

Lake County Illinois

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



Minutes Report - Draft

Wednesday, July 11, 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 Housing and Community Development Commission (HCDC) meeting to order at 3:42 p.m.

Guests: Amy Kaufman of Community Partners for Affordable Housing; Joel Williams of PADS Lake County; Jackie Lynn of ElderCARE; and Richard Koenig of Housing Opportunity Development Corporation

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

Present 10 - Janet Swartz, Carol Calabresa, Mary Cunningham, Linda Pedersen, Diane Hewitt, Sandy Hart, Steve Carlson, Michael Meehan, Ray Rose and Stephen Henley

Excused 6 - Joe Mancino, Dan Venturi, Joel Sikes, Anne Flanigan Bassi, Bethany Williams and Mary Dominiak

2. APPROVAL OF MINUTES

2.1 18-0699

Approval of the May 9, 2018 Minutes

Attachments: [5.09.18 Minutes.pdf](#)

A motion was made by Commissioner Swartz, seconded by Commissioner Cunningham, to approve the May 9, 2018 minutes. The motion carried by the following vote:

Aye 10 - Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose and Commissioner Henley

3. CHAIR'S REMARKS

Chairman Rose had no remarks.

4. PUBLIC COMMENTS (items not on the agenda)

Joel Williams, of PADS Lake County, informed the HCDC that there will be a summit on homelessness beginning at 8:30 a.m. on Wednesday, September 12, 2018 at the College of Lake County in the Campus Auditorium in Grayslake. He asked that the Commissioners save the date so that they might attend the summit.

5. OLD BUSINESS

There was no old business.

6. NEW BUSINESS

6.1 18-0793

Appointments to ServicePoint Coordinating Council

- ServicePoint is a web-based data management tool utilized throughout the County by different organizations for different purposes.
- A Coordinating Council has been approved by the Lake County Board to coordinate and resolve disputes between different uses of ServicePoint and to respond to requests for

data-sharing.

- There are four use types of ServicePoint that each elect two members to the Coordinating Council. For each use type, one representative will have an expertise at the policy level and the other will have expertise at the user level. The Lake County Board delegated the selection of Lake County's two members to the HCDC.
- HCDC Commissioner Daniel Venturi and staff member Eric Foote have agreed to represent the interests of the ServicePoint Referral Network on the ServicePoint Coordinating Council. Staff recommends them for appointment by the HCDC.

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Commissioner Calabresa, seconded by Commissioner Hart, to approve the appointments to the ServicePoint Coordinating Council. The motion carried by the following vote:

Aye 10 - Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose and Commissioner Henley

6.2 18-0799

Project Change - Community Partners for Affordable Housing LCAHP 2015

- Community Partners for Affordable Housing received an LCAHP award in the 2015 application cycle for the acquisition, rehabilitation, and sale of two affordable housing units in a high opportunity area. The \$130,000 award was intended for units in Highland Park, Highwood, or Lake Forest.
- Over the past few years, CPAH has found that rising acquisition costs and prevailing wage requirements have significantly impacted the costs associated with acquisition, rehab, and resale activities. They no longer believe the funds available will be sufficient for two units.
- CPAH staff have been searching for appropriate available units in these areas and have located a unit in Lake Forest; however, the cost of acquisition and rehabilitation will require the majority of the grant funds. The remaining balance will not be enough to produce a second unit.
- CPAH requests that the scope of the grant be adjusted from two affordable housing units to one unit.
- The Lake County Citizen Participation Plan does not require a public comment period for this change.

Attachments: [signed HCDC Grant Letter.pdf](#)

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Commissioner Swartz, seconded by Commissioner Henley, to approve Community Partners for Affordable Housing's request for a project change for its PY2015 project. The motion carried by the following vote:

Aye 10 - Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose and Commissioner Henley

6.3 18-0795

Presentation: Consolidated Annual Performance Evaluation Report (CAPER) PY2017

Presented by Jodi Gingiss, Community Development Administrator; Dominic Strezo,

Environmental Project Coordinator; Irene Marsh-Elmer, Housing Grant Administration Specialist; and Eric Foote, Community Development Planner

6.4 18-0796

PUBLIC HEARING - 2017 Consolidated Annual Performance & Evaluation Report (CAPER)

Chairman requested a motion to open the CAPER Public Hearing.

Motion: To open the Public Hearing at 3:51 p.m.

Motion Made By: Linda Pedersen

Motion 2nd By: Janet Swartz

Motion approved

There were no public comments.

Commissioner Calabresa congratulated Community Development staff on a recent U.S. Department of Housing and Urban Development (HUD) audit that yielded no findings, indicating that the program and projects reviewed were following the prescribed federal regulations. The HCDC gave staff a round of applause.

Chairman Rose asked again if there were any comments on the CAPER, to which there was no response.

Motion: To close the Public Hearing at 4:32 p.m.

Motion Made By: Janet Swartz

Motion 2nd By: Linda Pedersen

Motion approved

6.5 18-0797

2017 Consolidated Annual Performance and Evaluation Report (CAPER) - HCDC Acceptance

- The CAPER is a required annual report of our grant activities. It is a follow up to the Action Plan. The 2017 CAPER reports accomplishments during the 2017 program year (May 1, 2017 to April 30, 2018) for Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and HOME Investment Partnership (HOME) funds.
- The complete CAPER is attached and also available on the Lake County website.

Attachments: [PY 2017 CAPER.pdf](#)

Chairman Rose requested a motion to approve the CAPER and submit it to HUD.

A motion was made by Commissioner Cunningham, seconded by Commissioner Pedersen, to approve the 2017 CAPER and its submission to HUD. The motion carried by the following vote:

Aye 10 - Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose and Commissioner Henley

7. STAFF REPORTS

There were no staff reports.

8. ADJOURNMENT

A motion was made by Commissioner Pedersen, seconded by Commissioner Hart, to adjourn the meeting at 4:57 p.m. The motion carried by the following vote:

Aye 10 - Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Hart, Ex-Officio Member Carlson, Commissioner Meehan, Chairman Rose and Commissioner Henley