

Lake County Illinois

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



Minutes Report - Draft

Wednesday, March 12, 2014

3:30 PM

10th floor Assembly Room
18 N. County Street, Waukegan, IL 60085
Community Development Commission

1. ROLL CALL

Chairman Rose called the Community Development Commission (CDC) meeting to order at 3:45 p.m.

Guests: Betsy Lassar of Lake County Housing Action Coalition; Lisa Pugliese of the Affordable Housing Corporation; and Kara Grubb, John Quintanilla, and Sam Dibrino of Prairie State Legal Services

Staff: Eric Waggoner, Jodi Gingiss, Sarah Ciampi, and Laura Walley

Present 11 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Commissioner Rosenthal, Chairman Rose and Commissioner Armstrong

Absent 4 - Commissioner Hart, Vice-Chairman Pedersen, Commissioner Swanson and Commissioner Mancino

2. APPROVAL OF MINUTES

2.1 14-0245

Approval of February 12, 2014 CDC Minutes

Attachments: [2.12.14 Minutes.pdf](#)

A motion was made by Commissioner Cunningham, seconded by Commissioner Rosenthal, to approve the February 12, 2014 minutes. The motion carried by the following vote:

Aye: 11 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Commissioner Rosenthal, Chairman Rose and Commissioner Armstrong

Absent: 4 - Commissioner Hart, Vice-Chairman Pedersen, Commissioner Swanson and Commissioner Mancino

3. CHAIR'S REMARKS

Chairman Rose had no comments, but he invited Mr. Eric Waggoner, Director of the Lake County Planning, Building & Development Department, to address the CDC on the matter of the annual completion of a Statement of Economic Interest, as required by the Illinois Governmental Act, for individuals that serve on County committees. He said that staff has been working with legal counsel to determine if CDC members will be required to file the annual statement. Once this determination has been made, the CDC will be informed if this will become a requirement.

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 14-0236

Presentation on Duty to Affirmatively Further Fair Housing

- Since 2012, the County has contracted with Prairie State Legal Services as its fair housing services provider. Prairie State's scope includes providing fair housing training to government officials and grant-making decision makers such as the CDC.
- As the By-Laws of the CDC state, one of the goals of the CDC is to "Actively compile and disseminate information on trends, issues and best practices impacting community development" and fair housing - as both a federal and state law - is one of those best practices.
- To prepare for the 2014 Analysis of Impediments to Fair Housing, the CDC will hear three short presentations on the County's duty to affirmatively further fair housing at its first three meetings of 2014.

Ms. Kara Grubb, Outreach and Training Coordinator from Prairie State Legal Services (PSLS), spoke of best practices under the duty to affirmatively further fair housing. She talked about the structure of an integrated community, reached through long-term development to include commercial areas, green spaces, and single-family and multi-family housing that encourage households of all races and economic levels, as well as persons with disabilities, to live there. Ms. Grubb told the CDC of accessibility issues, which must be met when new buildings are constructed, in order to allow persons with disabilities to reside there. She next addressed inclusionary zoning, which requires new developments with more than 20 units to provide a certain percentage of affordable units, or to build affordable units at another location within the jurisdiction, or to give money to an affordable housing fund for use in developing local affordable housing. She also spoke about mixed-use zoning, which helps provide services to a community, and about transit-oriented development, which can provide affordable housing if it is planned as a mixed-use, mixed-income area. Ms. Grubb said that it is important to engage the local residents and organizations in planning improvements to an area. It is also important to advertise the fact that a development or a community is open to everyone and to educate the community about the impact of diversity on an area. Lastly, she informed the CDC of different types of housing programs that further fair housing.

6.2 14-0237

Approval of Organization to Administer CDBG-funded Fair Housing Program.

- On September 9, 2013, an RFQ was released for organizations to administer a Fair Housing Program, per the 2014 Housing & Community Development Annual Action Plan. This activity is funded with CDBG program funds.
- The purpose of the Fair Housing Program is to ensure compliance with the Federal Fair Housing Act ("Act"), part of the Civil Rights Act of 1968. This Act made it illegal to discriminate in housing on the basis of race, color, religion, national origin, and sex. In 1988, Congress added familial status and disability to the categories protected under that law.
- Qualified organizations must be able to provide: 1) Education & Outreach; 2) Counseling/Referrals; 3) Investigation & Testing; 4) Mediation/Legal Services; and 5) Communications & Marketing. Ability to provide enforcement of the Act is preferred.

- One organization, Prairie State Legal Services, responded to the RFQ. This response was made available to the Executive Committee that will make a recommendation to the full Community Development Commission.
- Since May 2011, Prairie State has been the recipient of CDBG funds from Lake County, Waukegan and North Chicago to operate the Fair Housing Program for Lake County.

Ms. Jodi Gingiss said Prairie State Legal Services (PSLS) had responded to Lake County's recent Request for Qualifications pertaining to the administration of the Fair Housing Program. There were no other applications submitted for this funding. She added that PSLS has had three years' experience in providing these services to the County. Staff had reviewed the application and requested CDC approval of PSLS to administer the Fair Housing program. Ms. Gingiss invited Mr. John Quintanilla to the floor for public comment.

Mr. Quintanilla, PSLS' staff attorney for the Fair Housing Program, stated the agency's appreciation for the opportunity to serve the County and offered his availability for any questions about the program. He said that, since the agency began administering Lake County's Fair Housing Program, it had received HUD funding, expanded its staff, and now serves six counties' fair housing needs. Mr. Quintanilla added that PSLS had developed an in-house testing program, which enhances the work that the agency can perform.

A motion was made by Commissioner Rosenthal, seconded by Commissioner Venturi, to approve Prairie State Legal Services to administer the County's Fair Housing Program. The motion carried by the following vote:

Aye: 11 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Commissioner Rosenthal, Chairman Rose and Commissioner Armstrong

Absent: 4 - Commissioner Hart, Vice-Chairman Pedersen, Commissioner Swanson and Commissioner Mancino

6.3 14-0249

March 12, 2014 Community Development Watch List

- The March 12, 2014 watch list contains one unresolved February 12, 2014 Watch List item (ESG homelessness prevention by Prairie State Legal Services (PSLS)) and no new Watch List items.
- The attached Watch List Update memo and the following agenda item to reallocate PSLS' ESG 2012 in advance of the June 4, 2014 expenditure deadline provides additional detail.

Attachments: [March 2014 WL Status Memo](#)

Ms. Gingiss directed the CDC's attention to the fact that there were no new items on the Community Development Watch List, which is utilized as a communication tool. She said that there was only one item remaining on the Watch List, which would be covered during Item 6.4.

6.4 14-0235

Vote to reallocate ESG funds to meet two-year expenditure deadlines

- Given the restrictiveness of recent changes to the Emergency Solutions Grant (ESG) program, homelessness prevention programs to which 2012 ESG funds were allocated are unlikely to meet stringent June 4, 2014 ESG expenditure deadlines.
- In order not to return these ESG funds to HUD, staff recommends the CDC reallocate funds to homelessness prevention programs that have proven track record spending ESG funds in timely and compliant ways.
- At the February 12, 2014 CDC meeting, the CDC considered a staff recommendation to reallocate \$14,444.70 unspent of \$20,000 ESG 2102 contract with Prairie State Legal Services, for which the expenditure deadline is June 4, 2014. At the meeting, Prairie State's Mark Guest expressed Prairie State's ability to use the funds on time, although Finance Director Gail Tilkin Walsh had agreed since November, 2013 to repurpose the funds. This agreement was confirmed in a February 25, 2014 email (attached) from Gail Tilkin Walsh stating, "Prairie State agrees to the reprogramming of 2012 dollars for other purposes."
- The unspent amount of \$14,444.70 would be reallocated to ESG contingency projects recommended by Homeless Assistance ARC at December 9, 2013 meeting and approved by CDC on January 15, 2014.

Attachments: [PSLS Correspondence](#)

Ms. Gingiss called Mr. Sam Dibrino to the floor for public comment.

Mr. Dibrino, the managing attorney at PSLS, clarified the issue pertaining to the repurposing of the unspent PY2012 PSLS ESG funds. He said that the PSLS employee who had requested that this item be tabled during the February CDC meeting, to allow time to gather further financial information, had not been fully informed on the facts about this issue. Mr. Dibrino wanted to confirm that PSLS was in agreement with the County on the repurposing of the PY2012 funds, adding that the agency was concentrating on administering its PY2013 funds.

A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the reallocation of PSLS' unspent PY2012 ESG funds. The motion carried by the following vote:

Aye: 11 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Commissioner Rosenthal, Chairman Rose and Commissioner Armstrong

Absent: 4 - Commissioner Hart, Vice-Chairman Pedersen, Commissioner Swanson and Commissioner Mancino

6.5 14-0247

Public Hearing - Fourth Amendment to the Submission of the 2012 Action Plan

Ms. Gingiss stated that a public hearing must be held prior to Item 6.6, which pertained to an amendment to the 2012 Annual Action Plan. She informed the CDC that the Fourth Amendment included the repurposing of the PSLS funds discussed during Item 6.4, along

with the completion of the reallocation of CHDO funds approved during the February CDC meeting.

Public Comments session was opened at 4:42 p.m.

There were no public comments.

Public Comments session was closed at 4:43 p.m.

6.6 14-0246

Joint resolution approving Fourth Amendment to 2012 Housing and Community Development Action Plan Amendments.

- U.S. Department of Housing and Urban Development (HUD) requires the submission of an Annual Action Plan and associated amendments to govern expenditure of federal funding .
- Last month, the Community Development Commission (CDC) approved the reallocation of 2012 HOME Community Housing Development Organization (CHDO) operating funds in order to meet the two-year HOME commitment deadline; this approval is reflected in this fourth amendment to the 2012 Action Plan.
- Last month, the County Board approved a third amendment to the 2012 Action Plan to provide additional Emergency Solutions Grant (ESG) funding for homelessness prevention and Service Point; this fourth amendment includes a table of ESG 2012 activity budgets for maximum clarity in advance of the June 4, 2014 expenditure deadline.

Attachments: [2012APFourthAmend](#)

Ms. Gingiss said that this resolution was addressed during her introduction to the public hearing for Item 6.5.

A motion was made by Commissioner Venturi, seconded by Commissioner Swartz, to approve the Joint Resolution approving the Fourth Amendment to the 2012 Housing and Community Development Action Plan Amendments. The motion carried by the following vote:

Aye: 11 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Commissioner Rosenthal, Chairman Rose and Commissioner Armstrong

Absent: 4 - Commissioner Hart, Vice-Chairman Pedersen, Commissioner Swanson and Commissioner Mancino

7. STAFF REPORTS

Ms. Gingiss updated the CDC on the status of the Analysis of Impediments to Fair Housing Choice, stating that the County's consultant had returned to work part-time after dealing with a serious health issue. Work was continuing on the Analysis, with an additional component of public outreach, The Forum on Suburban Poverty, to be held on April 7, 2014. The Forum will be co-hosted by Lake County Community Development and the Lake County Community Foundation, and will feature Professor Scott Allard, an authority on suburban poverty who teaches at the University of Chicago. The Forum will be held at Rosalind Franklin University, beginning at 12:30 p.m., with lunch provided. The

CDC should receive their invitations shortly. Ms. Gingiss was happy to announce that Lake County and its partners had already met their Neighborhood Stabilization Program 3 expenditure deadline, prior to the March 15th cutoff.

8. ADJOURNMENT

A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to adjourn the meeting at 4:47 p.m. The motion carried by the following vote:

Aye: 11 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Venturi, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Commissioner Rosenthal, Chairman Rose and Commissioner Armstrong

Absent: 4 - Commissioner Hart, Vice-Chairman Pedersen, Commissioner Swanson and Commissioner Mancino