

# Lake County Illinois

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



## Minutes Report - Draft

Wednesday, May 9, 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 3:34 p.m.*

*Guests: Roger Hornback and Phyllis Speon of the Ports of Sullivan; Michael Edgar and Ken Barber of Greater Waukegan Development Coalition; Kori Larson of Glenkirk; Ben Richards of Youth Conservation Corps; Mary Ellen Tamasy of Lake County Residential Development Corporation; and Mark Dupree of Trotter & Associates, Inc.*

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

**Present** 12 - Dan Venturi, Janet Swartz, Joel Sikes, Mary Cunningham, Diane Hewitt, Sandy Hart, Steve Carlson, Michael Meehan, Ray Rose, Anne Flanigan Bassi, Mary Dominiak and Stephen Henley

**Excused** 4 - Joe Mancino, Carol Calabresa, Linda Pedersen and Bethany Williams

**2. APPROVAL OF MINUTES**

**2.1 18-0559**

Approval of the March 14, 2018 Minutes

**Attachments:** [3.14.18 Minutes.pdf](#)

**A motion was made by Commissioner Venturi, seconded by Commissioner Hewitt, to approve the March 14, 2018 minutes. The motion carried by the following vote:**

**Aye** 11 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Cunningham, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi and Commissioner Henley

**Abstain** 1 - Commissioner Dominiak

**3. CHAIR'S REMARKS**

*Chairman Rose welcomed Commissioner Henley, President of the Village of Volo, to the HCDC. Commissioner Henley served as a Vernon Hills Trustee for 12 years.*

*Chairman Rose mentioned that Bethany Williams was absent due to the passing of her grandmother and that Linda Pedersen was absent due to surgery. Chairman Rose reported that Jodi Gingiss and he gave a presentation on the Housing and Community Development Commission to the County Board during its April 10, 2018 meeting.*

**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 18-0562**

Commission action to initiate special application round for Permanent Supportive Housing

- The 2015-2019 Consolidated Plan identifies the community need for increasing availability

of permanent supportive housing (PSH) within its broader focus on increasing the supply of affordable housing.

- The first four regular application rounds of the 2015-2019 Consolidated Plan period, however, have not yielded any permanent supportive housing (PSH) applications nor resulting projects. Consequently, PSH represents a significant gap in the continuum of affordable housing options proposed and developed within this Consolidated Plan period.
- The increase in Program Year 2018 funding from the Department of Housing & Urban Development (HUD) has made available \$420,058 (\$73,431 CDBG and \$346,627 HOME). This funding in potential combination with a new round of state funding for PSH creates an opportunity to address this PSH gap in Lake County's continuum of affordable housing options.
- Staff recommends HCDC action to initiate a special application round for creation of Permanent Supportive Housing with priority given to projects that serve either chronically homeless on the Coordinated Entry waiting list for PSH or people with mental illness exiting Jail.

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Swartz, seconded by Commissioner Flanigan Bassi, to approve a special application round for the creation of Permanent Supportive Housing with priority given to projects that serve either the chronically homeless on the Coordinated Entry waiting list or people with mental illness who are exiting jail. The motion carried by the following vote:**

**Aye** 12 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Cunningham, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Dominiak and Commissioner Henley

## 6.2 18-0570

U.S. Department of Housing & Urban Development (HUD) 2018 Action Plan - Presentation and Discussion

- Four Advisory and Recommendation Committees (ARCs) have reviewed 2018 funding requests and voted to recommend particular projects to the Housing & Community Development Commission (HCDC).
- Projects recommended for funding with HUD program year 2018 funds are presented in the 2018 Action Plan attached. Proposed amounts have been adjusted to match actual 2018 funding amounts: \$1,684,900 HOME; \$2,882,825 CDBG; and \$216,362 ESG for a total of \$4,784,087. The year-over-year 9.7% increase in CDBG and 45.6% increase in HOME translated to a total 15% increase from 2017 to 2018 because ESG in 2017 was nearly twice its size with one-time extra funding.
- Recommendations will be subject to a thirty-day public comment period (February 15 to March 15, 2017) and two public hearings before the recommendations advance to the Lake County Board for consideration.

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

## 6.3 18-0569

PUBLIC HEARING: 2017 Annual Action Plan Second Amendment and 2018 Annual Action Plan for the U.S. Department of Housing & Urban Development (HUD)

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*Chairman Rose asked for a motion to open the Public Hearing.*

*Motion: To open the Public Hearing at 4:27 p.m.*

*Motion Made By: Mary Cunningham*

*Motion 2nd By: Mary Dominiak*

*Motion approved*

*Chairman Rose requested public comments, to which there was no reply.*

*Motion: To close the Public Hearing at 4:28 p.m.*

*Motion Made By: Daniel Venturi*

*Motion 2nd By: Janet Swartz*

*Motion approved*

#### **6.4 18-0571**

Joint resolution approving the Second Amendment to the 2017 Housing and Community Development Annual Action Plan.

- 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 year of grant funding.
- Select activities in the 2017 AAP have been recommended for additional 2018 funding. Per HUD guidance these activities should be removed from the 2017 AAP and placed in the 2018 AAP.
- The proposed Action Plan amendment shifts all activities receiving Program Year (PY) 2018 funds from the 2017 AAP into the 2018 AAP.

**Attachments:** [2nd Amendment Lake County 2017 Action Plan](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Cunningham, seconded by Commissioner Hewitt, to approve the Joint Resolution approving the Second Amendment to the 2017 Housing and Community Development Annual Action Plan. The motion carried by the following vote:**

**Aye 12 -** Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Cunningham, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Dominiak and Commissioner Henley

#### **6.5 18-0575**

Joint resolution approving the 2018 Housing and Community Development Annual Action Plan, authorizing all necessary correspondence for the implementation of the plan with the United States Department of Housing and Urban Development (HUD).

- Following an initial Public Hearing for the 2018 Annual Action Plan on March 14, 2018, the HUD announced the 2018 funding amounts.
- Lake County's combination of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) funds totals \$4,783,403, an increase of 19.6 percent from the previous year. While CDBG increased

9.7 percent to \$2,882,885 and HOME increased 45.5 percent to \$1,684,216, ESG returned to normal levels (\$216,362) after providing special one-time additional funding last year.

- On March 14, 2018 the HCDC voted on initial funding recommendations totaling only \$4,079,089. In the 2018 draft Annual Action Plan for the second Public Hearing, the increase of \$704,314 was used first to fund administration and CDBG public services up to their respective statutory caps (10 percent admin HOME/ 20 percent admin CDBG/ 15 percent CDBG public services) and then to satisfy municipal agreements (e.g. Lake County HOME Consortium and North Chicago CDBG agreements).
- After increasing approved CDBG public services and ESG activities to requested amounts, Staff recommends the inclusion of a special application round for the remaining \$420,058 in unallocated funds (\$346,627 HOME and \$73,431 CDBG).

**Attachments:** [Lake County and Waukegan 2018 Annual Action Plan.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

**A motion was made by Commissioner Swartz, seconded by Commissioner Henley, to approve the Joint Resolution approving the 2018 Housing and Community Annual Action Plan (Plan) and authorizing all necessary correspondence for the Plan's implementation with the U.S. Department of Housing and Urban Development. The motion carried by the following vote:**

**Aye** 12 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Cunningham, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Dominiak and Commissioner Henley

#### **6.6 18-0573**

Joint resolution approving a Memorandum of Understanding (MOU) between Lake County and a previously approved sub-recipient of 2018 Community Development Block Grant (CDBG) funds.

- HUD under 24 CFR 570.200(h) permits CDBG grantees such as Lake County to allow its CDBG sub-recipients to begin spending on CDBG projects prior to receipt by Lake County of its CDBG award. The Lake County Board has approved such MOUs in the past, with sub-recipients traditionally willing to take the additional risk.
- The two sub-recipients proposed for 2018 MOUs are the Village of Mundelein and the City of North Chicago. Both municipalities are looking to maximize the amount of days remaining in the 2018 construction season. The City of North Chicago will improve approximately 4200 linear feet of sanitary sewer in a low/mod income area. The Village of Mundelein is pursuing the demolition of the structure located at 538 Morris Street to facilitate a future housing development.
- The proposed MOUs will put the City of North Chicago and the Village of Mundelein on notice that the risk of incurring pre-award costs is borne by the sub-recipient and that such risks include both REIMBURSEMENT OF THESE EXPENSES IS COMPLETELY DEPENDENT ON THE CDBG 2018 GRANT AWARD PROVIDED BY HUD and a potential outcome where no CDBG funds are awarded to it.

**Attachments:** [MOU NC and LC Comm Dev. CDBG 2018.pdf](#)

*Presented by Dominic Strezo, Environmental Project Coordinator*

**A motion was made by Commissioner Hewitt, seconded by Commissioner Cunningham, to approve the Joint Resolution approving two Memoranda of**

**Understanding between Lake County and the City of North Chicago and Lake County and the Village of Mundelein. The motion carried by the following vote:**

**Aye** 12 - Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Cunningham, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Dominiak and Commissioner Henley

**7. STAFF REPORTS**

*Jodi Gingiss said that the Consolidated Annual Performance and Evaluation Report (CAPER) would be presented at the June meeting, along with more details on demolition and possible restrictions. The Community Needs Public Hearing will be held during the July meeting, to help determine the priorities for the 2019 funding round. She requested HCDC input on possible projects to profile during the meeting.*

**8. ADJOURNMENT**

**A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to adjourn the meeting at 4:43 p.m. The motion carried by the following vote:**