

# Lake County Illinois

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



## Minutes Report - Draft

Wednesday, July 11, 2018

2:30 PM

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

**Housing and Community Development Commission**  
**- Executive Committee**

1. ROLL CALL

**Present** 6 - Janet Swartz, Carol Calabresa, Steve Carlson, Aaron Lawlor, Linda Pedersen and Ray Rose

**Excused** 1 - Dan Venturi

2. APPROVAL OF MINUTES

2.1 18-0703

Approval of the May 9, 2018 Minutes

**Attachments:** [5.09.18 Minutes.pdf](#)

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

**Aye** 5 - Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson, Chairman Pedersen and Commissioner Rose

**Not Present** 1 - Commissioner Lawlor

3. CHAIR'S REMARKS

*Chairman Pedersen 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 18-0798

Appointment of Advisory & Recommendation Committee (ARC) members

- Application Review Committees (ARCs) are responsible for reviewing applications or requests for funding; making recommendations of projects to be funded to the Executive Committee; and providing feedback to Community Development staff on scoring and ranking decisions in order for appropriate technical assistance to be provided to applicants.
- There are four standing ARC's: 1) Public Improvement ARC; 2) Affordable Housing ARC; 3) Public Services ARC; and 4) Homeless Assistance ARC.
- The HCDC by-laws recently increased the membership of the HCDC from 15 to 17 people; with four ARCs of four members each there will be 16 ARC members.
- According to the HCDC by-laws, the HCDC Chair will no longer serve on an ARC when the HCDC has full membership, but there are currently three HCDC vacancies. This action both appoints the newest Commissioner, Mayor Stephen Henley, to the Public Improvements ARC and shifts Commissioner Michael Meehan from the Public Improvements ARC to the Affordable Housing ARC.

**Attachments:** [ARC Membership 2018.pdf](#)

*Presented by Jodi Gingiss, Community Development Administrator*

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

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**Carlson, to approve the changes in membership to the Affordable Housing and Public Improvement ARCs, as presented. The motion carried by the following vote:**

**Aye** 5 - Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson, Chairman Pedersen and Commissioner Rose  
**Present** 1 - Commissioner Lawlor

**6.2 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 Carlson, seconded by Commissioner Swartz, to forward the recommended appointments to the ServicePoint Coordinating Council to the HCDC for approval. The motion carried by the following vote:**

**Aye** 6 - Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson, Commissioner Lawlor, Chairman Pedersen and Commissioner Rose

**6.3 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 Calabresa, to forward CPAH's requested project change to the HCDC for approval.**

**The motion carried by the following vote:**

**Aye** 5 - Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson, Chairman Pedersen and Commissioner Rose

**Not Present** 1 - Commissioner Lawlor

**6.4 18-0795**

Presentation: Consolidated Annual Performance Evaluation Report (CAPER) PY2017

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

*Commissioners Calabresa and Pedersen voiced their appreciation of Community Development's diligent work, which resulted in no findings during the U.S. Department of Housing and Urban Development's recent audit.*

**7. STAFF REPORTS**

*Jodi Gingiss informed the Executive Committee about the Permanent Supportive Housing application review and the recommendation made by the Affordable Housing Application and Review Committee, which will be presented during the full Commission meeting.*

**8. ADJOURNMENT**

**A motion was made by Commissioner Carlson, seconded by Commissioner Calabresa, to adjourn the meeting at 3:26 p.m. The motion carried by the following vote:**

**Aye** 5 - Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson, Chairman Pedersen and Commissioner Rose

**Not Present** 1 - Commissioner Lawlor