lake County Workforce Development program, Mr. Venturi expressed an interest regarding monitoring and retention of employees. Ms Gingiss deferred that discussion to the general meeting to follow.*

**A motion was made by Commissioner Calabresa, seconded by Commissioner Russell, to move forward as proposed. The motion carried by the following vote:**

**Aye** 4 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Russell and Commissioner Calabresa

## 6.2

Action approving 2015 Housing and Community Development Commission Applications and Requests for Proposals for selection of 2015 Action Plan projects and activities.

**Attachments:** [Public Services & ESG Application.pdf](#)  
[Lake County 2015 Public Improvements Application Option 1.pdf](#)  
[Lake County 2015 Public Improvements Application Option 2.pdf](#)  
[2015MasterHousingApplicationLkCo.pdf](#)  
[Fair Housing RFQ 2015.pdf](#)

*Ms Gingiss shared that the Lake County Board approved the 2015 - 2019 Housing and Community Development Consolidated Plan at their meeting yesterday. It has now been submitted to the U.S. Department of Housing & Urban Development (HUD), so selection of 2015 Action Plan projects and activities may commence.*

*The Advisory and Recommendation Committees (ARCs) of the Housing and Community Development Commission (HCDC) have finalized Affordable Housing, Public Improvements and Public Services/Homeless Assistance applications, as directed by the HCDC, for the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Program funds from May 1, 2015 through April 30, 2016. Ms Gingiss reported on the most recent Affordable Housing workshop that was attended by 19 agencies.*

*This action authorizes County staff to distribute the 2015 Housing and Community Development Applications to Lake County municipalities and townships, and various for-profit and non-profit housing and community development agencies in Lake County and to issue the attached Request for Qualifications to administer the Lake County Fair Housing Program.*

*The Advisory and Recommendation Committees (ARCs) of the HCDC will meet on May*

28 and 29, 2015 to review applications and compile recommendations for the June 10, 2015 HCDC meeting and 2015 Action Plan Public Hearing.

Ms Gingiss pointed out that "Applications scoring below 70% of available points may not be recommended for funding. 70% is our proposal for threshold, will work very nicely as a cut-off for this year. County/Consortium reserves the right to consider factors other than those listed in the Scoring Criteria." After discussion using the phrase "may not" vs "shall not" it was decided to leave the phrase using "may not" on this presentation slide.

After researching last year's information 70% seems to work well. The minimum score of housing applications was 74%. Public Infrastructure funding went down into the 60% range.

### 6.3

Joint resolution amending the 2008 NSP1 and 2010 NSP3 Substantial Amendments.

**Attachments:** [NSP1 Substantial Amendment 2015 Revision.pdf](#)  
[NSP3 Substantial Amendment 2015 Revision.pdf](#)

Lake County Community Development started managing the Neighborhood Stabilization Program (NSP) in 2009. Previously, the Lake County Board approved 2008 NSP1 and 2010 NSP3 (NSP) Substantial Amendments for nearly \$6 million in combined NSP1 and NSP3 funds to be invested for housing in areas hardest hit by foreclosures. In late 2013, the NSP3 Action Plan was amended for the expansion of target areas, clarification of the affordable rent definition and inclusion of additional eligible activities.

The rehab and sale of NSP homes to eligible homeowners by the County's partners has generated an additional estimated \$6.6 million in NSP program income which has been, and will continue to be, reinvested according to NSP rules and regulations. Such program income has generated the need for both further amendments to the 2008 NSP1 and 2010 NSP3 Action Plans and amendments to grant agreements with the County's NSP implementation partners - City of Waukegan, City of North Chicago, Affordable Housing Corporation of Lake County (AHC), and Lake County Residential Development Corporation (LCRDC).

Changes to the Substantial Amendments include budget increases due to program income, especially an ongoing commitment to meet the federal requirement that 25% of NSP funds be invested to benefit households below 50% of area median income. This requirement necessitates the funding of additional rental projects to be developed and leased by LCRDC in the City of Waukegan.

**A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to move forward as proposed. The motion carried by the following vote:**

**Aye** 4 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Russell and Commissioner Calabresa

**Absent** 2 - Commissioner Rose and Chairman Pedersen

6.4

Joint resolution approving 2013 and 2014 Housing and Urban Development (HUD) Action Plan Amendments.

**Attachments:** [PY2014 AP 2nd Amendment.pdf](#)  
[2013APSixthAmend.pdf](#)

*HUD requires the submission of an Annual Action Plan and associated amendments to govern expenditure of federal housing and community development funding for each year of grant funding.*

*The Lake County HOME Investment Partnership (HOME) Consortium is comprised of Lake County and the Cities of Waukegan and North Chicago.*

*The Cities of Waukegan and North Chicago have requested changes in scope and timeline of previously approved grants of HOME Funds.*

*The Housing & Community Development Commission previously approved a scope change for the use of 2013 Community Development Block Grant (CDBG) funds by Avon Township that is formally contained in this action plan amendment.*

**A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to move forward as proposed. The motion carried by the following vote:**

**Aye** 4 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Russell and Commissioner Calabresa

**Absent** 2 - Commissioner Rose and Chairman Pedersen

7. **STAFF REPORTS**

*None*

8. **ADJOURNMENT**

**A motion was made by Commissioner Calabresa, seconded by Commissioner Russell, to adjourn at 3:30 p.m. The motion carried by the following vote:**

**Aye** 4 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Russell and Commissioner Calabresa