

# Lake County Illinois

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



## Minutes Report - Draft

Wednesday, February 14, 2018

3:30 PM

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

**Housing and Community Development Commission**

**1. ROLL CALL**

*Chairman Rose called the meeting of the Housing and Community Development Commission (HCDC) to order at 3:35 p.m.*

*Guests: Pam Jeffries of the City of Waukegan and Walter Swartz*

*Staff: Eric Waggoner, Jodi Gingiss, Brenda O'Connell, Eric Foote, Dominic Strezo, Yareli Salgado, Irene Marsh-Elmer and Laura Walley*

**Present** 10 - Dan Venturi, Janet Swartz, Carol Calabresa, Mary Cunningham, Linda Pedersen, Sandy Hart, Steve Carlson, Ray Rose, Bethany Williams and Mary Dominiak

**Excused** 6 - Joe Mancino, Joel Sikes, Diane Hewitt, Michael Meehan, Anne Flanigan Bassi and Stephen Henley

**2. APPROVAL OF MINUTES**

**2.1 18-0174**

Approval of the November 15, 2017 Minutes

**Attachments:** [11.15.17 Minutes.pdf](#)

**A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the November 15, 2017 minutes. The motion carried by the following vote:**

**Aye** 9 - Commissioner Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hart, Ex-Officio Member Carlson, Chairman Rose and Commissioner Dominiak

**Not Present** 1 - Commissioner Williams

**3. CHAIR'S REMARKS**

*Chairman Rose wished everyone a Happy Valentine's Day. He offered a warm welcome to Community Development's newest member, Irene Marsh-Elmer, who will work with the affordable housing projects. Jodi Gingiss informed the HCDC that Ms. Marsh-Elmer holds Master degrees in public health and public policy.*

**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 18-0198**

Discussion: Proposed ServicePoint Coordinating Council

- ServicePoint, a web-based service coordination database, is utilized by a range of interested parties for service coordination in Lake County. Within this context, four primary uses (Homeless Management Information System(HMIS)), Coordinated Entry, Referral Network, and Find Help Lake County) are integrated into one common technology platform that is managed by Lake County Community Development staff.

- The HCDC will be discussing the attached proposal to establish a broad community-based governance structure encompassing all uses of ServicePoint.

**Attachments:** [Proposed ServicePoint Coordinating Council Executive Summary.pdf](#)

*Presented by Brenda O'Connell, Continuum of Care Program Coordinator*

**6.2 18-0195**

City of Waukegan 2016 CDBG Project Scope Change

- The City of Waukegan was approved for a \$20,000 CDBG award of pre-2015 Lake County CDBG funds to be used for soil testing at a potential site for affordable housing. The proposed project did not advance, so no soil testing was needed. When an approved project changes or does not move forward, recipients of Lake County CDBG funds can request a project scope change.
- Per the attached letter, the City of Waukegan requests a project scope change to CDBG-Eligible accessibility improvements in front of City Hall.
- This project would be in support of Goal #7 Assist People with Disabilities of the Lake County Consolidated Plan for Housing & Urban Development.

**Attachments:** [Waukegan Reallocation Letter.pdf](#)

*Presented by Dominic Strezo, Environmental Project Coordinator*

**A motion was made by Commissioner Venturi, seconded by Commissioner Swartz, to approve the City of Waukegan's request for a project scope change for its 2016 CDBG project. The motion carried by the following vote:**

**Aye**    9 -    Commissioner Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Chairman Rose, Commissioner Williams and Commissioner Dominiak

**Not Present**    1 -    Commissioner Hart

**6.3 18-0192**

Lake County Haven CDBG 2016 New Shelter Acquisition Funding Shift to 2017

- The Lake County Haven, a Libertyville-based shelter and housing provider for homeless women and children, was approved for a 2016 CDBG grant of \$148,000 for acquisition of a house in Libertyville or Deerfield to serve as its second shelter facility.
- Due to the difficulty of finding a suitable house in these areas, the Lake County Haven has requested a shift in its CDBG funding from program year 2016 to 2017.
- The \$148,000 in 2016 CDBG funds will be reallocated per recommendations of the Affordable Housing Advisory & Recommendation Committee (ARC) in the next agenda item.

*Presented by Dominic Strezo, Environmental Project Coordinator*

**A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the Lake County Haven's request for a funding shift from PY2016 funds to PY2017 funds for its Shelter Acquisition project. The motion carried by the following vote:**

**Aye** 10 - Commissioner Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hart, Ex-Officio Member Carlson, Chairman Rose, Commissioner Williams and Commissioner Dominiak

#### 6.4 18-0193

U.S. Department of Housing & Urban Development (HUD) Proposed Annual Action Plan Amendments - Presentation and Discussion

- HUD requires the submission of an Annual Action Plan (AAP) and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- The proposed Fifth Amendment to the 2015 AAP shifts \$98,170 of City of Waukegan HOME funds from an acquisition, rehab, resale project to the City of Waukegan's ongoing Owner-Occupied Rehabilitation (OOR) program. It also incorporates the November 15, 2017 approval by the HCDC of an additional \$118,000 to be invested by the Black Chamber of Commerce of Lake County in additional small business loans over the next two years.
- The proposed Third Amendment to the 2016 AAP includes the previous agenda item's shift of Lake County Haven CDBG funding from program year 2016 to 2017. In its place, the Affordable Housing Advisory & Recommendation Committee (ARC) on January 19 recommended \$32,950 in CDBG funding for the City of North Chicago for demolition to create new housing and \$115,050 in CDBG funding for Lake County Residential Development Corporation (LCRDC) for site preparation for an affordable housing project. LCRDC's grant will be combined with 2017 CDBG funding for a total of \$395,190 per ARC recommendation.
- The proposed First Amendment to the 2017 AAP incorporates the November 15, 2017 decision by the HCDC to shift CDBG funding for the Zion Woods affordable housing project in Deerfield from the planned 2017-2018 period to 2018-2019 program years. As a result, the ARC on January 19, 2018 recommended the following 2017 CDBG housing grants:
  - AHC of Lake County - \$100,000 for their Home Accessibility Program (HAP);
  - A-Safe-Place - \$69,900 for accessibility upgrades to their domestic violence shelter;
  - Glenkirk - \$11,283 for the rehabilitation of a CILA group homes; and
  - LCRDC - \$270,817 for site preparation for an affordable housing project.

*Presented by Dominic Strezo, Environmental Project Coordinator*

#### 6.5 18-0188

PUBLIC HEARING - Amendments to the 2015, 2016 and 2017 Annual Action Plans for the U.S. Department of Housing & Urban Development (HUD)

*Motion: To open the Public Hearing at 4:40 p.m.*

*Motion Made By: Daniel Venturi*

*Motion 2nd By: Linda Pedersen*

*Motion approved*

*There were no public comments.*

*Motion: To close the Public Hearing at 4:41 p.m.*

*Motion Made By: Daniel Venturi*

*Motion 2nd By: Mary Cunningham*

*Motion approved*

**6.6 18-0194**

Joint resolution to approve amendments to the 2015, 2016, and 2017 Annual Action Plans for the United States Department of Housing and Urban Development (HUD).

- HUD requires the submission of an Annual Action Plan and associated amendments to govern expenditure of federal housing and community development funding each year.
- The Lake County HOME Investment Partnership (HOME) Consortium is comprised of Lake County and the Cities of Waukegan and North Chicago; all three jurisdictions receive Community Development Block Grant (CDBG) and HOME funding.
- The Housing and Community Development Commission (HCDC) has recommended for Lake County Board approval the Fifth Amendment to the 2015 Annual Action Plan; Third Amendment to the 2016 Annual Action Plan; and First Amendment to the 2017 Annual Action Plan.

**Attachments:** [2015 AAP 5th Amendment HCDC.pdf](#)

[2016 AAP 3rd Amendment HCDC.pdf](#)

[1st Amendment 2017 Lake County action plan HCDC.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the PY2015, PY2016 and PY2017 Annual Action Plan Amendments. The motion carried by the following vote:**

**Aye** 10 - Commissioner Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hart, Ex-Officio Member Carlson, Chairman Rose, Commissioner Williams and Commissioner Dominiak

**7. STAFF REPORTS**

*Jodi Gingiss presented information on a 2015 HOME project undertaken by the City of Waukegan that had become an issue. Waukegan purchased a blighted property which it planned to rehabilitate and then sell to an income-qualified household. Unfortunately, the house required considerably more rehabilitation than originally expected. After expending more than \$69,000 in HOME funds, it was determined that the additional required corrections were too extensive and the project was curtailed. The Waukegan City Council will vote next week on the needed repayment of the HOME funds to HUD.*

*Commissioner Williams informed the HCDC about the PADS Lake County bowling fundraiser on Sunday, February 25th at the Lakeside Bowling Center in Mundelein.*

**8. ADJOURNMENT**

**A motion was made by Commissioner Cunningham, seconded by Commissioner Venturi, to adjourn the meeting at 4:49 p.m. The motion carried by the following vote:**

**Aye** 10 - Commissioner Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hart, Ex-Officio Member Carlson, Chairman Rose, Commissioner Williams and Commissioner Dominiak