

# Lake County Illinois

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



## **Minutes Report - Final**

**Wednesday, May 25, 2011**

**7:00 PM**

**10th floor Assembly Room**

**Community Development Commission**

1. **Roll Call**

*Guests: Betsy Lassar of Community Partners for Affordable Housing and Audrey Nixon of the Lake County Board.*

*Staff: Joel Williams, Vern Witkowski, Peter Duggan, Jonathan Burch, Megan Harrington, and Laura Walley.*

*Mr. Williams announced that Gerald Dietz and Evelyn Alexander, former Chairman and Vice-Chairman respectively, were not reappointed to the CDC; he expressed the County's gratitude for their many years of community service. Consequently, the first order of business would be to elect a Chairman pro tem. Nominations were solicited from the floor.*

**Due to the absence of the Chair and Vice-Chair, Community Development Administrator Mr. Joel Williams called the meeting to order at 7:07 p.m. and solicited nominations for a Chairman Pro-Tem.**

**A motion was made by Commissioner Molek, seconded by Commissioner Ditzig, that Ray Rose be named Chairman Pro-Tem. The motion passed unanimously.**

**Aye:** 13 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Commissioner Krapf, Commissioner Molek, Chair Rose, Commissioner Russell, Commissioner Swanson, Commissioner Lawlor, Commissioner Northern and Commissioner Venturi

2. **Approval of Minutes**

2.1 **11-0498**

Approval of Minutes - April 27, 2011

**A motion was made by Commissioner Ditzig, seconded by Commissioner Hewitt, that the April 27, 2011 minutes be approved. Motion carried unanimously.**

**Aye:** 13 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Commissioner Krapf, Commissioner Molek, Chair Rose, Commissioner Russell, Commissioner Swanson, Commissioner Lawlor, Commissioner Northern and Commissioner Venturi

3. **Chair's Remarks**

*Chair Pro-Tem Ray Rose had no remarks.*

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 **11-0484**

Nomination and Election of Commission Officers

- There currently exists a vacancy for the Chairman & Vice-Chairman positions for the

Community Development Commission.

- The CDC by-laws call for the election of these officers by the full Commission.
- Nominations will be taken from the floor, followed by the election of these officers.

*Chairman pro-tem Rose read the section of the CDC by-laws pertaining to elections to the Commission and opened the floor for nominations. Mr. Williams stated that nominations and voting for each office would occur separately. Ray Rose was nominated for Chairman. As there was no response to requests for additional candidates, the nominations were closed.*

**A motion was made by Member Lawlor, seconded by Member Cunningham, that Ray Rose be elected Chairman of the CDC. Motion carried unanimously.**

**Aye:** 13 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Commissioner Krapf, Commissioner Molek, Chair Rose, Commissioner Russell, Commissioner Swanson, Commissioner Lawlor, Commissioner Northern and Commissioner Venturi

*Chairman Rose opened the floor for nominations for Vice-Chairman. Cheri Ditzig was nominated for Vice-Chairman. When nominated, Carol Calabresa respectfully declined. As there were no additional candidates named, the nominations were closed.*

**A motion was made by Member Pedersen, seconded by Chairman Rose, that Cheri Ditzig be elected Vice Chairman of the CDC. Motion carried unanimously.**

**Aye:** 13 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Commissioner Krapf, Commissioner Molek, Chair Rose, Commissioner Russell, Commissioner Swanson, Commissioner Lawlor, Commissioner Northern and Commissioner Venturi

## 6.2 [11-0485](#)

### Nomination and Election of Executive Committee Members

- The CDC by-laws call for the election of Executive Committee members at the same meeting at which election of Commission officers occurs.
- The Chairman & Vice-Chairman of the full Commission are automatically members of the Executive Committee; the remaining four members of the Executive Committee are to be elected by the full Commission.
- The six members of the Executive Committee, per the CDC by-laws, shall be comprised of two members from each of the three groups of Commission members: 1) County Board members; 2) Mayors, Village Presidents, Township Supervisors; and 3) citizen representatives.
- Nominations will be taken from the floor, followed by the election of these Executive Committee members.

*Mr. Williams explained the by-laws that pertained to the election of Executive Committee members. The new CDC officers, Mr. Rose and Supervisor Ditzig are automatically members of the Executive Committee. Carol Calabresa, Aaron Lawlor, and Linda Pedersen were nominated as County Board representatives for the Executive Committee. As Aaron Lawlor currently has ex-officio status, he declined the nomination. As there were no additional candidates named, the nominations were closed. Member Calabresa and Member Pedersen were elected as members of the Executive Committee.*

*Chairman Rose asked for nominations for the Mayor/Village President/Supervisor*

*representative position within the Executive Committee. Joe Mancino and Burnell Russell were nominated for the available position. Mayor Mancino was not present to state his interest in the position, but as the nomination was already on record, the CDC was required to take a vote. As there were no additional candidates named, the nominations were closed. Commissioner Mancino was not elected as a member of the Executive Committee. Commissioner Russell was elected as a member of the Executive Committee.*

*Chairman Rose requested nominations for the Citizen representative position within the Executive Committee. David Northern and Karl Molek were nominated for the available position. Karl Molek declined the nomination. As there were no additional candidates named, the nominations were closed. Commissioner Northern was elected as a member of the Executive Committee.*

*Mr. Williams informed the CDC that the Executive Committee (EC) would meet at 6:00 p.m. on June 22nd, at which time the EC will elect its officers.*

**The Executive Committee elections were held and Commissioners Pedersen, Calabresa, Russell, and Northern were elected to the Executive Committee unanimously.**

**Aye:** 13 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Commissioner Krapf, Commissioner Molek, Chair Rose, Commissioner Russell, Commissioner Swanson, Commissioner Lawlor, Commissioner Northern and Commissioner Venturi

**6.3 [11-0486](#)**

Proposed Amendment to 2010 Action Plan - Community Partners for Affordable Housing

- The 2010 Annual Action Plan contained a project for Community Partners for Affordable Housing (CPAH) to acquire and rehabilitate five units in Highland Park for affordable homeownership opportunities.
- CPAH has been in negotiation with the City of Lake Forest to replicate its model for affordable housing within Lake Forest's jurisdiction.
- CPAH is requesting an amendment to its 2010 project to allow the acquisition and rehabilitation of units in Lake Forest as well as Highland Park (see attached letter).
- This amendment requires a 30-day comment period, upon the conclusion of which a new agreement may be executed.

**Attachments:** [CPAH - HOME Amendment Letter](#)

[HPICLT-CPAH Project Amendment](#)

*Ms. Megan Harrington informed the CDC that Community Partners for Affordable Housing (CPAH) would like to amend its 2010 project to allow the acquisition and rehabilitation of homeownership units in Lake Forest as well as Highland Park. CPAH is working with the City of Lake Forest to replicate its community land trust model for affordable housing within Lake Forest's jurisdiction. Staff recommends approval of the amendment. Ms. Betsy Lassar gave a project update, stating that two units have been completed, with a third unit under contract, and answered questions about the project. Discussion evolved to the topic of Housing Choice voucher usage within Lake Forest,*

*pertaining to rental properties. Upon CDC approval, the required 30-day comment period will begin.*

**A motion was made by Member Pedersen, seconded by Member Lawlor, that the amendment to the 2010 Action Plan, allowing CPAH to acquire and rehabilitate affordable homeownership units in Lake Forest, be approved. Motion carried unanimously.**

**Aye:** 13 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Commissioner Krapf, Commissioner Molek, Chair Rose, Commissioner Russell, Commissioner Swanson, Commissioner Lawlor, Commissioner Northern and Commissioner Venturi

#### 6.4 [11-0502](#)

Approval of Home Investment Partnership Act (HOME) Consortium Agreement for PY2012-PY2014

- As per HUD requirements (Federal Notice: CPD-08-01), Lake County must renew its HOME Investment Partnership Program Consortium Agreement with the Cities of North Chicago and Waukegan every three years in order for all three jurisdictions to continue operating as a consortium and thereby increase the level of available HOME funding.
- The current agreement runs through the end of PY2011 and the draft agreement will cover PY2012 through PY2014.
- This draft agreement was approved by the Council of the City of North Chicago on May 9th and the Council of the City of Waukegan on May 16th.
- Staff requests the approval of proposed draft agreement.

**Attachments:** [Draft Consortium Agreement Memo.pdf](#)

[Draft 2012-2014 Consortium Agreement .pdf](#)

*Mr. Jonathan Burch stated that HUD requires the County to renew its HOME Investment Partnership Program Consortium Agreement with the Cities of North Chicago and Waukegan every third year in order to continue operating as a consortium, thereby increasing the level of available HOME funding. The city councils of North Chicago and Waukegan have approved the draft agreement, with Staff recommending that the CDC also grant its approval.*

**A motion was made by Member Lawlor, seconded by Member Hewitt, to approve the HOME Consortium Agreement for PY2012 – PY2014. Motion carried unanimously.**

**Aye:** 13 - Commissioner Pedersen, Commissioner Calabresa, Commissioner Hewitt, Commissioner Cunningham, Vice-Chairman Ditzig, Commissioner Krapf, Commissioner Molek, Chair Rose, Commissioner Russell, Commissioner Swanson, Commissioner Lawlor, Commissioner Northern and Commissioner Venturi

## 7. Staff Reports

### 7.1 [11-0483](#)

Staff Presentation on ServicePoint

- Lake County, as mandated by the US Department of Housing & Urban Development (HUD), operates a Homeless Management Information System (HMIS).

- The HMIS is used to track clients throughout the broader continuum of care and coordinate the provision of services.
- Lake County uses ServicePoint for its HMIS.
- ServicePoint is currently being expanded to other social service providers to make it a more effective system.
- Staff will make a presentation on ServicePoint.

*Mr. Williams introduced Mr. Peter Duggan, who administers the County's Homeless Management Information System (HMIS), which utilizes ServicePoint to track and assist clients. Mr. Duggan gave a presentation to inform the CDC of the manner in which ServicePoint can help the County's public service agencies save employee time and effort. The program is used to track clients throughout the continuum of care and coordinate services by providing referrals to other agencies, based on each client's needs. Once entered into the system, each client's information may be accessed by other qualified agencies that the client utilizes, freeing them from the task of obtaining the same basic information. Further, the gathering of information for required reports may now be performed with the press of a button, rather than the multiple days of data gathering that this formerly entailed. Mr. Duggan has spent a great deal of time working with PADS and Catholic Charities, instructing their employees in the proper use of the system. Other agencies are requesting his assistance, as they have heard about the benefits of ServicePoint. Commissioner Lawlor said that the Lake County Community Foundation was considering the award of a \$100,000 grant to pay for consultants to provide ServicePoint training to smaller public service agencies. Commissioner Ditzig offered that Zion Township had approved \$15,000 to contract a ServicePoint trainer to work with the township's service agencies. A discussion ensued about the County's progress in ServicePoint training, in comparison to nearby counties, and also about privacy issues.*

**presented**

## **7.2 Community Development Administrator's Report**

*Mr. Williams commented on the recent negative reports, printed in the Washington Post, about the HOME program. The reports were based on data gathered from HUD documents, which do not fully explain the total benefits of the HOME program. CD Staff is currently compiling a fact sheet detailing on the County's HOME program accomplishments, which will be provided to the CDC.*

*The CDBG program suffered a 17% reduction in funds for PY2011 and Congress is considered even further cutbacks for PY2012. There is an ongoing bipartisan effort to prevent this from happening. Mr. Williams announced that the recent HUD monitoring of Lake County's CDBG program went extremely well, as there were no negative findings or concerns. In response to a question, he explained the monitoring process. The CDC recommended that Staff should make the public aware of CD's successful monitoring and its efforts on behalf of the County's citizens. Mr. Williams said that, once the official document is received from HUD, he will work with the Communications Department to make sure that this information is disseminated.*

*Commissioner Swanson suggested that several of the monthly meetings should be held at the Central Permit Facility (CPF) in Libertyville. Mr. Williams explained the agreement*

*to keep the CDC meetings in Waukegan, if the CD Division moved to the CPF. He said that if the CDC made a decision to move the meetings, the decision would need to be approved by the appropriate entities. Mr. Williams research the possibility and update the CDC at the June meeting.*

**8. Adjournment**

**Chairman Rose adjourned the meeting at 8:39 p.m.**