

# Lake County Illinois

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



## Minutes Report

Wednesday, April 14, 2021

3:30 PM

Via Zoom or Phone

<https://us02web.zoom.us/j/84170171228>

Meeting ID: 841 7017 1228

(312) 626-6799

**Housing and Community Development Commission**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, Gubernatorial Disaster Proclamation, and written determination of the Lake County Board Chair, this meeting will be held via audio and video conference.

**PUBLIC VIEWING:** Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the 2nd Floor Conference Room in the Central Permit Facility located at 500 W. Winchester Rd., Libertyville, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

Public comments are welcomed and encouraged. Public comments received by noon on Wednesday, April 14, 2021 will be read at the appropriate time in the agenda. Please note: A total of 30 minutes will be permitted for Public Comment and no more than three minutes per public comment. All comments received will be included in the meeting minutes regardless of whether they are read aloud at the meeting.

Public comments shall be emailed to [communitydevelopment@lakecountyil.gov](mailto:communitydevelopment@lakecountyil.gov) with the following information:

- Subject title: Housing and Community Development Commission
- Name
- Organization
- Topic or agenda item

Meeting participants will also be able to post written comment in the meeting chat box.

**1. ROLL CALL**

*Chairman Rose called the meeting of the Housing & Community Development Commission to order at 3:32 p.m.*

*Guests: Cassandra Torstenson of the Lake County Administrator's Office, Eddie Soto, Amanda Levins, Eric Foote*

*Staff: Irene Marsh-Elmer, Brenda O'Connell, Michele Slav, Dominic Strezo, Eric Tellez, Eric Waggoner, Boris Schwarzenbach and Joy Rice*

*Commissioner Simpson joined at 3:51 p.m. and was recorded as present.*

*Commissioner Dominiak joined at 3:59 p.m. and was recorded as present.*

**Present** 14 - Anne Flanigan Bassi, Mary Cunningham, Mary Dominiak, Stephen Henley, Billy McKinney, Kathleen O'Connor, Linda Pedersen, Gina Roberts, Ray Rose, Janet Swartz, Julie Simpson, Dan Venturi, Laureen Wilhoit and Bethany Williams

**Absent** 5 - Carissa Casbon, Sandy Hart, Angelo Kyle, Sharaka Leonard and Michael Meehan

**2. APPROVAL OF MINUTES**

**2.1 21-0631**

Approval of the March 10, 2021 minutes.

Attachments: [3.10.21 Draft Minutes.pdf](#)

**A motion was made by Commissioner Cunningham, seconded by Commissioner O'Connor, to approve the March 10, 2021 minutes. The motion was approved by the following vote:**

**Aye** 12 - Commissioner Flanigan Bassi, Commissioner Cunningham, Commissioner Henley, Commissioner McKinney, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Chairman Rose, Commissioner Swartz, Commissioner Venturi, Commissioner Wilhoit and Commissioner Williams

**Absent** 5 - Commissioner Casbon, Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard and Commissioner Meehan

**Not Present** 2 - Commissioner Dominiak and Ex-Officio Member Simpson

**3. CHAIR'S REMARKS**

*Chairman Rose 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 21-0633**

Presentation and Discussion - United States Department of Housing & Urban Development

(HUD) Program Year 2021 Proposed Annual Action Plan (AAP).

*Presented by Brenda O'Connell, Community Development Administrator*

**6.2 21-0634**

PUBLIC HEARING - Proposed Program Year 2021 Proposed Annual Action Plan (AAP).

*Chairman Rose requested a motion to open the Public Hearing.*

*Motion: To open the Public Hearing at 3:49 p.m.*

*Motion Made By: Commissioner Williams*

*Motion 2nd By: Commissioner Cunningham*

*Motion approved by all.*

*Chairman Rose requested public comments, to which there was no reply.*

*Chairman Rose requested a motion to close the Public Hearing.*

*Motion: To close the Public Hearing at 4:01p.m.*

*Motion Made By: Commissioner McKinney*

*Motion 2nd By: Commissioner Williams*

*Motion approved by all.*

**6.3 21-0632**

Joint resolution approving the Program Year (PY) 2021 United States Department of Housing and Urban Development (HUD) Annual Action Plan (AAP) and authorizing an emergency appropriation in the amount of \$81,605.74.

- Lake County is the recipient of HUD Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) entitlement funding.
- As a condition of entitlement funds HUD requires the development and submission of a Housing and Community Development AAP.
- The PY 2021 AAP includes annual funding recommendations totaling \$4,299,274 CDBG, \$2,122,834 HOME, \$225,934 ESG and \$381,531 Lake County Affordable Housing Program (LCAHP) Funds.
- The PY 2021 AAP includes amendments to prior year projects including changes to project scope, project expansion, grant consolidation and allocation of new revenue made available through program income and prior year funds.
- The PY 2021 AAP was approved by the Lake County Housing and Community Development Commission (HCDC) on April 14, 2021.
- A total of \$15,856 of LCAHP, \$26,141.69 of CDBG and \$39,608.05 of HOME program income has been generated and has not been previously appropriated.
- The program income received was the result of loan payments in the amount of \$15,000 and mortgage payoffs in the amount of \$66,605.74.

**Attachments:** [PY21 AAP DRAFT.pdf](#)

[Emergency Appropriation 2021-05 - Program Income.pdf](#)

*Presented by Brenda O'Connell, Community Development Administrator*

**A motion was made by Commissioner O'Connor, seconded by Commissioner Henley, that this item be approved. The motion carried by the following vote:**

- Aye** 14 - Commissioner Flanigan Bassi, Commissioner Cunningham, Commissioner Dominiak, Commissioner Henley, Commissioner McKinney, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Chairman Rose, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner Venturi, Commissioner Wilhoit and Commissioner Williams
- Absent** 5 - Commissioner Casbon, Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard and Commissioner Meehan

## 7. STAFF REPORTS

*Brenda O'Connell, Community Development Administrator, informed the committee that April is acknowledged by Housing & Urban Development (HUD) as Fair Housing Month and provided an overview of the information released in HUD's Fair Housing Report. She also provided updates regarding the release of the Federal Emergency Rental Assistance (FERA) Program online application going "live" and how the intake process was going to date. Brenda announced the passing of the American Rescue Plan Act (ARPA) and how those funds are expected to be used once received.*

## 8. ADJOURNMENT

*Chairman Rose adjourned the meeting.*

**A motion was made by Member Cunningham, seconded by Member Williams, to adjourn the meeting at 4:18 p.m.**