

Lake County Illinois

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



Minutes Report - Final

Wednesday, February 22, 2012

7:00 PM

Public Hearing - 2012 Action Plan

10th floor Assembly Room

Community Development Commission

1. Roll Call

Staff: Joel Williams, Vern Witkowski, Jonathan Burch and Laura Walley.

Guests: John Gonzalez of COOL; Kathy Brown of Community Action Partnership; Mary Ellen Tamasy of Lake County Residential Development Corporation (LCRDC); Robert Anthony of Community Partners for Affordable Housing (CPAH); Joanne Kuhstoss of Countryside Association; Mary Ellen Saunders of Mano a Mano and of Christ Church; Sonia Mares of Maristella; Amanos DuBose; Kelly Rentas of HealthReach; and Pamela Jeffries of the City of North Chicago.

Chairman Rose called the meeting to order at 7:09 p.m.

Present 11 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Member Molek, Chair Rose, Commissioner Mancino, Commissioner Northern, Commissioner Venturi and Commissioner Swartz

Excused 5 - Member Krapf, Member Russell, Commissioner Swanson, Commissioner Lawlor and Commissioner Stolman

2. Approval of Minutes

2.1 [12-0187](#)

Approval of Minutes - October 26, 2011

Attachments: [10.26.11 Minutes](#)

A motion was made by Commissioner Venturi, seconded by Commissioner Swartz, that the October 26, 2011 minutes be approved. Motion carried by voice vote.

Aye: 11 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Member Molek, Chair Rose, Commissioner Mancino, Commissioner Northern, Commissioner Venturi and Commissioner Swartz

2.2 [12-0188](#)

Approval of Minutes - January 18, 2012

Attachments: [1.18.12 Minutes](#)

A motion was made by Commissioner Venturi, seconded by Commissioner Pedersen, that the January 18, 2012 minutes be approved. Motion carried by voice vote.

Aye: 10 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Member Molek, Chair Rose, Commissioner Northern, Commissioner Venturi and Commissioner Swartz

Abstain: 1 - Commissioner Mancino

3. Chair's Remarks

Chairman Rose recognized David Northern, Executive Director of the Lake County Housing Authority, and his staff for the quality work they perform, as recognized by HUD. The Chairman had Mr. Joel Williams introduce Community Development's (CD) new staff member, Megan de Mejía, who will work with affordable housing.

4. Public Comment (items not on the agenda)

There were no public comments.

5. Old Business

There was no old business.

6. New Business

6.1 [12-0189](#)

Public Hearing #2 on the 2012 Annual Action Plan

- HUD requires a 30-day comment period for the Annual Action Plan.
- The CDC has solicited comments from the public beginning with a Public Hearing on January 18 and concluding with the second Public Hearing tonight.
- All comments will be heard and included in the 2012 Annual Action Plan document.

Mr. Williams explained the Annual Action Plan (Plan) 30-day public comment process, which began with the January 18th public hearing and concluded with tonight's public hearing. Numerous written comments were received and will be included within the final document.

Mr. Rob Anthony, of CPAH, expressed his gratitude for the Community Development Commission's (CDC) continuing support of the agency's affordable housing program, which created the first community land trust in Illinois. He then described several of the agency's projects, including two Lake Forest properties that are being rehabilitated for resale to income-qualified households.

Ms. Mary Ellen Tamasy, of LCRDC, thanked the CDC for the CHDO Operating Funds recommendation and provided an update on the agency's Victory Centre Senior Apartments, which are nearing completion. There will be an Open House in late April, to which the CDC will be invited.

Ms. Joanne Kuhstoss, of Countryside Association, thanked the CDC for the funding recommendation. She explained the agency's project, which will provide a bilingual transition specialist to assist developmentally-disabled high school students, and their families, as the students graduate into the work force.

Mr. John Gonzalez, of COOL, expressed the agency's gratitude for the funding recommendation for COOL's Food Pantry project.

Ms. Sonia Mares, of Maristella, thanked the CDC for the positive Emergency Solutions Grant (ESG) funding recommendation. She projected that the agency's improved performance would cause the CDC to grant them increased funding in the future. Ms. Mares asked the Cities of North Chicago and Waukegan to reconsider the agency's applications for funds, while expressing her understanding of the current economic situation.

Chairman Rose thanked the audience members for their time and comments, stressing that the communication process was very important, especially considering the ongoing economic crisis.

Chairman Rose opened the Public Hearing at 7:13 p.m. and closed it at 7:24 p.m.

6.2 [12-0190](#)

Approval of the Final 2012 Annual Action Plan

- Approval of the 2012 Annual Action Plan is required prior to submission to HUD.
- Approval tonight will move the Action Plan through the County's Health & Community Services and Financial & Administrative Committees prior to final approval by the County Board on March 13.
- The Action Plan will then be turned in to HUD for the period May 1, 2012 through April 30, 2013.
- Staff also seeks guidance on the response to any public comments that will be included in the final Action Plan.
- The full Action Plan is available on the web at:
<http://www.lakecountyil.gov/Planning/CommunityDevelopment/Pages/ActionPlan.aspx>

Attachments: [2012 Applications & Recommendations Tables - REVISED](#)

Mr. Williams explained that, upon receiving CDC approval, the Plan would be advanced to the Health & Community Services (HCS) and Financial & Administrative (F&A) Committees prior to final approval by the County Board on March 13, 2012. The Plan will then be submitted to HUD. Commissioner Mancino commended the CDC for all of the good work accomplished throughout the development of the Plan.

A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, that the Final 2012 Annual Action Plan be approved. Motion carried by voice vote.

Aye: 11 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Member Molek, Chair Rose, Commissioner Mancino, Commissioner Northern, Commissioner Venturi and Commissioner Swartz

6.3 [12-0191](#)

Public Hearing on Resale/Recapture Guideline Amendments

- Lake County has revised its Resale/Recapture Guidelines in the 2012 Action Plan.
- These guidelines explain how and when funds are paid back to the County for HOME funded projects.
- The new guidelines should be implemented in previous Action Plans (2004-2011) as well for consistency.
- The Lake County Citizen Participation Plan requires a public hearing for a substantial amendment of this type.

Mr. Jonathan Burch explained that Lake County's Resale/Recapture Guidelines were revised, based on comments from HUD, and were included within the 2012 Action Plan. During the January CDC meeting, the Commission approved the implementation of these amended guidelines within the 2004-2011 Action plans, to provide consistency and maximum flexibility to meet the area's changing economic situation, as allowed within HUD's regulations. That approval began the 30-day comment period, which would culminate with this public hearing, as required for substantial amendments to an Action Plan.

No comments were offered.

Chairman Rose opened the Public Hearing at 7:26 p.m. and closed it at 7:28 p.m.

6.4 [12-0192](#)

Approval of Resale/Recapture Amendments to 2004-2011 Action Plans

- After completion of the required 30-day comment period culminating in a public hearing, the amendments to the 2004-2011 Action Plans require approval.
- These amendments will then be approved by the County Board and submitted to HUD.

Attachments: [Lake County Resale and Recapture Guidelines for Homebuyers](#)

Mr. Williams said the amendments need to be approved, now that the substantial amendment process had been completed. Once that occurred, they would be advanced to the County Board for approval, prior to submission to HUD.

A motion was made by Commissioner Calabresa, seconded by Commissioner Venturi, that the Resale/Recapture Guidelines Amendments to the 2004-2011 Annual Action Plans be approved. Motion carried by voice vote.

Aye: 11 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Member Molek, Chair Rose, Commissioner Mancino, Commissioner Northern, Commissioner Venturi and Commissioner Swartz

6.5 [11-1151](#)

Project Cancellation - Oak Hill SLF - Round Lake Beach LP

- Oak Hill SLF was conditionally awarded a HOME grant during the 2011 application cycle.
- This award was contingent upon full receipt of anticipated funds from the US Department of Housing and Urban Development.
- Due to a decreased allocation, there were insufficient funds to grant an award to the project.
- A public comment period and hearing are required to formally cancel the project.

Mr. Williams explained that, during the 2011 application cycle, Oak Hill SLF was conditionally awarded a HOME grant, contingent upon the receipt of anticipated funds from HUD. Unfortunately, Lake County received a decreased allocation, which did not permit the funding of this project. It is necessary to initiate a substantial amendment process to formally cancel Lake County's HOME involvement in the project. The project was able to continue without the HOME funding. The approval of this item would initiate this process, which will include a public comment period and a public hearing.

A motion was made by Commissioner Venturi, seconded by Commissioner Pedersen, to cancel the 2011 Oak Hill SLF project. Motion carried by voice vote.

Aye: 11 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Member Molek, Chair Rose, Commissioner Mancino, Commissioner Northern, Commissioner Venturi and Commissioner Swartz

6.6 [12-0194](#)

Approval of Amendment to Community Development Commission By-laws -
Commissioner Alternates

- Currently, the CDC By-laws allow for Commissioners (except Officers) to appoint an alternate by January 1 of each year.
- Given that January 1 occurs in the middle of the application review process, selection of alternates at that time is awkward.
- After solicitation from the Executive Committee on direction, a proposed amendment is

presented for approval to change the alternate appointment date to coincide with the program year start of May 1.

Attachments: [CDC BY-LAWS - Proposed Alternates Revision](#)

Mr. Williams informed the CDC that staff sought direction from the Executive Committee regarding a change to the CDC By-laws concerning the timing of alternate appointments. Currently, Commissioners may appoint an alternate by January 1st of each year, which would occur during the application review process. The proposed amendment would change the date to May 1st, which would coincide with the start of the program year. This amendment would not affect the rule excluding CDC officers from appointing alternates.

A motion was made by Commissioner Venturi, seconded by Commissioner Northern, that the amendment to the CDC By-laws be approved. Motion carried by voice vote.

Aye: 11 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Member Molek, Chair Rose, Commissioner Mancino, Commissioner Northern, Commissioner Venturi and Commissioner Swartz

7. Staff Reports

7.1 [12-0193](#)

Orientation to Lake County Affordable Housing Program

- The Lake County Affordable Housing Program (LCAHP) is a county funded program designed to further affordable housing.
- The Health & Community Services Committee (HCS) normally reviews applications for LCAHP funds, but has now charged the Community Development Commission with that responsibility.
- Staff will provide an orientation of LCAHP to the full Commission, and then subsequent meetings of the Affordable Housing Application Review Committee (ARC) will be scheduled to develop the application process.

Mr. Williams stated that the HCS, which had historically reviewed applications for the Lake County Affordable Housing Program (LCAHP), determined that the CDC would now be responsible for the review process. The HCS decided that this change would provide consistency between the two affordable housing programs and would utilize the expertise of the Affordable Housing Application Review Committee (ARC). Mr. Williams presented an overview of the program, which was established and funded by the County Board to further affordable housing, and the application review process. The Affordable Housing ARC will hold special meetings for the LCAHP application review process.

The matter was presented.

7.2 [12-0195](#)

Illinois Open Meetings Act Overview

- The Illinois Open Meetings Act (OMA) is designed to ensure that the public has access to information about government and its decision-making process.
- The CDC, as a public body, is required to comply with the OMA.
- Staff receives annual online training from the Illinois Attorney General's Office to ensure compliance.
- For 2012, the Illinois legislature adopted a change to the Act that requires elected or

appointed members of a public body to successfully complete the online training curriculum, which includes Community Development Commissioners.

- The new law took effect January 1, 2012, and the training must be completed within one year.
- Staff will provide an overview of the OMA, and then work with Commissioners to complete the required training.

Mr. Williams said that a recent change to the Open Meetings Act (ACT) requires elected or appointed members of a public body, such as the CDC, to successfully complete an online training curriculum. This training will be provided by the Illinois Attorney General's Office and must be completed by the end of the year. The ACT is designed to ensure that the public has access to information about the government and its decision-making process. Staff will work with CDC members to ensure that this requirement is met. A discussion concerning the definition of a "public body meeting" ensued.

Mr. Williams announced that the HEARTH Act regulations had finally been released, which will require changes to the County's ESG program and amendments to the 5-year Consolidated Plan. Therefore, a special meeting of the Homeless Assistance ARC will be held for this purpose.

The matter was presented

8. Adjournment

Chairman Rose adjourned the meeting at 8:45 p.m.