

# Lake County Illinois

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



## **Minutes Report - Draft**

**Wednesday, September 14, 2022**

**3:30 PM**

**Central Permit Facility  
2nd Floor Conference Room  
500 W Winchester Rd., Libertyville, IL 60048**

**Housing and Community Development Commission**

**1. Roll Call**

*Brenda O'Connell, Community Development Administrator called the Housing and Community Development Commission (HCDC) meeting to order at 4:08 p.m.*

*Guests: Eric Foote and Meghan Powell-Filler with PADS Lake County*

*Staff: Eric Waggoner, Brenda O'Connell, Dominic Strezo, Pam Jeffries, Yazmin Albino, and Joy Rice*

*Motion: To appoint Commissioner Swartz Chairman Pro Tem*

*Motion Made By: Commissioner Bassi*

*Motion 2nd By: Commissioner Dominiak*

*Motion approved.*

**Present** 10 - Carissa Casbon, Mary Dominiak, Angelo Kyle, Kathleen O'Connor, Janet Swartz, Julie Simpson, Billy McKinney, Bethany Williams, Anne Flanigan Bassi and Michael Meehan

**Absent** 7 - Mary Ross Cunningham, Sandy Hart, Sharaka Leonard, Linda Pedersen, Gina Roberts, Dan Venturi and Ray Rose

**2. Approval of Minutes**

**2.1 22-1316**

Approval of the July 13, 2022 minutes.

**Attachments:** [DRAFT 2022-07-13 HCDC Minutes](#)

**A motion was made by Commissioner Casbon, seconded by Commissioner Dominiak, to approve the July 13, 2022 minutes. The motion carried by the following voice vote:**

**Aye** 10 - Commissioner Casbon, Commissioner Dominiak, Commissioner Kyle, Commissioner O'Connor, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan

**Absent** 7 - Commissioner Ross Cunningham, Ex-Officio Member Hart, Commissioner Leonard, Vice Chair Pedersen, Commissioner Roberts, Commissioner Venturi and Commissioner Rose

**3. Chair's Remarks**

*There were no chair remarks.*

**4. Public Comments (items not on the agenda)**

**5. Old Business**

*There was no old business.*

**6. New Business**

**6.1 22-1291**

Presentation and Discussion - PADS Lake County: Supporting Better Outcomes - Fixed Site Shelter.

*Presented by Meghan Powell Filler and Eric Foote from PADS Lake County*

*Meghan and Eric provided an architectural visualization and overview of the proposed PADS fixed site shelter. They detailed the accommodations and amenities that are forecasted to be provided and thanked staff and commissioners for their ongoing support.*

**6.2 22-1287**

Presentation and Discussion - Proposed Seventh Amendment to the Department of Housing & Urban Development (HUD) Program Year 2019 (PY19) Annual Action Plan (AAP).

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

*Brenda advised the committee that the Seventh Amendment to the Department of Housing & Urban Development (HUD) Program Year 2019 (PY19) Annual Action Plan (AAP) is needed because the allotment over granted 10% wasn't needed and the Federal Emergency Rental Assistance (FERA) model is no longer necessary.*

**6.3 22-1290**

Presentation and Discussion - Proposed First Amendment to Program Year 2022 (PY22) Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

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

*Brenda informed the commission that the First Amendment to Program Year 2022 (PY22) HUD Annual Action Plan (AAP) is necessary in order to move funding from Housing Opportunity Development Corporation's (HODC) now defunct Ashbury Woods project over to a new Permanent Supportive Housing (PSH) project. The new project amount reflects a combination of Thresholds' prior PSH funding and HODC's Ashbury Woods funding*

6.4 22-1292

PUBLIC HEARING

- Program Year 2023 Housing and Community Development Needs.
- Seventh Amendment to the Program Year 2019 Annual Action Plan (CARES Act Funding).
- First Amendment to the Program Year 2022 Annual Action Plan.

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

*Pro Tem Chair Swartz requested a motion to open the Public Hearing.*

*Motion: To open the Public Hearing at 4:21 p.m.*

*Motion Made By: Commissioner Bassi*

*Motion 2nd By: Commissioner Williams*

*Motion approved by all.*

*Pro Tem Chair Swartz requested public comments, to which there was no reply.*

*Pro Tem Chair Swartz requested a motion to close the Public Hearing.*

*Motion: To close the Public Hearing at 4:23 p.m.*

*Motion Made By: Commissioner Casbon*

*Motion 2nd By: Commissioner O'Connor*

*Motion approved by all.*

6.5 22-1286

Joint resolution approving the Seventh Amendment to the Department of Housing & Urban Development (HUD) Program Year 2019 (PY19) Annual Action Plan (AAP).

- HUD requires the submission of an Annual Action Plan (AAP) and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- Community Development Block Grant Coronavirus relief funds (CDBG-CV) and Emergency Solutions Grant Coronavirus relief funds (ESG-CV) reporting elements are included in the PY19 AAP regardless of the program year the activities are initiated.
- The seventh amendment to the PY19 AAP proposes the reallocation of \$367,654 of unspent CDBG-CV to Northern Illinois Food Bank (NIFB) for food distribution services changes.

**Attachments:** [PY19 AAP 7th Amendment \(CARES Act\) DRAFT](#)

**A motion was made by Commissioner Flanigan Bassi, seconded by Commissioner O'Connor, to approve the Seventh Amendment to the Department of Housing & Urban Development (HUD) Program Year 2019 (PY19) Annual Action Plan (AAP). The motion carried by the following voice vote:**

- Aye** 10 - Commissioner Casbon, Commissioner Dominiak, Commissioner Kyle, Commissioner O'Connor, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan
- Absent** 7 - Commissioner Ross Cunningham, Ex-Officio Member Hart, Commissioner Leonard, Vice Chair Pedersen, Commissioner Roberts, Commissioner Venturi and Commissioner Rose

**6.6 22-1289**

Joint resolution approving the First Amendment to Program Year 2022 (PY 2022) HUD Annual Action Plan (AAP).

- HUD requires the submission of an Annual Action Plan (AAP) and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- An amendment to the AAP is required to substantially change the purpose, location, scope or beneficiaries of a project.
- The First Amendment to the PY 2022 AAP reallocates \$200,000 of CDBG funds from an affordable housing project no longer moving forward (HODC - Ashbury Woods) to a Permanent Supportive Housing Project (HODC/Thresholds - PSH).

**Attachments:** [PY22 AAP 1st Amendment DRAFT](#)

**A motion was made by Commissioner Flanigan Bassi, seconded by Commissioner O'Connor, to approve the First Amendment to Program Year 2022 (PY22) HUD Annual Action Plan (AAP). The motion carried by the following voice vote:**

- Aye** 10 - Commissioner Casbon, Commissioner Dominiak, Commissioner Kyle, Commissioner O'Connor, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan
- Absent** 7 - Commissioner Ross Cunningham, Ex-Officio Member Hart, Commissioner Leonard, Vice Chair Pedersen, Commissioner Roberts, Commissioner Venturi and Commissioner Rose

6.7 22-1294

Approval to submit a Conflict of Interest (COI) waiver to the U.S. Department of Housing and Urban Development (HUD).

- Youth Conservation Corps. (YCC) has submitted a request for a COI waiver for the potential sale of the property located at 37898 N. New York Ave., Beach Park to a YCC employee.
- Lake County, as the recipient of CDBG funds must submit the COI waiver on behalf of YCC.
- Per §570.611, the waiver request requires public disclosure of the conflict and a written legal opinion that the interest for which the exception is sought would not violate State or local law.
- Pending receipt of a written opinion by the States Attorney's Office, Community Development would submit the waiver request and supporting documentation to HUD for consideration.

**Attachments:** [YCC Request for COI Waiver](#)

*Presented by Dominic Strezo, Senior Grant Manager*

*Dominic informed the committee that there is a need to submit a Conflict of Interest (COI) waiver to the U.S. Department of Housing and Urban Development (HUD) for a home that was rehabbed by Youth Conservation Corps participants due to the fact that a former program participant turned employee has expressed interest in purchasing the home. The waiver is necessary to establish that no conflict of interest exists since grant funds were used to purchase and rehab the property.*

**A motion was made by Commissioner Williams, seconded by Commissioner Flanigan Bassi, to approve to submit a Conflict of Interest (COI) waiver to the U.S. Department of Housing and Urban Development (HUD). The motion carried by the following voice vote:**

- Aye** 10 - Commissioner Casbon, Commissioner Dominiak, Commissioner Kyle, Commissioner O'Connor, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan
- Absent** 7 - Commissioner Ross Cunningham, Ex-Officio Member Hart, Commissioner Leonard, Vice Chair Pedersen, Commissioner Roberts, Commissioner Venturi and Commissioner Rose

6.8 22-1295

Approval of the amendments to Lake County Community Development Construction Management Policy.

- On September 29, 2020 HUD published the Final Rule governing Section 3 Compliance (24 CFR Part 75).
- The Final Rule establishes that Section 3 requirements apply to housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs.
- The updated Construction Management Policy incorporates the Final Rule and incorporates the Lake County Community Development Section 3 Plan and Compliance Guide.

**Attachments:** [LC Community Development Section 3 Plan and Guidelines 9.14.22](#)

[Policies & Procedures Manual Section 6 - Construction Management Polic](#)

*Presented by Dominic Strezo, Senior Grant Manager*

**A motion was made by Commissioner Meehan, seconded by Commissioner O'Connor, to approve the Amendments to Lake County Community Development Construction Management Policy. The motion carried by the following voice vote:**

- Aye** 10 - Commissioner Casbon, Commissioner Dominiak, Commissioner Kyle, Commissioner O'Connor, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan
- Absent** 7 - Commissioner Ross Cunningham, Ex-Officio Member Hart, Commissioner Leonard, Vice Chair Pedersen, Commissioner Roberts, Commissioner Venturi and Commissioner Rose

6.9 22-1314

Joint resolution approving an Intergovernmental Agreement (IGA) between Lake County and the Lake County Housing Authority (LCHA) for the completion of 24 CFR Part 58 Environmental Review Records (ERRs).

- The LCHA completes projects and/or activities with federal financial assistance subject to U.S. Department of Housing and Urban Development (HUD) regulations at 24 CFR Part 58.
- Public housing authorities do not meet the definition of a Responsible Entity (RE) under 24 CFR Part 58 and are unable to complete ERRs.
- Lake County, as a unit of general local government, is a RE and authorized to perform ERRs on behalf of LCHA.
- The attached IGA defines the terms and conditions for the completion of LCHA ERRs.

Attachments: [LCHA IGA Environmental](#)

*Presented by Dominic Strezo, Senior Grant Manager*

*Dominic informed the commission that the Intergovernmental Agreement (IGA) between Lake County and the Lake County Housing Authority (LCHA) for the completion of 24 CFR Part 58 Environmental Review Records (ERRs) would allow Lake County Staff to perform environmental reviews for the LCHA. The LCHA will request the review, Lake County staff will prepare the review, and LCHA will reimburse Lake County Community Development for all expenses incurred during the process.*

**A motion was made by Commissioner Kyle, seconded by Commissioner Williams, to approve the Intergovernmental Agreement (IGA) between Lake County and the Lake County Housing Authority (LCHA) for the completion of 24 CFR Part 58 Environmental Review Records (ERRs). The motion carried by the following voice vote:**

- |               |      |   |
|---------------|------|---|
| <b>Aye</b>    | 10 - | Commissioner Casbon, Commissioner Dominiak, Commissioner Kyle, Commissioner O'Connor, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner McKinney, Commissioner Williams, Commissioner Flanigan Bassi and Commissioner Meehan |
| <b>Absent</b> | 7 -  | Commissioner Ross Cunningham, Ex-Officio Member Hart, Commissioner Leonard, Vice Chair Pedersen, Commissioner Roberts, Commissioner Venturi and Commissioner Rose   |

7. **Staff Reports**

*There were no staff reports.*

8. **Adjournment**

*Pro Tem Chair Swartz adjourned the meeting at 4:40 p.m.*