

Lake County Illinois

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



Minutes Report - Draft

Wednesday, August 13, 2014

3:30 PM

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

Community Development Commission

1. ROLL CALL

Chairman Rose called the Community Development Commission (CDC) meeting to order at 3:32 p.m.

Guest: Betsy Lassar of the Lake County Housing Action Coalition

Staff: Eric Waggoner, Brittany Sloan, Brenda O'Connell, Sarah Ciampi, Janel Gomez, Jordan Bartle and Matt Rejc; and K. C. Doyle of the County Administrator's Office

Present 12 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Chairman Rose and Commissioner Armstrong

Absent 3 - Commissioner Rosenthal, Commissioner Swanson and Commissioner Mancino

2. APPROVAL OF MINUTES

2.1 14-0838

Approval of the July 9, 2014 Minutes

Attachments: [7.09.14 Minutes.pdf](#)

A motion was made by Commissioner Venturi, seconded by Commissioner Krapf, to approve the July 9, 2014 minutes. The motion carried by the following vote:

Aye: 10 - Commissioner Russell, Krapf, Commissioner Swartz, Commissioner Venturi, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Chairman Rose and Commissioner Armstrong

Absent: 3 - Commissioner Rosenthal, Commissioner Swanson and Commissioner Mancino

Not Present: 2 - Commissioner Molek and 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 14-0832

Presentation on Ending Homelessness in Lake County

Ms. Brittany Sloan introduced Ms. Brenda O'Connell, who spoke about emerging trends, techniques and new federal policies geared toward ending chronic homelessness and the effectiveness of the ServicePoint program. Ms. O'Connell explained that, in 2006, the County Board had adopted the Ten-Year Plan to End Homelessness. Shortly thereafter, the HEARTH Act, which revolutionized the way that chronic homelessness was to be

addressed, was signed into federal law. The impacts of the HEARTH Act are still affecting the country, through new federal regulations, determining new “best practices, and providing new research to help address this problem and meet the goal of ending homelessness. Ms. O’Connell gave a presentation to illustrate homelessness and poverty in Lake County. She explained the federal government’s definition of “chronically homeless”, adding that this group constitutes only 10% of the homeless population, but consumes 50% of the homeless system’s resources. Ms. O’Connell spoke about the “Housing First” approach, which works to rapidly place the homeless into a permanent living situation, rather than have them move from place to place, which may cause disruptions in schooling, treatment and employment. She ran a segment from a recent “60 Minutes” show on “Housing First”, a permanent supportive housing tool that is recommended for the chronically homeless. She said that rapid re-housing, another important tool, is effective for families who have encountered financial difficulties. It provides rental assistance and services for a limited time, allowing the recipients to live in an apartment while they work to improve their financial situation. The U. S. Department of Housing and Urban Development (HUD) recently issued a message to those on the local level, instructing them to focus on results to end homelessness. Ms. O’Connell expressed her belief that the CDC must prioritize ending homelessness in the 2015 – 2019 Consolidated Plan. Further, clients entered into the ServicePoint program must be matched up with the best intervention/program to meet their needs and that barriers to those programs are reduced. Finally, she stated that the County and its service providers must focus on the newly-implemented Emergency Solutions Grant performance measures. A discussion about assisting homeless families and the Point-in-Time Count followed.

6.2 14-0218

Resolution declining to extend the Term of the Affordable Housing Commission.

- The Lake County Affordable Housing Commission was formed by the County Board on November 11, 1991 “to advocate the increase of affordable housing throughout Lake County by educating the general public, elected and appointed officials...and to plan, design, finance and produce affordable housing.”
- In carrying out its charge, the Commission championed for the creation of the Affordable Housing Corporation (“Corporation”) of Lake County.
- The Corporation, which was created in 1992, is a separate not-for-profit organization that has been successful in furthering affordable housing via advocacy, programming and projects in Lake County.
- The establishing resolution provided the Affordable Housing Commission an initial term of five years, after which the County Board would consider the body’s responsibilities and appropriateness of extending its term.
- The term of the Commission was renewed by County Board in 1996, 2001 and 2006, but was not subsequently extended in 2011.
- Over time, the non-profit has become increasingly independent from the County while remaining a successful recipient of community development grant funds, the County’s Community Development Commission (CDC) and staff reviewed the situation and found that responsibilities originally intended for the Affordable Housing Commission are being

performed by a combination of the non-profit Corporation, the Lake County Housing Action Coalition and the CDC.

- As a result, on August 13, 2014 the CDC voted to recommend the County Board decline to extend the term of the Affordable Housing Commission.

Attachments: [County Board Resolutions - 11 12 1991 - 42- PLANNING, BUILDING AN](#)

Ms. Sloan said that the Affordable Housing Commission (Commission) was created by the County Board in 1991 in response to the new federal HOME regulations on affordable housing. The County had limited affordable housing at that time and the Board felt it needed guidance in that area. Currently, the County has a vibrant affordable housing market and most of the Commission's goals have either been accomplished or absorbed within the duties of the Affordable Housing Corporation, the Lake County Housing Action Coalition or the CDC. The Commission's most recent 5-year term expired in 2011 and it has been recommended to decline an extension, as the Commission's goals have been met or transferred. With consultation from community partners and the Lake County Housing Action Coalition, it is recommended that the County's commitment to affordable housing will be memorialized through the CDC's By-laws amendment, as noted within the next agenda item.

A motion was made by Commissioner Venturi, seconded by Commissioner Swartz, to approve the declination of the term extension of the Affordable Housing Commission. The motion carried by the following vote:

Aye: 12 - Commissioner Russell, Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Chairman Rose and Commissioner Armstrong

Absent: 3 - Commissioner Rosenthal, Commissioner Swanson and Commissioner Mancino

6.3 14-0547

Resolution amending the Community Development Commission By-Laws.

- The Lake County Community Development Commission (CDC) was formed by the Lake County Board in 1976 to "accomplish the purpose of the (federal) Housing and Community Development Act."
- With the recommended elimination of the Affordable Housing Commission, the CDC By-Laws were reviewed to ensure the CDC's duties and roles related to all community development activities, including affordable housing policy, were properly memorialized.
- Proposed CDC By-Law changes include renaming the CDC to the "Housing and Community Development Commission," increasing the size of the CDC from 15 to 17 members by adding two citizen representatives, clearly articulating the CDC's existing responsibility for affordable housing funding recommendations, and renaming the Application Review Committees to "Advisory & Recommendation Committees" to reflect accurately the role of these CDC sub-committees.
- The Lake County Housing Action Coalition was consulted in developing the attached CDC By-Laws which were approved by the CDC on August 13, 2014.

Attachments: [CDC BY-LAWS - Proposed 3Q 2014 Revision - clean](#)

[CDC BY-LAWS - Proposed 3Q 2014 Revision - redline](#)

Ms. Sloan distributed a corrected version of the draft CDC By-laws, as several housekeeping errors had been corrected, and then presented the highlights of the proposed changes to the By-laws that memorialize the CDC's commitment to affordable housing. She said that the Advisory and Recommendation Committee (ARC) structure would be revisited after the 2015 – 2019 Consolidated Plan is finalized. Ms. Sloan stated that staff had worked closely with the Lake County Action Coalition on the proposed amendment.

Ms. Betsy Lassar, of the Lake County Action Coalition, voiced the Coalition's appreciation of working with CD staff to share its vision that the By-laws reflect the CDC's affordable housing commitment. She advanced two additional items, from the Coalition, for consideration; 1) term limits for non-County Board members and 2) Commission duration, even in the event of a curtailment of funding. Ms. Lassar stated the Coalition's pleasure with the emphasis on citizen participation in the revised By-laws.

There was discussion about the Coalition's recommendations.

A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the amendment to the CDC By-Laws. The motion carried by the following vote:

Aye: 12 - Commissioner Russell, Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Chairman Rose and Commissioner Armstrong

Absent: 3 - Commissioner Rosenthal, Commissioner Swanson and Commissioner Mancino

6.4 14-0833

Discussion of the County's joint resolution authorizing an intergovernmental agreement for the provision of grant administration and management services for North Chicago Community Development Block Grant (CDBG) funds.

- The City of North Chicago and the U.S. Department of Housing and Urban Development (HUD) have asked Lake County to provide grant administration and management services for the North Chicago Community Development Block Grant (CDBG) program.
- This agreement will preserve CDBG funding in the approximate amount of \$226,000 annually for North Chicago, for program years 2015 to 2017.
- Lake County will receive approximately \$45,000 for planning oversight and management on behalf of North Chicago.
- The City of North Chicago has approved this agreement.
- The County Board is expected to approve entering into an intergovernmental agreement (IGA) on August 12, 2014, and legislative item #14-0781 and its contents are attached.

Attachments: [NC Resolution for CDBG signed](#)
[Lake County North Chicago CDBG Joint Agreement.pdf](#)
[Text of Resolution 14-0781 North Chicago CDBG](#)

Ms. Sloan stated that, during its August meeting, the County Board approved entering into an intergovernmental agreement with the City of North Chicago to allow the County's Community Development (CD) staff to administer and manage the City's Community Development Block Grant (CDBG) funds from 2015 to 2017. Due to the departure of the City's CDBG director, North Chicago consulted with HUD and then approached the County to request the sharing of services. The City would continue with its current stakeholders' application review and City Council approval process and the funding recommendations would then proceed through the County's approval process.

6.5 14-0837

Discussion of Department of Housing and Urban Development (HUD) change in CDBG Low/Mod Census Block Group data

- The Department of Housing and Urban Development (HUD) issued a change in Low/Mod Census Block Group data effective July 1, 2014 and all contracts for CDBG public facilities (infrastructure) projects must be in income-eligible areas. Census Block Group data indicates eligible areas.
- Despite the fact that the County's PY14 CDBG application round concluded before July 1, two (2) of Lake County's 18 CDBG-funded public infrastructure projects have been impacted by this rule change - the Villages of Mundelein and Round Lake Beach. Staff will be working with these two projects to either re-qualify existing projects based on the new census data or propose a project change in location to a CDBG-qualified census tract (where applicable).
- HUD has not released Low/Moderate Income Summary Data (LMISD) since the 2000 Census due to a dispute between HUD and the Census regarding the collection of low/mod income data at the block group and split block group geographic level during the 2010 census. Late last year, HUD and the Census Bureau came to an agreement to provide the LMISD at the block group level using five year compilations of American Community Survey (ACS) data. The currently released data contains ACS survey data from 2006-2010. HUD intends to release new LMISD every 5 years.
- A map of the new CDBG-eligible census tracts is included as an attachment and will be distributed at the meeting.

Attachments: [LMIFY2014 CDC Final](#)

Ms. Sloan explained that HUD had recently released new Low/Mod Census Block Group data. This data, based on the 2010 census, was delayed due to HUD's discussions with the Census Bureau. The changes to census block group eligibility was made effective as of July 1, 2014, causing staff to review the approved, but not yet contracted PY2014 projects. Following staff negotiations with HUD, only the Public Infrastructure projects of the Villages of Mundelein and Round Lake Beach will need continued research to ensure that they remain eligible. Should changes to the scope of these two projects become

necessary, staff will bring the changes to the CDC for review. Ms. Janel Gomez presented maps which demonstrated areas of the County that are eligible and those areas that are no longer eligible to receive federal funds.

6.6 14-0835

Commission action to recommend delegation of limited signature authority to Community Development Administrator

- At certain times, Lake County Community Development (CD) must sign documents pertaining to ongoing community development grant administration, the authority for which has been substantively approved by the Lake County Board. These documents typically exist to meet the requirements of the U.S. Department of Housing and Urban Development (HUD) pertaining to ongoing community development grant administration and can include environmental reviews, electronic system logon requests, homebuyer agreements and mortgage documents (including releases) and reports.
- As a practical matter for routine, ongoing grant administration, obtaining the signature of the Lake County Board Chairman is both time-consuming and ineffective.
- Suggested Motion: To recommend that the Lake County Board authorize the Community Development Administrator or designee to sign and execute agreements or documents required for community development grant administration activities substantively previously approved by the Lake County Board.

Ms. Sloan informed the CDC of the Board Chairman's request that the CD Administrator be granted limited authority to sign routine documents necessary for the day-to-day functioning of CD. Examples of the documents would include environmental reviews, electronic systems log-on requests, homebuyer agreements, and mortgage documents.

A motion was made by Commissioner Venturi, seconded by Commissioner Calabresa, to recommend the delegation of limited signature authority to the CD Administrator. The motion carried by the following vote:

Aye: 12 - Commissioner Russell, Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Chairman Rose and Commissioner Armstrong

Absent: 3 - Commissioner Rosenthal, Commissioner Swanson and Commissioner Mancino

7. STAFF REPORTS

Ms. Sloan announced that the PY2014 Annual Action Plan had been accepted by HUD and was awaiting congressional release. She added that the Analysis of Impediments to Fair Housing Choice (AI) was undergoing its final edit. It was expected that the AI would be released by the end of the month. The first Public Hearing on the AI will be held on Tuesday, September 23, 2014, with the second Public Hearing to occur on Wednesday, October 15, 2014. Ms. Sloan said that a consultant group, Training and Development Associates, had been contracted for the writing of the 2015 – 2019 Consolidated Plan. Surveys to gather community and stakeholder input will be distributed within the next several weeks. Additionally, invitations will be issued for the focus group meetings, which

will be held during the week of September 15th. The results of the gathered information will be shared with the CDC at future meetings.

8. ADJOURNMENT

A motion was made by Commissioner Cunningham, seconded by Commissioner Armstrong, to adjourn the meeting at 4:41 p.m. The motion carried by the following vote:

Aye: 12 - Commissioner Russell, Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Chairman Rose and Commissioner Armstrong

Absent: 3 - Commissioner Rosenthal, Commissioner Swanson and Commissioner Mancino