

Lake County Illinois

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



Minutes Report - Draft

Wednesday, March 9, 2016

2:30 PM

10th floor - Conference Room C
18 N. County Street, Waukegan, IL 60085

Housing and Community Development Commission - Executive Committee

1. ROLL CALL

Chairman Pedersen called the Housing and Community Development Commission (HCDC) Executive Committee (EC) meeting to order at 2:31 p.m.

Staff: Eric Waggoner, Jodi Gingiss, Monika Bobo, Eric Foote and Laura Walley

Present 5 - Ray Rose, Steve Carlson, Linda Pedersen, Dan Venturi and Janet Swartz

Excused 1 - Carol Calabresa

2. APPROVAL OF MINUTES

2.1 16-0161

Approval of the January 13, 2016 Minutes

Attachments: [1.13.16 Exec Minutes.pdf](#)

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to approve the January 13, 2016 minutes. The motion carried by the following vote:

Aye 5 - Commissioner Rose, Ex-Officio Member Carlson, Chairman Pedersen, Vice Chair Venturi and Commissioner Swartz

3. CHAIR'S REMARKS

The Chairman had no remarks

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 16-0245

Update on Fair Housing

- Lake County, as a recipient of CDBG and other federal funds, is required to "affirmatively further fair housing."
- As a result of the new Affirmatively Furthering Fair Housing rule attached to the federal 1968 Fair Housing Act last year, the means of planning and implementing this work has changed.
- Staff will present preliminary assessment of the new rule and propose next steps for the Commission. A formal presentation will be given at the April HCDC meeting in honor of Fair Housing Month.

Attachments: [HUD Preps 2016 Fair Housing Push.pdf](#)

Presented by Jodi Gingiss, Community Development Administrator

6.2 16-0250

Proposed Shifts in 2016 Activity Funding Amounts

- The U.S. Department of Housing and Urban Development (HUD) has released official 2016 grant amounts of \$2,389,109 for Lake County Community Development Block Grant (CDBG), \$1,119,694 for Lake County Consortium HOME Investment Partnerships

Program (HOME) and \$217,190 for Emergency Solutions Grants (ESG). When combined with the City of North Chicago's CDBG entitlement which is administered by Lake County, the 2016 CDBG grant amount totals \$2,610,862.

- Grant amounts in the Public Hearing version of the 2016 Action Plan approved by the Housing & Community Development Commission (HCDC) on February 9, 2016 were based upon 2015 grant amounts. Actual 2016 CDBG decreased \$23,582 (-2%) and HOME increased \$78,506 (+7%) relative to 2015 grant levels. ESG funding decreased from \$220k to \$217k.
- To produce a final 2016 Action Plan with grant amounts reflecting actual HUD funding levels, the attached recommendations contain several proposed shifts: 1) Pro rata decreases in CDBG Public Services and ESG grants; 2) slight pro rata decreases in CDBG housing grants balanced by 3) HOME grant increases (shown in yellow in the attached 2016 Action Plan excerpt).
- The 2016 Action Plan will be finalized by the Lake County Board on April 12, 2016 and is due to HUD no later than April 15, 2016.

Attachments: [2016 Action Plan Excerpt 03.09.16.pdf](#)

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, given actual PY2016 HUD grant amounts, to forward the proposed changes in the 2016 activity funding amounts, as presented, to the HCDC for approval. The motion carried by the following vote:

Aye 5 - Commissioner Rose, Ex-Officio Member Carlson, Chairman Pedersen, Vice Chair Venturi and Commissioner Swartz

6.3 16-0246

Round Lake Beach CDBG 2014 Public Infrastructure Funding Shift to 2016

- The Village of Round Lake Beach received a CDBG award in 2014 and subsequently the awarded project's environmental review is invalid.
- When notified of the ineligibility of its proposed road improvement project for CDBG funding due to the invalid environmental review, the Village of Round Lake Beach agreed to move its \$85,000 CDBG grant to a different project at the County's request.
- The proposed alternate project is the Village of Round Lake Beach's approved 2016 flood drainage improvement project on Maple Drive, which received a score of 78% of available points in the 2016 application round. The project's budget is \$307k of which \$134k is being funded by the Village of Round Lake Beach (44% leverage).

Attachments: [RLB Revised Scope Letter 3-3-16 SIGNED.pdf](#)

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the Village of Round Lake Beach's request to move its 2014 CDBG funds to its 2016 project to the the HCDC for approval. The motion carried by the following vote:

Aye 5 - Commissioner Rose, Ex-Officio Member Carlson, Chairman Pedersen, Vice Chair Venturi and Commissioner Swartz

6.4 16-0252

Rental Portfolio Inspection Remedies

- Community Development recently hired County inspectors to examine the compliance of all grant-funded housing projects with both HUD requirements and the County's own property rehabilitation standards.
- Examination of previously developed rental properties indicate several necessary safety-related improvements that are eligible for Community Development Block Grant (CDBG) funding. The need for additional electric work budgeted at \$10k and removal of an unsafe driveway budgeted at \$3k could be covered with previously unspent CDBG funds.
- The scope of staff's request includes the following: \$10k CDBG grant to Lake County Residential Development Corporation (LCRDC) for safety repairs at over ten units of grant-funded rental housing and a \$3k increase in CDBG grants to the City of Zion for driveway removal. These changes would be reflected in the final version of the 2016 Action Plan.

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the request to provide a \$13,000 grant in the 2016 Action Plan to cover the cost of needed safety improvements for a number of LCRDC's rental units, including a \$3,000 grant to the City of Zion for driveway removal at one of the homes, to the HCDC for approval. The motion carried by the following vote:

Aye 5 - Commissioner Rose, Ex-Officio Member Carlson, Chairman Pedersen, Vice Chair Venturi and Commissioner Swartz

6.5 16-0251

Project Delivery Expenses

- The HCDC has previously determined that grant funds can be used to cover required County costs for environmental reviews and inspections ("project delivery"). This determination was implemented for 2015 and 2016 grant-funded activities, but a large backlog of 2013 housing and 2014 public infrastructure and housing projects require allocation of previously unspent funds and/or program income to cover project delivery costs. These project delivery costs are budgeted at \$2k per project or house.
- Staff seeks permission to increase the 2013 and 2014 budgets of the attached list of open grant-funded activities to cover the costs of environmental reviews and inspections. Such budget increases are not substantial, so do not require a substantial amendment of the 2013 and 2014 Action Plans.

Attachments: [Project Delivery Expenses 3.2016.pdf](#)

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Commissioner Swartz, seconded by Vice-Chairman Venturi, to forward the request to increase the 2013 and 2014 budgets of the specified projects, to provide funding for the required project delivery costs, to the HCDC for approval. The motion carried by the following vote:

Aye 5 - Commissioner Rose, Ex-Officio Member Carlson, Chairman Pedersen, Vice Chair Venturi and Commissioner Swartz

6.6 16-0244

Joint resolution approving a Memorandum of Understanding (MOU) between Lake County and the Lake County Coalition for the Homeless (LCCH) to provide services under Lake County's Continuum of Care and for the purposes of serving as Collaborative Applicant.

- The U.S. Department of Housing and Urban Development (HUD) provides nearly \$3,000,000 of annual Continuum of Care funding to LCCH members, including Lake County as Collaborative Applicant and Homeless Management Information System (HMIS) ServicePoint lead.
- Lake County Community Development staff have informally filled the staffing capacity needs of the LCCH, a community-based membership organization comprised of agencies serving the needs of people who are homeless.
- HUD makes funding available via the LCCH to Lake County as Collaborative Applicant. This MOU defines the roles and responsibilities that accompany that funding. In the event that future HUD funding is insufficient for Lake County to provide these services, the MOU could be terminated or not renewed.
- If funded, this MOU would be renewed annually on October 1, concurrent with the renewal of HUD funding for this purpose.

Attachments: [MOU LCCH and LC PBD 05.10.16](#)

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the Joint Resolution approving a Memorandum of Understanding between Lake County and the Lake County Coalition for the Homeless to the HCDC for approval, subject to final Coalition review and approval. The motion carried by the following vote:

Aye 5 - Commissioner Rose, Ex-Officio Member Carlson, Chairman Pedersen, Vice Chair Venturi and Commissioner Swartz

7. STAFF REPORTS

Jodi Gingiss spoke of the two Lake County Memoranda of Understanding (MOU), one each with Lake Villa and the Little City Foundation, which were presented during last month's HCDC meetings. There have been a few minor changes to the MOUs, including a slight funding amount change to one and that both had the dates of presentation to the Lake County Board changed from March to April.

8. ADJOURNMENT

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to adjourn the meeting at 2:52 p.m. The motion carried by the following vote:

Aye 5 - Commissioner Rose, Ex-Officio Member Carlson, Chairman Pedersen, Vice Chair Venturi and Commissioner Swartz