

Lake County Illinois

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



Minutes Report - Draft

Wednesday, October 14, 2020

3:30 PM

Via Zoom

<https://us02web.zoom.us/j/84859646608>

Meeting ID: 848 5964 6608

Via Phone (312) 626-6799

Housing and Community Development Commission

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the August 21, 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 St. 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, October 14, 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 communitydevelopment@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: Rob Anthony, Gregg Handrich, Kerri Williams, Michael Mader, Mark Patenaude, Kathleen van Crey, Chase Morris, and William Powers of Community Partners for Affordable Housing; Kate Ceithaml of Lake County Haven; Liz Teague of Kids Above All; Eric Foote of PADS; Christina Douglas of A Safe Place; Nimrod Warda of the City of North Chicago; and Cassandra Torstenson, of the Lake County Administrator's Office
Staff: Eric Waggoner, Brenda O'Connell; Michele Slav, Dominic Strezo, Irene Marsh-Elmer and Eric Tellez

Present 14 - Michael Meehan, Ray Rose, Anne Flanigan Bassi, Stephen Henley, Jennifer Clark, Linda Pedersen, Diane Hewitt, Mary Cunningham, Janet Swartz, Billy McKinney, Laureen Wilhoit, Mary Dominiak, Kathleen O'Connor and Dan Venturi

Absent 4 - Sandy Hart, Steve Carlson, Sharaka Leonard and Marah Altenberg

Excused 1 - Bethany Williams

2. APPROVAL OF MINUTES

2.1 20-1396

Approval of the July 15, 2020 Minutes

Attachments: [7.15.20 Draft Minutes](#)

A motion was made by Commissioner O'Connor, seconded by Commissioner Clark, to approve the July 15, 2020 minutes. The motion carried by the following vote:

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

Abstain 1 - Commissioner Dominiak

Absent 4 - Ex-Officio Member Hart, Ex-Officio Member Carlson, Commissioner Leonard and Commissioner Altenberg

Not Present 1 - Commissioner Venturi

3. CHAIR'S REMARKS

Chairman Rose shared Laura Walley's tragic loss this week and announced Brenda O'Connell's promotion to Acting Community Development Administrator.

4. PUBLIC COMMENTS (items not on the agenda)

There were no public comments.

5. OLD BUSINESS

There was no old business to discuss.

6. NEW BUSINESS

6.1 20-1486

Proclamation recognizing Mary Ellen Tamasy for her 27 years of service to the Lake County Community in Affordable Housing.

Chairman Rose read a proclamation to celebrate Mary Ellen Tamasy's efforts to clear the way for more affordable housing in Lake County over a 27-year span through work in leadership roles in four different agencies.

6.2 20-1426

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

Brenda O'Connell, Acting Community Development Administrator, presented funding recommendations for ESG-CV2 approved by the Homeless ARC.

6.3 20-1427

PUBLIC HEARING - Department of Housing & Urban Development (HUD) Proposed Fourth 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 4:05 p.m.

Motion Made By: Commissioner Cunningham

Motion 2nd By: Commissioner Venturi

Motion approved

Brenda O'Connell read the written comments into the minutes, as follows:

Donna Drinka, Catholic Charities, wrote: We want to thank you for the consideration of approving our submitted Lake County ESG-CV2 application. Catholic Charities' Rapid Re-Housing Program is committed to serving the individuals and families of Lake County, who are experiencing homelessness, in locating and securing safe, affordable housing. Thank you.

Kate Ceithaml, Lake County Haven, wrote: Lake County Haven is grateful for this opportunity to continue our partnership with Lake County in our shared desire to keep our community members safe, healthy and housed. The global pandemic has affected all of our lives tremendously, especially our neighbors who are already vulnerable due to homelessness. We are proud to be part of a community that truly cares about all of its citizens and always strives to be a better, safer, more welcoming place to call home.

Motion: To close the Public Hearing at 4:09 p.m.

Motion Made By: Commissioner Venturi

Motion 2nd By: Commissioner O'Connor

Motion approved

6.4 20-1428

Joint resolution approving a fourth amendment to the 2019 United States Housing and Urban Development (HUD) Annual Action Plan (AAP).

- The U.S. Department of 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
- The Housing and Community Development Commission (HCDC) approved an open application round on July 15, 2020.
- Funding recommendations were reviewed and approved by the Homelessness Advisory and Recommendation Committee on September 25, 2020.

Attachments: [Homelessness ARC Memo September 2020](#)

[DRAFT 2019 AAP 4th Amendment](#)

[2020-10 Emergency Appropriation - Grants](#)

A motion was made by Commissioner Venturi, seconded by Commissioner McKinney, to approve the fourth amendment to the 2019 U.S. Department of Housing and Urban Development (HUD) Annual Action Plan (AAP). The motion carried by the following vote:

Aye 14 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner McKinney, Commissioner Wilhoit, Commissioner Dominiak, Commissioner O'Connor and Commissioner Venturi

Absent 4 - Ex-Officio Member Hart, Ex-Officio Member Carlson, Commissioner Leonard and Commissioner Altenberg

6.5 20-1453

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

Brenda O'Connell, Acting Community Development Administrator, presented the AAP Amendment to repurpose program income for Youth Conservation Corps and prior year funding for the City of North Chicago.

6.6 20-1457

PUBLIC HEARING - Department of Housing & Urban Development (HUD) Proposed Second 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 4:14 p.m.

Motion Made By: Commissioner Venturi

Motion 2nd By: Commissioner Dominiak

Motion approved

There were no public comments.

Motion: To close the Public Hearing at 4:16 p.m.

Motion Made By: Commissioner Venturi

Motion 2nd By: Commissioner Dominiak

Motion approved

6.7 20-1459

Joint resolution approving of the Second Amendment to the Program Year 2020 (PY 2020) Annual Action Plan (AAP).

- U.S. Department of Housing and Urban Development (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 and/or reallocate prior year funds.
- The proposed Second Amendment to the Program Year 2020 (PY20) AAP allocates \$6,041.00 of Community Development Block Grant (CDBG) program income and \$49,597.00 of prior year CDBG funds.
 - Youth Conservation Corps. \$6,041.00 of program income for affordable housing rehabilitation and resale.
 - City of North Chicago \$49,597.00 of prior year funds for accessibility improvements at City Hall.

Attachments: [2020 AAP 2nd Amendment](#)

Chairman Rose requested a motion on the proposed Joint Resolution.

A motion was made by Commissioner Venturi, seconded by Commissioner O'Connor, to approve the Joint Resolution of the Second Amendment to the Program Year 2020 Annual Action Plan (AAP). The motion carried by the following vote:

Aye 13 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner McKinney, Commissioner Wilhoit, Commissioner Dominiak, Commissioner O'Connor and Commissioner Venturi

Absent 4 - Ex-Officio Member Hart, Ex-Officio Member Carlson, Commissioner Leonard and Commissioner Altenberg

Not Present 1 - Commissioner Swartz

6.8 20-1483

Presentation and Discussion - Program Year 2019 Consolidated Annual Performance Evaluation Report (CAPER)

Presented by Brenda O'Connell, Acting Community Development Administrator; Dominic Strezo, Environmental Project Coordinator; Irene Marsh-Elmer, Housing Grant Administration Specialist; and Eric Tellez, Planner

6.9 20-1484

PUBLIC HEARING - Program Year 2019 Consolidated Annual Performance Evaluation Report (CAPER)

Chairman Rose requested a motion to open the Public Hearing.

Motion: To open the Public Hearing at 4:46 p.m.

Motion Made By: Commissioner Venturi
Motion 2nd By: Commissioner Cunningham
Motion approved

There were no public comments.

Motion: To close the Public Hearing at 4:48 p.m.

Motion Made By: Commissioner Venturi
Motion 2nd By: Commissioner Hewitt
Motion approved

6.10 20-1467

Approval of the 2019 Consolidated Annual Performance and Evaluation Report (CAPER)

- The United States Department of Housing and Urban Development (HUD) requires that grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).
- The Program Year 2019 (PY19) CAPER reports on accomplishments between May 1, 2019 and April 30, 2020.
- The report does not include the additional funding appropriated through the CARES Act but rather focuses on the budgeted allocation of entitlement funding.

Attachments: [2019 CAPER DRAFT](#)

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 Cunningham, seconded by Commissioner Venturi, to approve the 2019 Consolidated Annual Performance and Evaluation Report (CAPER). The motion carried by the following vote:

Aye 13 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Wilhoit, Commissioner Dominiak, Commissioner O'Connor and Commissioner Venturi

Absent 4 - Ex-Officio Member Hart, Ex-Officio Member Carlson, Commissioner Leonard and Commissioner Altenberg

Not Present 1 - Commissioner McKinney

6.11 20-1287

Approval of revisions to the Public Improvements Application for Program Year 2021

- Staff has proposed changes to the PY21 Public Improvements application and scoring criteria to improve the quantitative scoring system and better reflect the priority needs and goals identified in the 2020-24 Consolidated Plan.
- The changes were approved by the Public Improvements Advisory and Recommendation Committee on September 25, 2020.

Attachments: [DRAFT PY2021 Public Improvements Application \(Clean\)](#)

[DRAFT PY2021 Public Improvements Application \(Redline\)](#)

Brenda O'Connell, Acting Community Development Administrator, presented revisions to the Public Improvements Application to increase transparency and make scoring more quantitative and reflective of the 2020-24 Consolidated Plan goals.

A motion was made by Commissioner Hewitt, seconded by Vice-Chairman Pedersen, to approve the revisions to the Public Improvements Application for Program Year 2021. Motion carried by the following roll call vote:

Aye 13 - Commissioner Meehan, Chairman Rose, Commissioner Flanigan Bassi, Commissioner Henley, Commissioner Clark, Vice-Chairman Pedersen, Commissioner Hewitt, Commissioner Cunningham, Commissioner Swartz, Commissioner Wilhoit, Commissioner Dominiak, Commissioner O'Connor and Commissioner Venturi

Absent 4 - Ex-Officio Member Hart, Ex-Officio Member Carlson, Commissioner Leonard and Commissioner Altenberg

Not Present 1 - Commissioner McKinney

7. STAFF REPORTS

There were no staff reports.

8. ADJOURNMENT

The meeting was adjourned at 4:51 p.m.