

Lake County Illinois

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



Minutes Report - Draft

Wednesday, July 15, 2020

3:30 PM

Via Zoom or Phone (312) 626-6799

Meeting ID: 823 7603 9742 Password: 028915

[https://us02web.zoom.us/j/82376039742?](https://us02web.zoom.us/j/82376039742?pwd=RVVraXF5WXZuOUZKYzRKWHBNRmxzQT09)

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Housing and Community Development Commission

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the June 26, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference.

PUBLIC VIEWING: Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

Public comments are welcomed and encouraged. Public comments received by noon on Wednesday, July 15, 2020 will be read at the appropriate time in the agenda.

Please note: A total of 30 minutes will be permitted for Public Comment and no more than three minutes per public comment. All comments received will be included in the meeting minutes regardless of whether they are read aloud at the meeting.

Public comments shall be emailed to lwalley@lakecountyil.gov with the following information:

- Subject title: Housing and Community Development Commission
- Name
- Organization
- Topic or agenda item

Meeting participants will also be able to post written comment in the meeting chat box.

1. ROLL CALL

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

Guests: Robert Shears of Youth Conservation Corps and Cassandra Torstenson of the Lake County Administrator's Office

Staff: Eric Waggoner, Brenda O'Connell; Michele Slav, Dominic Strezo, Irene Marsh-Elmer, Eric Tellez and Laura Walley

Present 13 - Michael Meehan, Ray Rose, Anne Flanigan Bassi, Bethany Williams, Stephen Henley, Linda Pedersen, Diane Hewitt, Mary Cunningham, Steve Carlson, Janet Swartz, Laureen Wilhoit, Kathleen O'Connor and Marah Altenberg

Excused 5 - Jennifer Clark, Sharaka Leonard, Billy McKinney, Mary Dominiak and Dan Venturi

2. APPROVAL OF MINUTES

2.1 20-0959

Approval of the June 10, 2020 Minutes

Attachments: [6.10.20 Draft Minutes.pdf](#)

A motion was made by Commissioner Hewitt, seconded by Vice-Chairman Pedersen, to approve the June 10, 2020 minutes. The motion carried by the following vote:

Aye 12 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Williams, Commissioner Henley, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Wilhoit, Commissioner O'Connor and Commissioner Altenberg

Present 1 - Ex-Officio Member Carlson

3. CHAIR'S REMARKS

Chairman Rose thanked those in attendance for their time.

4. PUBLIC COMMENT (items not on the agenda)

There were no public comments.

5. OLD BUSINESS

There was no old business.

NEW BUSINESS

6.1 20-0949

Discussion - Grant Performance Update

- The Grant Performance Update policy, which was adopted on February 11, 2014, provides a procedure for troubled projects which includes notification of the Housing & Community Development Commission (HCDC).
- Lambs Farm was awarded \$57,500 of CDBG funds in Program Year 2018 and has yet to identify a target property. Per the Grant Performance Update policy, the failure to initiate the

project places the project on Grant Performance Update and requires HCDC notification.

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

6.2 20-0950

Presentation and Discussion - Department of Housing & Urban Development (HUD) Proposed Third Amendment to the Program Year 2019 Annual Action Plan (AAP).

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

6.3 20-0951

PUBLIC HEARING - Department of Housing & Urban Development (HUD) Proposed Third Amendment to the Program Year 2019 Annual Action Plan (AAP).

Chairman Rose requested a motion to open the Public Hearing.

Motion: To open the Public Hearing at 3:48 p.m.

Motion Made By: Janet Swartz

Motion 2nd By: Steve Henley

Motion approved

There were no public comments.

Motion: To close the Public Hearing at 3:50 p.m.

Motion Made By: Mary Cunningham

Motion 2nd By: Linda Pedersen

Motion approved

6.4 20-0952

Joint resolution approving the Proposed Third Amendment to the Program Year (PY) 2019 Annual Action Plan (AAP).

- The CARES Act appropriated up to \$5,000,000,000 in Community Development Block Grant (CDBG-CV) to assist in the response to the COVID pandemic.
- As an entitlement community Lake County received \$1,709,120 of CDBG-CV funds from the first allotment of this funding which includes funding received on behalf of the City of North Chicago.
- Lake County and the City of North Chicago have entered into a Joint Agreement stating that Lake County shall administer CDBG funding on behalf of the City.
- The Third Amendment to the Program Year 2019 (PY 2019) Annual Action Plan (AAP) includes \$117,296 of North Chicago's CDBG funds to support COVID-19 relief in the form of fire and police equipment (\$47,296.00), food banks (\$30,000.00), homeless shelter (\$30,000.00) and housing information and referral services (\$10,000.00).

Attachments: [2019 AAP 3rd Amendment redline](#)

Chairman Rose requested a motion on the proposed Joint Resolution.

A motion was made by Commissioner Williams, seconded by Vice-Chairman Pedersen, to approve the Joint Resolution of the proposed Third Amendment to the PY2019 Annual Action Plan. The motion carried by the following vote:

Aye 12 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Williams, Commissioner Henley, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Wilhoit, Commissioner O'Connor and Commissioner Altenberg

Present 1 - Ex-Officio Member Carlson

6.5 20-0955

Presentation and Discussion - Department of Housing & Urban Development (HUD) Proposed First Amendment to the Program Year 2020 Annual Action Plan (AAP).

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

6.6 20-0956

PUBLIC HEARING - Department of Housing & Urban Development (HUD) Proposed First Amendment to the Program Year 2020 Annual Action Plan (AAP).

Chairman Rose requested a motion to open the Public Hearing.

Motion: To open the Public Hearing at 3:56 p.m.

Motion Made By: Diane Hewitt

Motion 2nd By: Linda Pedersen

Motion approved

There were no public comments.

Motion: To close the Public Hearing at 3:58 p.m.

Motion Made By: Mary Cunningham

Motion 2nd By: Bethany Williams

Motion approved

6.7 20-0957

Joint resolution approving the First Amendment to the Program Year (FY) 2020 Annual Action Plan (AAP).

- 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.
- An amendment to an AAP is required to assign program income to a project.
- The 1st Amendment to the Program Year 2020 (PY20) AAP incorporates \$71,970.50 of CDBG program income and \$20,374.80 of HOME program income.
- The proposed 1st amendment to the PY20 AAP allocates the program income to three on-going housing programs.
 - \$20,374.80 to Community Partners for Affordable Housing (CPAH) for Down Payment Assistance.
 - CPAH \$11,970.50 for Owner Occupied Rehabilitation.
 - Youth Conservation Corps. \$60,000 for affordable housing rehabilitation and resale.

Attachments: [2020 AAP 1st Amendment](#)

Chairman Rose asked if there were any questions on this item, to which there was no

response. He then requested a motion on the proposed First Amendment.

A motion was made by Commissioner O'Connor, seconded by Commissioner Henley, to approve the Joint Resolution of the proposed First Amendment to the PY2020 Annual Action Plan. The motion carried by the following vote:

Aye 11 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Wilhoit, Commissioner O'Connor and Commissioner Altenberg

Present 1 - Ex-Officio Member Carlson

Not Present 1 - Commissioner Williams

6.8 20-0958

Commission Action Item - Approval of the Allocation Plan for the Second Allocation of Emergency Solutions Grant Funding (ESG-CV2) through the CARES Act.

- The U.S. Department of Housing and Urban Development (HUD) announced a second allocation of Emergency Solutions Grant Program funding through the CARES Act to Lake County in the amount of \$1,520,868.
- Staff proposes an open application round to assess community need and service capacity given the scale of the funding and the turbulent environment.
- Under the proposed plan the Homeless ARC would review applications and develop recommendations at the regularly scheduled meeting on September 25 for HCDC review in October.

Attachments: [ESG-CV2 Plan Memo](#)

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

A motion was made by Commissioner Hewitt, seconded by Commissioner Swartz, to approve the proposed Allocation Plan for the Second Allocation of ESG-CV2 funding through the CARES Act. The motion carried by the following vote:

Aye 12 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Wilhoit, Commissioner O'Connor and Commissioner Altenberg

Not Present 1 - Commissioner Williams

STAFF REPORTS

Brenda O'Connell reminded the Commissioners that there was no August meeting scheduled and said she hoped everyone would enjoy the time off. She stated it was possible that Lake County might receive additional CARES Act funding for the Community Development Block Grant (CDBG) program during the third round of COVID-19 funding.

Staff mentioned that Lake County's 2019 accomplishment of attaining Functional Zero for Veteran Homelessness had recently been mentioned during a televised program. Brenda

O'Connell stated that a portion of the celebration for this achievement was shown during a History Channel program, in partnership with Built for Zero.

ADJOURNMENT

A motion was made by Commissioner Cunningham, seconded by Commissioner Henley, to adjourn the meeting at 4:08 p.m. The motion carried by the following vote:

Aye	11 -	Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Wilhoit, Commissioner O'Connor and Commissioner Altenberg
Present	1 -	Ex-Officio Member Carlson
Not Present	1 -	Commissioner Williams