

# Lake County Illinois

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



## Minutes Report - Draft

Wednesday, March 14, 2018

3:30 PM

10th floor Assembly Room  
18 N. County Street, Waukegan

**Housing and Community Development Commission**

**1. ROLL CALL**

*Chairman pro tem Venturi called the meeting of the Housing and Community Development Commission (HCDC) to order at 3:34 p.m.*

*Guests: Mary Ellen Tamasy of Lake County Residential Development Corporation; Michael Edgar and Kenneth Barber of Greater Waukegan Development Coalition; Taylor Wegrzyn of the Village of Mundelein; Kori Larson and Linda Berkowitz of Glenkirk; Jessica Hotaling of Housing Opportunity Development Corporation; Joel Williams of PADS Lake County; Laura Kramer of Ragdale; Bob Shears of Youth Conservation Corps; Amanda Levinson of Arden Shore; Charles Amrich of the Village of Island Lake; David Fries of Catholic Charities; Anna Viveros and Maya Ziv-El of Prairie State Legal Services; Laura Ramirez of A Safe Place; Jackie Lynn of ElderCARE; and Laraesa Garland of the City of Waukegan*

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

**Present** 11 - Dan Venturi, Janet Swartz, Joel Sikes, Carol Calabresa, Mary Cunningham, Diane Hewitt, Aaron Lawlor, Steve Carlson, Michael Meehan, Anne Flanigan Bassi and Bethany Williams

**Excused** 6 - Joe Mancino, Linda Pedersen, Sandy Hart, Ray Rose, Mary Dominiak and Stephen Henley

**2. APPROVAL OF MINUTES**

**2.1 18-0313**

Approval of the February 14, 2018 Minutes

**Attachments:** [2.14.18 Minutes.pdf](#)

**A motion was made by Commissioner Cunningham, seconded by Commissioner Swartz, to approve the February 14, 2018 minutes. The motion carried by the following vote:**

**Aye** 9 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Commissioner Hewitt, Ex-Officio Member Carlson, Commissioner Meehan and Commissioner Flanigan Bassi

**Not Present** 2 - Ex-Officio Member Lawlor and Commissioner Williams

**3. CHAIR'S REMARKS**

*The Chairman pro tem had no remarks.*

**4. PUBLIC COMMENTS (items not on the agenda)**

*There were no public comments.*

**5. OLD BUSINESS**

**5.1 18-0198**

Resolution recommending the creation of a ServicePoint Coordinating Council which will serve as the governance structure to consider, establish and affect policies related to system use.

- ServicePoint, a web-based tool, 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. In addition to the HCDC and Lake County Board, major stakeholders in the ServicePoint project include the Lake County Coalition for the Homeless and the United Way of Lake County. The HCDC and other stakeholders will be discussing the attached proposal to establish a coordinating council between ServicePoint users.

- The Healthcare Foundation of Northern Lake County (HFNLC) provided grant funding for Community Development to work with the States Attorney to hire a third party lawyer specializing in healthcare privacy laws for assistance implementing the ServicePoint Referral Network (SPRN). The attorney with expertise in healthcare privacy laws, Gerald DeLoss of Greensfeld recommended the creation of a coordinating council and the indicated an organizing body, representative of the network, would be necessary to coordinate the various details that may arise as ServicePoint's uses continue to grow and to provide a venue for dispute resolution should it be necessary.
- The status of the Coordinating Council would be similar to an unofficial Advisory Board. Client-level data may be shared only with a client's explicit release of information. It is proposed that aggregate level anonymous data can be shared outside of ServicePoint with the permission of the proposed ServicePoint Coordinating Council.

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

*From this point, Commissioner Lawlor presided as Chairman pro tem.*

*Presented by Jodi Gingiss, Community Development Administrator, and Brenda O'Connell, Continuum of Care Program Coordinator*

## **6. NEW BUSINESS**

### **6.1 18-0323**

Resolution approving ServicePoint Referral Network Legal Framework and Agreements.

- As referenced in Agenda Item 5.1, staff introduced the proposed ServicePoint Coordinating Council to be followed up by further discussion and legal document recommendations.
- The Healthcare Foundation of Northern Lake County provided funding to hire Gerald DeLoss, an attorney who specializes in privacy laws such as HIPAA. Mr. DeLoss was asked to create the required Data Services Agreement and update the common forms to bring them into compliance with existing privacy laws. Attorneys with the State's Attorney's office and the Health Department have both reviewed Mr. DeLoss' recommendations and have consented to the use of the forms.
- A recommendation is requested for approval of the attached forms by Lake County Board including the Client Authorization form, Data Services Agreement and Business Associates Agreement.

**Attachments:** [DeLoss - Business Associate Agreement.pdf](#)

[DeLoss - Client Authorization.pdf](#)

[DeLoss - Data Services Agreement.pdf](#)

[DeLoss - Business Associate Subcontractor Agreement.pdf](#)

**A motion was made by Commissioner Venturi, seconded by Commissioner**

**Cunningham, to approve the ServicePoint Referral Network legal documents. The motion carried by the following vote:**

**Aye** 11 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Commissioner Hewitt, Ex-Officio Member Lawlor, Ex-Officio Member Carlson, Commissioner Meehan, Commissioner Flanigan Bassi and Commissioner Williams

**6.2 18-0317**

Presentation by Greater Waukegan Development Coalition

- Each year, proposed recipients of Goal #9 funding for job creation are invited to make a presentation to the HCDC to deepen its familiarity with the use of Community Development Block Grant (CDBG) funds for economic development. In 2018, the Public Improvements Advisory & Recommendation Committee (ARC) reviewed three applications and recommended Greater Waukegan Development Coalition for \$118K.
- Executive Director Michael Edgar and Kenneth Barber will provide an overview of the Greater Waukegan Development Coalition and its Micro-Enterprise Assistance program - INNOVATES.
- Greater Waukegan Development Coalition is focused on the redevelopment of Waukegan and the expansion of microenterprises throughout Lake County.

*Presented by Jodi Gingiss, Community Development Administrator, and Michael Edgar and Kenneth Barber of the Greater Waukegan Development Coalition*

**6.3 18-0315**

Presentation: 2018 Proposed Funding Recommendations - U.S. Department of Housing & Urban Development, Lake County Affordable Housing Program & Video Gaming Revenue

*Presented by Jodi Gingiss, Community Development Administrator; Eric Foote, Grant Administration Specialist; and Dominic Strezo, Environmental Project Coordinator*

**6.4 18-0318**

PUBLIC HEARING: Proposed 2018 Funding

*Chairman pro tem Lawlor requested a motion to open the Public Hearing.*

*Motion: To open the Public Hearing at 4:59 p.m.*

*Motion Made By: Daniel Venturi*

*Motion 2nd By: Mary Cunningham*

*Motion approved*

*Reverend Jackie Lynn, Executive Director of ElderCARE, thanked the Housing & Community Development Commission (HCDC) for the funding recommendation and informed the Commission about the increasing number of senior citizens across the country and within Lake County. This has caused an increase in the number of clients that utilize her agency. She then spoke about the services provided by ElderCARE.*

*Mary Ellen Tamasy, Executive Director of Lake County Residential Development Corporation (LCRDC), thanked the HCDC for its funding recommendations for two affordable housing rental projects. She said that the multi-family Lakeview Pointe project's*

*pre-application was approved by the Illinois Housing Development Authority (IHDA), so it has moved on to the full application stage. She approximated that it will take between 4 – 6 months to receive feedback on that application. Unfortunately, the Marjorie Hart School senior housing project did not advance for this IHDA funding round, but Ms. Tamasy is exploring other funding possibilities through IHDA, including its 9% and 4% tax-credit programs.*

*Jessica Hoteling, from Housing Opportunity Development Corporation (HODC), thanked the HCDC for its continuing support of HODC's Zion Woods affordable housing project in Deerfield. She said that HODC is awaiting a response from IHDA on the organization's March tax credit application.*

*Maya Ziv-El, of Prairie State Legal Services, spoke about the Fair Housing Program (Program), informing the HCDC that this April celebrates the 50th anniversary of the passage of the Fair Housing Act. Unfortunately, she said that there are still members of our nation that experience housing discrimination. She explained that the Program works to enforce federal, state and local laws that protect against this illegal discrimination and to educate the public about it. She explained the essential need of Lake County's funding and gave thanks for the HCDC's continued support, as the Program would not exist without this funding. The Program will continue its efforts to help ensure equal access to rental housing and home ownership opportunities, thereby creating open communities throughout the County.*

*Laura Ramirez, from A Safe Place, thanked the HCDC for its consideration and funding recommendations in support of the agency. Recent Video Game Revenue funding has allowed A Safe Place to invest in its counseling program, so that it may assist more victims of domestic violence. The new funding source allowed the agency to leverage other funding, enabling the agency to hire additional staff. She asked that the HCDC approve the funding recommendation that will be used to complete the accessibility improvements needed to assist clients with disabilities.*

*Joel Williams, Executive Director of PADS Lake County, distributed a letter and then reiterated the letter's points, requesting that the HCDC reconsider PAD's recommended grant amount. He asked for a grant closer to the requested \$125,000, rather than the \$40,957 recommended, and explained why he felt that the increase was necessary.*

*Kori Larson, Executive Director of Glenkirk, thanked the HCDC and the Affordable Housing Advisory and Recommendation Committee for the funding recommendation to help upgrade accessibility features and rehabilitate one of her agency's group homes for people with disabilities. She also expressed her thanks for the HCDC's support over the years.*

*As there were no other comments, Chairman pro tem Lawlor requested a motion to close*

*the Public Hearing.*

*Motion: To close the Public Hearing at 5:13 p.m.*

*Motion Made By: Daniel Venturi*

*Motion 2nd By: Carol Calabresa*

*Motion approved*

**6.5 18-0316**

Approval of Program Year 2018 U.S. Department of Housing & Urban Development (HUD)  
Proposed Funding Recommendations

- Delays in the federal budgeting process have shifted the deadline for submission of the 2018 Annual Action Plan for the U.S. Department of Housing & Urban Development (HUD) to August 16, 2018.
- With additional time to finalize the 2018 Annual Action Plan and to prepare a 2017 Amendment in advance of the 2017 performance reporting period, Staff recommends a final round of 2017-2018 funding shifts to best manage spending deadlines and grant requirements in light of project development and federal funding timelines.

**Attachments:** [Funding Recommendations.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Cunningham, seconded by Commissioner Swartz, to approve the proposed PY2018 HUD funding recommendations. The motion carried by the following vote:**

**Aye** 10 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Commissioner Hewitt, Ex-Officio Member Lawlor, Ex-Officio Member Carlson, Commissioner Meehan and Commissioner Williams

**Abstain** 1 - Commissioner Flanigan Bassi

**6.6 18-0320**

Joint resolution approving 2018 Video Gaming revenue grant funding recommendations in the amount of \$554,230.

- On August 13, 2013, the Lake County Board adopted the Lake County Video Gaming Ordinance, thereby permitting lawful video gaming within unincorporated areas of Lake County.
- In September 2016, Lake County Board approved the Video Gaming Revenue policy that outlined procedures for: 1. capturing video gaming administrative, legal, and enforcement costs; and 2. evaluating and possibly funding social programs, projects (excluding capital improvements), and/or services that benefit Lake County residents.
- Under this policy, Community Development administers and manages the awarded monies from the Video Gaming Management Center consistent with the already-established process used for Community Development Block Grants and Emergency Solutions Grants.
- Based on Lake County Board Policy, application scoring includes up to 60 points distributed based on the following priorities: 1. assessment, education and outreach for gambling addiction (60 pts.); 2. clinical gambling addiction services (45 pts.); 3. non-clinical gambling addiction services (30 pts.); and 4. other behavioral health services (15 pts.).

- In September 2017, Community Development received letters of intent for Video Gaming funds totaling \$1,013,500 for \$554,230 in available funds.
- On March 14, 2018, the Housing and Community Development Commission (HCDC) voted unanimously to recommend approval of 11 of the 16 applicants. Seven of the 11 recommended grant recipients were approved for 100 percent of their grant request. Following are each of the 11 approved grants:
  - \$75,000 to Nicasa for gambling education and outreach;
  - \$75,000 to Nicasa for clinical therapeutic services for gambling addicts;
  - \$4,000 to Consumer Credit Counseling Services of Northern Illinois to provide financial counseling to families negatively affected by gambling; and
  - multiple grants to increase the capacity of behavioral health service providers in Lake County: Community Youth Network (\$50,000); Catholic Charities (\$50,000); Lake County Health Department (\$120,000); A Safe Place (\$40,000); Erie Family Health (\$30,000); Youth Conservation Corps (\$35,000); Arden Shore Child and Family Services (\$65,230); and Fenix Family Health Center (\$10,000).

**Attachments:** [PY2018 VGR ONLY.pdf](#)

*Presented by Eric Foote, Grant Administration Specialist*

**A motion was made by Commissioner Cunningham, seconded by Commissioner Swartz, to approve the joint resolution of the 2018 Video Gaming revenue grant funding recommendations. The motion carried by the following vote:**

**Aye 11 -** Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Commissioner Hewitt, Ex-Officio Member Lawlor, Ex-Officio Member Carlson, Commissioner Meehan, Commissioner Flanigan Bassi and Commissioner Williams

#### **6.7 18-0321**

Joint resolution approving 2018 Lake County Affordable Housing Program (LCAHP) grant awards.

- In September 2017, Community Development staff released the Lake County Affordable Housing Program (LCAHP), HOME Investment Partnership (HOME) Program and Community Development Block Grant (CDBG) 2018 funding notice, soliciting eligible affordable housing programs and projects.
- As a result, the recent affordable housing application round resulted in 17 requests totaling \$4,198,606 for only \$2,200,000 in available housing dollars.
- The Affordable Housing Advisory and Recommendation Committee (ARC) recommends LCAHP funding of \$300,000 as follows:
  - \$109,675 for one unit of affordable housing in Highland Park (Community Partners for Affordable Housing);
  - \$35,000 for rapid rehousing (Catholic Charities);
  - \$85,325 for new construction of infill housing (Youth Conservation Corps);
  - \$40,000 in support of housing assistance programs (Affordable Housing Corporation of Lake County); and
  - \$30,000 for grant administration (Community Development).

**Attachments:** [PY2018 LCAHP ONLY.pdf](#)

*Presented by Irene Marsh-Elmer, Housing Grant Administration Specialist*

**A motion was made by Commissioner Cunningham, seconded by Commissioner**

**Swartz, to approve the joint resolution authorizing the 2018 Lake County Affordable Housing Program grant recommendations. The motion carried by the following vote:**

**Aye** 10 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Commissioner Hewitt, Ex-Officio Member Lawlor, Ex-Officio Member Carlson, Commissioner Meehan and Commissioner Williams

**Abstain** 1 - Commissioner Flanigan Bassi

**7. STAFF REPORTS**

*Jodi Gingiss informed the HCDC that the April and August meetings of the HCDC and its Executive Committee are being canceled.*

**8. ADJOURNMENT**

**A motion was made by Commissioner Hewitt, seconded by Commissioner Venturi, to adjourn the meeting at 5:24 p.m. The motion carried by the following vote:**

**Aye** 11 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Commissioner Hewitt, Ex-Officio Member Lawlor, Ex-Officio Member Carlson, Commissioner Meehan, Commissioner Flanigan Bassi and Commissioner Williams