

Lake County Illinois

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



Minutes Report - Draft

Wednesday, September 13, 2017

3:30 PM

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

Housing and Community Development Commission

1. **ROLL CALL**

Chairman Rose called the meeting of the Housing and Community Development Commission (HCDC) to order at 3:39 p.m.

Guests: Harriet Rosenthal and Ginny Mulligan

Staff: Jodi Gingiss, Brenda O'Connell, Monika Bobo, Dominic Strezo, Sam McDonnell and Laura Walley

Present 13 - Janet Swartz, Joel Sikes, Carol Calabresa, Mary Cunningham, Linda Pedersen, Diane Hewitt, Sandy Hart, Steve Carlson, Michael Meehan, Ray Rose, Anne Flanigan Bassi, Bethany Williams and Mary Dominiak

Excused 2 - Joe Mancino and Dan Venturi

2. **APPROVAL OF MINUTES**

2.1 **17-0981**

Approval of the July 19, 2017 Minutes

Attachments: [7.19.17 Minutes.pdf](#)

A motion was made by Commissioner Hewitt, seconded by Commissioner Cunningham, to approve the July 19, 2017 minutes, as amended. The motion carried by the following vote:

Aye 11 - Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi and Commissioner Williams

Abstain 2 - Commissioner Sikes and Commissioner Dominiak

3. **CHAIR'S REMARKS**

Chairman Rose welcomed Mary Dominiak as a new HCDC member and asked her to provide information on her background. She stated that she has been a trustee for the Village of Antioch for 6 years and is presently in her second term. Previously, Ms. Dominiak worked in healthcare at Baxter and taught nursing classes at Loyola. The HCDC extended a warm welcome to Commissioner Dominiak.

Chairman Rose announced that two special guests were in attendance, as the HCDC wanted to say goodbye to former HCDC Commissioners Rosenthal and Mulligan. They were presented with plaques thanking them for their service to Lake County and they received a round of applause and well-wishes from the HCDC. The former members expressed their appreciation for the experience of servicing on the HCDC.

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 17-0976

HUD Monitoring Update

Attachments: [HUD Aug 2017 Monitoring.pdf](#)

Jodi Gingiss, Community Development Administrator, informed the HCDC that the U.S. Department of Housing and Urban Development (HUD) had recently spent five days auditing Lake County's PY2015 Community Development Block Grant (CDBG) Public Services files and the Neighborhood Stabilization Program (NSP) files. Community Development (CD) is still awaiting the official letter from HUD, but staff was informed by the auditors that the audit had gone very well. CD will present the official results once the letter is received.

Chairman Rose congratulated staff for the good news and offered thanks for the hard work that this accomplishment represented. He also expressed appreciation for the staff's passion and commitment. Commissioner Calabresa added her appreciation for staff's efforts in addressing problems with several very old projects that had encountered difficulties. She recognized that staff had worked diligently with HUD to clear up those matters while ensuring that current projects were running smoothly.

6.2 17-0977

Coordinated Entry: Permanent Supportive Housing Update

Attachments: [8.5 x 11 April 17 Graphic New.pdf](#)

Presented by Brenda O'Connell, Continuum of Care Program Coordinator, who shared progress made by the Lake County Coalition of the Homeless in working to end chronic and veteran homelessness.

6.3 17-0978

Joint resolution approving a Memorandum of Understanding (MOU) between Lake County and Little City Foundation, an approved sub-recipient of 2017 Community Development Block Grant (CDBG) funds, which authorizes the CDBG sub-recipient to incur costs prior to receipt by Lake County of the 2017 CDBG annual entitlement award from the United States Department of Housing and Urban Development (HUD).

- Federal delays in the issuance of entitlement grants from the U.S. Department of Housing & Urban Development (HUD) have become common: This year, Lake County expects to receive its annual CDBG entitlement grant agreement in late October 2017 despite its HUD Program Year having started on May 1.
- HUD under 24 CFR 570.200(h) permits CDBG grantees such as Lake County to allow its CDBG sub-recipients to begin spending on CDBG projects prior to receipt by Lake County of its CDBG award. The Lake County Board has approved such MOUs in the past, with sub-recipients traditionally willing to take the additional risk.
- The two sub-recipients proposed for 2017 MOUs are Little City and the Mundelein Police Department. For Little City, the CDBG grant covers bathroom renovations for Lakeside Center, a Waukegan-based Community Work Services Center, serving 180 adults with autism and other Intellectual and Developmental Disabilities (I/DD). For the Mundelein Police Station, CDBG grant funds will install four (4) automatic door openers for people with ambulatory disabilities.

- The proposed MOUs put the Little City Foundation and Mundelein Police Department on notice that the risk of incurring pre-award costs is borne by the sub-recipient and that such risks include both REIMBURSEMENT OF THESE EXPENSES IS COMPLETELY DEPENDENT ON THE CDBG 2017 GRANT AWARD PROVIDED BY HUD and a potential outcome where no CDBG funds are awarded to it.

Attachments: [MOU Little City 2017 CDBG Lakeside.pdf](#)

Presented by Dominic Strezo, Environmental Project Coordinator, who explained that the Village of Mundelein had withdrawn its request for a MOU. Little City Foundation's request for an MOU remained in effect.

A motion was made by Commissioner Hart, seconded by Commissioner Sikes, to approve the Joint resolution approving a Memorandum of Understanding between Lake County and the Little City Foundation. The motion carried by the following vote:

Aye 13 - Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Williams and Commissioner Dominiak

6.4 17-0979

Commission action adopting Community Development program-specific conflict of interest policies in accordance with federal administrative regulations.

- Lake County, as recipient of U.S. Department of Housing & Urban Development funds and as lead entity for the local HOME Investments Partnerships Program (HOME) Consortium, is required to establish a written Conflict of Interest policy.
- The proposed Conflict of Interest policy is drafted in accordance with 2 CFR 200.318, current federal uniform administrative regulations.
- In addition, Community Development staff must adhere to Employee Policies & Procedures, which includes Section 10.5: Gifts, Conflict of Interest, Honoraria and the Lake County Ethics Ordinance.

Attachments: [Community Devel Conflict of Interest Policy.pdf](#)

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Commissioner Swartz, seconded by Commissioner Hart, to approve the adoption of the Community Development program-specific conflict of interest policies as set forth by federal administrative regulations. The motion carried by the following vote:

Aye 13 - Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Williams and Commissioner Dominiak

7. STAFF REPORTS

Jodi Gingiss provided an update on Lake County's response to the July floods. She spoke

about the need to remediate affordable housing rental and homeowner units, as many may have developed mold issues. Currently, information is being gathered to determine the extent of the problem. Funds and partners will be needed to restore the units. There was a discussion about Small Business Administration loans that are available through an office in Kenosha and how to disseminate this information.

The Commissioners were informed that their parking transponders would now permit them to park on the second and third floors of the County's garage in Waukegan and that they were only allowed to park on the first floor in the reserved spots on the east side of the building. If there are no available spaces, then they must park in the City of Waukegan garage and have their parking tickets validated in the Facilities' office, located in the basement of the Administration Tower, prior to 4:30 p.m.

8. ADJOURNMENT

A motion was made by Vice-Chairman Pedersen, seconded by Commissioner Cunningham, to adjourn the meeting at 4:51 p.m. The motion carried by the following vote:

Aye 13 - Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Williams and Commissioner Dominiak