

Lake County Illinois

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



Minutes Report - Draft

Wednesday, August 13, 2014

2:30 PM

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

**Community Development Commission - Executive
Committee**

1. ROLL CALL

Chairman Pedersen called the Community Development Commission (CDC) Executive Committee meeting to order at 2:32 p.m.

Guest: Betsy Lassar of 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 Lake County Administrator's Office

Present 5 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa and Commissioner Rose

Absent 1 - Commissioner Russell

2. APPROVAL OF MINUTES

2.1 14-0839

Approval of the July 9, 2014 Minutes

Attachments: [7.09.14 Exec Minutes.pdf](#)

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

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa and Commissioner Rose

Absent: 1 - Commissioner Russell

3. CHAIR'S REMARKS

The Chairman had no comments.

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 14-0218

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. Brittany Sloan explained that the duties assigned to the Affordable Housing Commission (Commission), upon its formation by the County Board in 1991, had been achieved or had been transferred to the CDC. The Commission was created with a five-year term, which must be reviewed prior to term renewal. The Commission's most recent term expired in 2011 and it has been recommended to decline an extension, as the Commission's goals have been met or transferred. The CDC will memorialize Lake County's commitment to affordable housing through the amendment to the CDC by-laws, as will be noted during the upcoming agenda item.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the resolution declining to extend the term of the Affordable Housing Commission to the CDC for approval. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa and Commissioner Rose

Absent: 1 - Commissioner Russell

6.2 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 stated that, as mentioned during Item 6.1 and discussed during a previous

meeting, the changes to the CDC By-Laws would affirm the County's commitment to affordable housing. Staff worked closely with the Lake County Housing Action Coalition during the drafting of the amendment. Ms. Sloan distributed a corrected version of the draft, as several errors were found and corrected, and then she presented highlights of the proposed changes, as shown within the agenda packet.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Calabresa, to forward the resolution amending the CDC By-Laws to the CDC for approval. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen, Commissioner Calabresa and Commissioner Rose

Absent: 1 - Commissioner Russell

6.3 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 explained that on August 12, 2014, the County Board took action to enter into an intergovernmental agreement with the City of North Chicago to allow for shared services between the two governments, as it applies to the administration and management of the City's CDBG funds. This action was deemed necessary as North Chicago's CDBG director had recently left her position. Upon consultation with, and approval from, the U. S. Department of Housing and Urban Development (HUD), North Chicago approached the County with this proposition. The agreement states that the County's Community Development (CD) staff would administer North Chicago's CDBG funds in the future. The City would continue with its current stakeholders' application review and City Council approval process, but the funding recommendations would then proceed through the County's approval process. The County's process would begin with approval by the CDC, proceed to the Health and Community Services and the Financial and Administrative Committees, and then to the County Board for final approval. A discussion ensued pertaining to CD staff capacity and if the administrative fees to be provided by North Chicago would prove sufficient.

6.4 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 said that HUD had recently released new Low/Mod Census Block Group data determined by the 2010 census. This information was delayed due to HUD's discussions with the Census Bureau, but was made effective as of July 1, 2014. Staff negotiated with HUD, as there were changes to census block group eligibility that would affect some of the approved PY2014 projects, which have not yet been contracted. It was determined that the Mundelein and Round Lake Beach projects 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. A discussion about the two projects and the possible changes that might develop ensued.

6.5 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 stated that the Board Chairman had requested that the CD Administrator be granted limited authority to sign a number of the 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. This matter was discussed with, and approved by, the State's Attorney's office.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Rose, to recommend to the CDC that the CD Administrator be delegated with limited signature authority. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen,
Commissioner Calabresa and Commissioner Rose

Absent: 1 - Commissioner Russell

7. STAFF REPORTS

There were no staff reports.

8. ADJOURNMENT

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to adjourn the meeting at 2:53 p.m. The motion carried by the following vote:

Aye: 5 - Vice-Chairman Venturi, Commissioner Swartz, Chairman Pedersen,
Commissioner Calabresa and Commissioner Rose

Absent: 1 - Commissioner Russell