

Lake County Illinois

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



Meeting Minutes - Draft

Wednesday, August 25, 2010

7:00 PM

10th floor Assembly Room

Community Development Commission

1. Roll Call

Guests: Michael Witherspoon of YouthBuild Lake County.

Staff: Joel Williams and Jonathan Burch.

Vice-Chairman Alexander called the meeting to order at 7:00 p.m.

Present 10 - Vice Chair Alexander, Commissioner Calabresa, Commissioner Cunningham, Commissioner Ditzig, Commissioner Krapf, Commissioner Molek, Commissioner Pedersen, Commissioner Rose, Commissioner Russell and Commissioner Wilke

Excused 5 - Chair Dietz, Commissioner Feldman, Commissioner McCue, Commissioner Swanson and Commissioner Mancino

2. Approval of Minutes

2.1 10-0785

Approval of Minutes - July 28, 2010

Attachments: [7-28-10](#)

Mr. Williams stated that Leonard Krapf's name was missing from the minutes, as there was a glitch in the Legistar system. This problem has since been corrected.

A motion was made by Member Krapf, seconded by Member Pedersen, that the minutes be approved. Motion carried unanimously.

Aye: 10 - Vice Chair Alexander, Commissioner Calabresa, Commissioner Cunningham, Commissioner Ditzig, Commissioner Krapf, Commissioner Molek, Commissioner Pedersen, Commissioner Rose, Commissioner Russell and Commissioner Wilke

3. Chair's Remarks

Vice-Chairman Alexander did not have any comments prepared, as she just found out that she would chair the meeting. She requested the CDC's indulgence, as she had not chaired a meeting in a long time.

4. Public Comment (items not on the agenda)

As there were no public comments, the one person attending was asked to introduce himself. Mr. Michael Witherspoon stated that he is YouthBuild Lake County's Program Manager. Mr. Williams introduced the Community Development Division's (CD) new employee, Mr. Jonathan Burch, who is the planner for the Neighborhood Stabilization Program. Mr. Burch stated that he previously worked at a New Jersey planning consulting firm, where he was responsible for developing programs and composing affordable housing plans, to ensure that client communities were meeting New Jersey's affordable housing requirements. He said that he looked forward to working with the CDC.

5. Old Business

Commissioner Karl Molek stated that he missed July's public comment period, as he arrived late. Upon reading the minutes, he was pleasantly surprised with the Needs Public Hearing public comments, which he believed was due to CD's efforts.

6. New Business

6.1 10-0786

Approval of PY2011 Housing Application Materials

Attachments: [2011 CHDO Certification](#)
[2011 Housing LOI](#)
[2011 Lake County Consortium Application](#)

Mr. Williams stated that the PY2011 Consolidated Application workshops will be held during September, to prepare applicants for the upcoming grant application and review cycle. Staff reviewed, updated, and improved the application materials, which require CDC approval. All application materials were reformatted to improve consistency and provide easier use and review. The Housing materials include the CHDO certification application, which only had formatting changes; the Letter of Intent, with the new requirement of the applicant entity's DUNS number and the formatting changes; and the application, with slight changes to the scoring system and the formatting changes. Mr. Williams went over the minimal changes made to scoring criteria for the County's federal programs, as detailed on page 12 of the Funds Overview Packet. This led to a discussion pertaining to the criteria that would be used to award points for project readiness.

A motion was made by Member Calabresa, seconded by Member Ditzig, that the Housing Application materials be approved. Motion carried unanimously.

Aye: 10 - Vice Chair Alexander, Commissioner Calabresa, Commissioner Cunningham, Commissioner Ditzig, Commissioner Krapf, Commissioner Molek, Commissioner Pedersen, Commissioner Rose, Commissioner Russell and Commissioner Wilke

6.2 10-0788

Approval of PY2011 Infrastructure Application Materials

Attachments: [2011 PI LOI](#)
[2011 Lake County Public Infrastructure Application](#)

Mr. Williams stated that the Infrastructure Application Materials were all formatted for consistency. Further, the Letter of Intent now includes the request for the DUNS number. Slight changes were made to the scoring system, as recommended by last year's Review Panel members. Points were reduced on two of the three categories and the resultant 25 points were delegated to a newly added fourth category, which includes health, safety, and welfare concerns. Staff will apply these points to each project, depending on each project's proposed site.

A motion was made by Member Pedersen, seconded by Member Russell, that the Public Infrastructure Application materials be approved. Motion carried unanimously.

Aye: 10 - Vice Chair Alexander, Commissioner Calabresa, Commissioner Cunningham, Commissioner Ditzig, Commissioner Krapf, Commissioner Molek, Commissioner Pedersen, Commissioner Rose, Commissioner Russell and Commissioner Wilke

6.3 10-0789

Approval of PY2011 Consolidated Application Materials

Attachments: [2011 Consolidated Application LOI](#)
[2011 Consolidated Application Instructions](#)
[2011 Consolidated Application](#)

Mr. Williams said that the PY2011 Consolidated Application Materials were also formatted for consistency and ease of review. The scoring system was changed slightly, with the removal or alteration of two formulas, to allow the Review Panelists to assign more points. The Past Performance formula was removed, as this penalized agencies that had not previously applied for funding. Further, the Lake County Impact Formula will only apply to 10 points, with the remaining 15 points determined by the Review Panelists. A discussion ensued about direct versus indirect benefits attributable to a project.

A motion was made by Member Pedersen, seconded by Member Wilke, that the Consolidated Application materials be approved. Motion carried unanimously.

Aye: 10 - Vice Chair Alexander, Commissioner Calabresa, Commissioner Cunningham, Commissioner Ditzig, Commissioner Krapf, Commissioner Molek, Commissioner Pedersen, Commissioner Rose, Commissioner Russell and Commissioner Wilke

6.4 10-0790

Approval of PY2011 Funds Overview Packet

Attachments: [Instructions - 2011 Funds Overview Packet](#)

Mr. Williams said the only changes to the Funds Overview Packet were formatting changes and changing the dates for this year's workshops and deadlines for the Letters of Intent and the applications. All applications need to be delivered to the 9th floor, as CD's current location is hard to find. A discussion about deadlines followed.

A motion was made by Member Calabresa, seconded by Member Wilke, that the Funds Overview Packet be approved. Motion carried unanimously.

Aye: 10 - Vice Chair Alexander, Commissioner Calabresa, Commissioner Cunningham, Commissioner Ditzig, Commissioner Krapf, Commissioner Molek, Commissioner Pedersen, Commissioner Rose, Commissioner Russell and Commissioner Wilke

6.5 10-0791

CDC By-laws Amendments

Attachments: [CDC BY-LAWS - Draft Revisions](#)

Mr. Williams went over the existing Application Review Panel process, stating that changes were necessary to fully comply with the Illinois Open Meetings Act. This would require that the CDC by-laws be amended to correspond with the mandatory changes. Staff reviewed the document, suggesting changes throughout the document. Mr. Williams presented the amended draft that was included in the agenda packet, indicating the recommended changes, as shown through strike-outs and underlined wording. Article 5, which pertains to the Application Review Process, encompasses the changes

required to comply with the Open Meetings Act. There will be four Application Review Committees (ARC's), as there are four types of assistance, namely Public Infrastructure, Housing, Public Services, and Homeless Assistance. Each ARC will consist of four CDC members, with the exception of the Housing ARC, which will consist of three CDC members and a member of the Affordable Housing Commission. The CDC Chairman will assign an ARC to review a type of application, including any additional programs that the federal government may offer. Further, the Chairman may decide to form a new ARC to review applications that fall outside of the usual assistance programs. The Executive Committee will assign members to each ARC for a two-year term.

A section detailing the public's right to address the CDC, based on the Lake County Board's by-laws pertaining to this issue, was included in the revised by-laws. This includes the public's right to comment at any CDC meeting, not just Public Hearings. A discussion ensued about this section and also on the section dealing with conflicts of interest within the ARC's. The CDC decided to table this item to allow ample time for review of the proposed by-laws. Staff requested CDC suggestions or comments.

The item was tabled until the next meeting.

6.6 10-0792

Citizen Participation Plan - proposed revisions

Attachments: [CPP - Proposed Revisions](#)

Mr. Williams stated that the proposed changes to the CDC by-laws required revisions to the Citizen Participation Plan (CPP), which he discussed with the Commission. Formerly located elsewhere, the appeals process section, to inform applicants of the method with which to address their inquiries and complaints, would now be included within the CPP. Another revision proposed that the cancellation of a project should not be considered a substantial amendment to the Annual Action Plan. Another current practice now included within the CPP deals with minor CDC amendments, which do not require County Board approval. The CD division will continue to provide pertinent information about minor amendments to the Board and to the Chairmen of the Health and Community Services Committee and the Financial and Administrative Committee, for inclusion in their respective agendas as they deem necessary. Staff suggested that action on the CPP wait until action occurs on the proposed CDC by-laws amendments, as the CPP refers to the by-laws. Once approved, the CPP will be available for public comment for fifteen days. This item was tabled.

The item was tabled until the next meeting.

7. Staff Reports

7.1 10-0793

2009 CAPER - Open Projects Report

Responding to a request made during the July 28, 2010 CDC meeting, Mr. Williams provided information about outstanding projects listed within the 2009 CAPER, to include their balances, expenditure deadlines, and expected completion dates. As the handout incorporated updated progress, any recently completed projects were removed from the

list. With the exception of housing projects, there are only a few open projects, with completion anticipated within their expenditure deadlines. As all housing projects may request deadline extensions, if the required progress reports are submitted, all housing projects are currently expected to meet their deadlines. Staff would like to include this type of information in future CAPER documents.

There were several questions raised about CD personnel. Commissioner Calabresa asked that the record show that Laura Walley, currently on medical leave, is missed. Mr. Williams said that the public services/homeless assistance planner vacancy must remain vacant until the completion of the Fair Housing Analysis, as remaining funds must prove sufficient to fund the position. Although his new position is not yet official, Commissioner Ditzig asked that the record show that she is glad that Mr. Williams is the CD Administrator.

7.2 Community Development Administrator's Report

Mr. Williams said the Neighborhood Stabilization Program funds are 98% committed. Once several outstanding contracts are signed, 100% obligation of funds will be attained by HUD's deadline. He then went over the results of the CDC survey, which requested the members' comments and visions for the future of the Commission. A report of the survey results will be compiled and submitted to the CDC.

8. Adjournment

Vice-Chairman Alexander adjourned the meeting at 8:25 p.m.