

# Lake County Illinois

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



## **Minutes Report - Draft**

**Wednesday, March 9, 2016**

**3:30 PM**

**10th floor Assembly Room  
18 N. County Street, Waukegan, IL**

**Housing and Community Development Commission**

**1. ROLL CALL**

*Chairman Rose called the Housing and Community Development Commission (HCDC) meeting to order at 3:35 p.m.*

*Guests: Dave Fries and Alicia Ken of Catholic Charities; Arthur Cobb Jr. of Waukegan Main Street; Jill Grubbs of ElderCARE; Suzanne Christensen of PADS Lake County; Linda Berkowitz and Kori Larson of Glenkirk; Maya Ziv-El and Susan Perlman of Prairie State Legal Services; Mary Ellen Tamasy of Lake County Residential Development Corporation; Ronnel and Yvette Ewing of the Fuller Center; and Ezell Robins of the City of Waukegan*

*Staff: Eric Waggoner, Jodi Gingiss, Monika Bobo, Eric Foote and Laura Walley*

**Present** 13 - Karl Molek, Harriet Rosenthal, Ray Rose, Linda Pedersen, Steve Carlson, Mary Cunningham, Virginia Mulligan, Sandra Hart, Diane Hewitt, Dan Venturi, Janet Swartz, Joel Sikes and Michael Meehan

**Excused** 3 - Carol Calabresa, Glenn Swanson and Joe Mancino

**2. APPROVAL OF MINUTES**

**2.1 16-0253**

Approval of the February 10, 2016 Minutes

Attachments: [2.10.16 Minutes.pdf](#)

**A motion was made by Commissioner Cunningham, seconded by Commissioner Mulligan, to approve the February 9, 2016 minutes. The motion carried by the following vote:**

**Aye** 12 - Commissioner Molek, Commissioner Rosenthal, Chairman Rose, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Cunningham, Commissioner Mulligan, Commissioner Hewitt, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes and Commissioner Meehan

**Not Present** 1 - Commissioner Hart

**3. CHAIR'S REMARKS**

*The 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 16-0245**

Update on Fair Housing

- Lake County, as a recipient of CDBG and other federal funds, is required to “affirmatively further fair housing.”
- As a result of the new Affirmatively Furthering Fair Housing rule attached to the federal 1968 Fair Housing Act last year, the means of planning and implementing this work has changed.

- Staff will present preliminary assessment of the new rule and propose next steps for the Commission. A formal presentation will be given at the April HCDC meeting in honor of Fair Housing Month.

**Attachments:** [HUD Preps 2016 Fair Housing Push.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**6.2 16-0250**

Proposed Shifts in 2016 Activity Funding Amounts

- The U.S. Department of Housing and Urban Development (HUD) has released official 2016 grant amounts of \$2,389,109 for Lake County Community Development Block Grant (CDBG), \$1,119,694 for Lake County Consortium HOME Investment Partnerships Program (HOME) and \$217,190 for Emergency Solutions Grants (ESG). When combined with the City of North Chicago's CDBG entitlement which is administered by Lake County, the 2016 CDBG grant amount totals \$2,610,862.
- Grant amounts in the Public Hearing version of the 2016 Action Plan approved by the Housing & Community Development Commission (HCDC) on February 9, 2016 were based upon 2015 grant amounts. Actual 2016 CDBG decreased \$23,582 (-2%) and HOME increased \$78,506 (+7%) relative to 2015 grant levels. ESG funding decreased from \$220k to \$217k.
- To produce a final 2016 Action Plan with grant amounts reflecting actual HUD funding levels, the attached recommendations contain several proposed shifts: 1) Pro rata decreases in CDBG Public Services and ESG grants; 2) slight pro rata decreases in CDBG housing grants balanced by 3) HOME grant increases (shown in yellow in the attached 2016 Action Plan excerpt).
- The 2016 Action Plan will be finalized by the Lake County Board on April 12, 2016 and is due to HUD no later than April 15, 2016.

**Attachments:** [2016 Action Plan Excerpt 03.09.16.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Venturi, seconded by Commissioner Swartz, to approve the proposed shifts in 2016 activity funding amounts based on actual HUD PY2016 grant amounts, as presented. The motion carried by the following vote:**

**Aye** 12 - Commissioner Molek, Commissioner Rosenthal, Chairman Rose, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Cunningham, Commissioner Mulligan, Commissioner Hewitt, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes and Commissioner Meehan

**Not Present** 1 - Commissioner Hart

**6.3 16-0246**

Round Lake Beach CDBG 2014 Public Infrastructure Funding Shift to 2016

- The Village of Round Lake Beach received a CDBG award in 2014 and subsequently the awarded project's environmental review is invalid.
- When notified of the ineligibility of its proposed road improvement project for CDBG funding due to the invalid environmental review, the Village of Round Lake Beach agreed to move its \$85,000 CDBG grant to a different project at the

County's request.

- The proposed alternate project is the Village of Round Lake Beach's approved 2016 flood drainage improvement project on Maple Drive, which received a score of 78% of available points in the 2016 application round. The project's budget is \$307k of which \$134k is being funded by the Village of Round Lake Beach (44% leverage).

**Attachments:** [RLB Revised Scope Letter 3-3-16 SIGNED.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Rosenthal, seconded by Commissioner Cunningham, to approve the Village of Round Lake Beach's request to move its 2014 funds to its 2016 project. The motion carried by the following vote:**

**Aye** 12 - Commissioner Molek, Commissioner Rosenthal, Chairman Rose, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Cunningham, Commissioner Mulligan, Commissioner Hewitt, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes and Commissioner Meehan

**Not Present** 1 - Commissioner Hart

#### 6.4 16-0252

Rental Portfolio Inspection Remedies

- Community Development recently hired County inspectors to examine the compliance of all grant-funded housing projects with both HUD requirements and the County's own property rehabilitation standards.
- Examination of previously developed rental properties indicate several necessary safety-related improvements that are eligible for Community Development Block Grant (CDBG) funding. The need for additional electric work budgeted at \$10k and removal of an unsafe driveway budgeted at \$3k could be covered with previously unspent CDBG funds.
- The scope of staff's request includes the following: \$10k CDBG grant to Lake County Residential Development Corporation (LCRDC) for safety repairs at over ten units of grant-funded rental housing and a \$3k increase in CDBG grants to the City of Zion for driveway removal. These changes would be reflected in the final version of the 2016 Action Plan.

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Hewitt, seconded by Commissioner Swartz, to approve the request to provide a \$13,000 grant in the 2016 Action Plan to cover the cost of needed safety improvements for a number of LCRDC's rental units, including a \$3,000 grant to the City of Zion for driveway removal at one of the homes. The motion carried by the following vote:**

**Aye** 13 - Commissioner Molek, Commissioner Rosenthal, Chairman Rose, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Cunningham, Commissioner Mulligan, Commissioner Hart, Commissioner Hewitt, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes and Commissioner Meehan

#### 6.5 16-0251

Project Delivery Expenses

- The HCDC has previously determined that grant funds can be used to cover required County costs for environmental reviews and inspections (“project delivery”). This determination was implemented for 2015 and 2016 grant-funded activities, but a large backlog of 2013 housing and 2014 public infrastructure and housing projects require allocation of previously unspent funds and/or program income to cover project delivery costs. These project delivery costs are budgeted at \$2k per project or house.
- Staff seeks permission to increase the 2013 and 2014 budgets of the attached list of open grant-funded activities to cover the costs of environmental reviews and inspections. Such budget increases are not substantial, so do not require a substantial amendment of the 2013 and 2014 Action Plans.

**Attachments:** [Project Delivery Expenses 3.2016.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Swartz, seconded by Commissioner Mulligan, to approve the request to increase the 2013 and 2014 budgets of the specified projects to provide funding for required project delivery costs. The motion carried by the following vote:**

**Aye** 13 - Commissioner Molek, Commissioner Rosenthal, Chairman Rose, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Cunningham, Commissioner Mulligan, Commissioner Hart, Commissioner Hewitt, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes and Commissioner Meehan

**6.6 16-0249**

PUBLIC HEARING - Proposed Shifts in Activity Funding Amounts

*Motion: To open the Public Hearing at 3:50 p.m.*

*Motion Made By: Linda Pedersen*

*Motion 2nd By: Harriet Rosenthal*

*Motion approved*

*Ms. Jill Grubbs, of ElderCARE, thanked Lake County and the City of Waukegan for the continued support to help meet the needs of the County’s senior citizens.*

*Ms. Kori Larson, of Glenkirk, thanked Lake County for the financial support for individuals with developmental disabilities. The funds will be used to improve accessibility within their group homes.*

*Ms. Yvette Ewing, of the Fuller Center, expressed her agency’s appreciation of the positive funding recommendation for funds to rehabilitate a house in North Chicago. For this project, her agency will partner with Youth Conservation Corps (YCC), providing the YCC members with training in housing rehabilitation. The program will increase the trainees’ employment opportunities upon completion.*

*Motion: To close the Public Hearing at 3:53 p.m.*

*Motion Made By: Harriet Rosenthal*

*Motion 2nd By: Mary Cunningham*

*Motion approved*

**6.7 16-0244**

Joint resolution approving a Memorandum of Understanding between Lake County and the Lake County Coalition for the Homeless (LCCH) to provide services under Lake County's Continuum of Care for the purposes of serving as Collaborative Applicant.

- Lake County Community Development staff members of the Department of Planning, Building & Development have informally filled the staffing capacity needs of the Lake County Coalition of the Homeless, a community-based membership organization comprised of agencies serving the needs of people who are homeless.
- The U.S. Department of Housing and Urban Development (HUD) provides nearly \$3 million annually of Continuum of Care funding to LCCH members, including Lake County as Collaborative Applicant and Homeless Management Information System (HMIS) or ServicePoint lead.
- HUD makes funding available via the LCCH to Lake County as Collaborative Applicant, and this MOU defines the roles and responsibilities that accompany that funding. In the event that future HUD funding is insufficient for Lake County to provide these services, the MOU could be terminated or not renewed. If funded, this MOU would be renewed annually on October 1, concurrent with the renewal of HUD funding for this purpose.

**Attachments:** [MOU LCCH and LCCD 2-29.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the Joint Resolution approving a Memorandum of Understanding between Lake County and the Lake County Coalition for the Homeless to provide services as the Collaborative Applicant, subject to minor changes. The motion carried by the following vote:**

**Aye** 13 - Commissioner Molek, Commissioner Rosenthal, Chairman Rose, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Cunningham, Commissioner Mulligan, Commissioner Hart, Commissioner Hewitt, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes and Commissioner Meehan

## 7. STAFF REPORTS

*Jodi Gingiss informed the HCDC members that planning for the 2017 funding round will begin at the rescheduled Advisory and Recommendation Committee meetings in April. She then spoke of minor changes to the two Lake County Memoranda of Understanding (MOU) that the HCDC had approved during the February meeting. The first MOU involved the Village of Lake Villa and the second was with the Little City Foundation, each permitting the respective entity to spend their PY2016 funds early. The MOUs were slightly modified due to a funding amount change and a date change, as they will now be presented to the County Board in April, rather than March.*

*A discussion ensued about changes in the requirements for performing Environmental Reviews and the need to hire a consultant to prepare them.*

## 8. ADJOURNMENT

**A motion was made by Commissioner Venturi, seconded by Commissioner Molek, to adjourn the meeting at 4:03 p.m. The motion carried by the following vote:**

**Aye** 13 - Commissioner Molek, Commissioner Rosenthal, Chairman Rose, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Cunningham, Commissioner Mulligan, Commissioner Hart, Commissioner Hewitt, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes and Commissioner Meehan