

# **Lake County Illinois**

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



## **Minutes Report - Draft**

**Wednesday, February 10, 2021**

**2:30 PM**

**Via Zoom or Phone**

**<https://us02web.zoom.us/j/84743685907>**

**(312) 626-6799**

**Meeting ID: 847 4368 5907**

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

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the December 10, 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, February 10, 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](mailto: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 Pedersen called the meeting of the Housing & Community Development Commission (HCDC) Executive Committee to order at 2:32 p.m.*

*Guests: Cassandra Torstenson of the Lake County Administrator's Office*

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

**Present** 5 - Billy McKinney, Linda Pedersen, Ray Rose, Janet Swartz and Dan Venturi

**2. APPROVAL OF MINUTES**

**2.1 21-0276**

Approval of the November 18, 2020 Minutes.

**Attachments:** [11.18.20 Draft Minutes](#)

**A motion was made by Commissioner McKinney, seconded by Vice-Chairman Venturi, to approve the November 18, 2020 minutes. The motion carried by the following vote:**

**Aye** 4 - Commissioner McKinney, Chair Pedersen, Commissioner Rose and Vice-Chairman Venturi

**Not Present** 1 - Commissioner Swartz

**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 21-0272**

Appointment of Housing and Community Development Commission (HCDC) members to Advisory & Recommendation Committees.

- Advisory & Recommendation 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 ARCs: 1) Public Improvements ARC; 2) Affordable Housing ARC; 3) Public Services ARC; and 4) Homeless Assistance ARC.
- The Public Improvements, Affordable Housing and Homeless Assistance ARC have vacancies and are in need of appointments.

**Attachments:** [ARC Membership 2021 proposal.pdf](#)

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*Presented by Brenda O'Connell, Community Development Administrator*

**A motion was made by Vice-Chairman Venturi, seconded by Commissioner McKinney, to approve the appointments for the HCDC members to the Advisory & Recommendation Committees as shown within the attachment. The motion carried by the following vote:**

**Aye**    4 -    Commissioner McKinney, Chair Pedersen, Commissioner Rose and Vice-Chairman Venturi

**Not Present**    1 -    Commissioner Swartz

## 6.2 21-0273

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

- The United States Housing and Urban Development (HUD) requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- In accordance with the Lake County Consortium's Citizen Participation Plan (CPP) an amendment to the AAP is required to substantially change the purpose, location, scope or beneficiaries of a project.
- The fourth amendment to the PY 2020 AAP proposes the following project changes:
  - Project location switch for Lake Forest Senior Housing Project, Community Partners for Affordable Housing (CPAH);
  - Funding source switch for the following projects: 2nd Street Acquisition and Rental, CPAH; Housing Capacity Building, Mano a Mano, Nicasa and Kids Above All; Highwood Supportive Housing Development, Community Collaborative Housing Initiative (CCHI); and Facility Capacity Building for PADS Lake County and The Harbour;
  - Funding reduction for Lake County Community Development's program administration.

**Attachments:**    [2020 AAP 4th Amendment DRAFT.pdf](#)

*Presented by Brenda O'Connell, Community Development Administrator, and Dominic Strezo, Environmental Project Coordinator*

**A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the Fourth Amendment to the Program Year 2020 Annual Action Plan to the Housing and Community Development Commission for approval. The motion carried by the following vote:**

**Aye**    5 -    Commissioner McKinney, Chair Pedersen, Commissioner Rose, Commissioner Swartz and Vice-Chairman Venturi

## 6.3 21-0279

Approval of the Lake County Community Development Duplication of Benefits Policy

- Lake County administers multiple federal funding streams including Community Development Block Grant (CDBG) funds that can be allocated for disaster relief.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

requires that recipients of federal disaster recovery funding make certain that no "person, business concern or other entity" will receive duplicative assistance.

- The Duplication of Benefits (DOB) Policy outlines the policies and procedures the County and subrecipients shall follow to ensure DOB compliance.

**Attachments:** [LCCD General DOB Policy.pdf](#)

*Presented by Irene Marsh-Elmer, Housing Grant Administration Specialist*

**A motion was made by Commissioner Rose, seconded by Vice-Chairman Venturi, to forward the Lake County Community Development Duplication of Benefits Policy to the Housing and Community Development Commission for approval. The motion carried by the following vote:**

**Aye** 5 - Commissioner McKinney, Chair Pedersen, Commissioner Rose,  
Commissioner Swartz and Vice-Chairman Venturi

**7. STAFF REPORTS**

*There were no staff reports.*

**8. ADJOURNMENT**

**A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to adjourn the meeting at 2:50 p.m. The motion carried by the following vote:**

**Aye** 5 - Commissioner McKinney, Chair Pedersen, Commissioner Rose,  
Commissioner Swartz and Vice-Chairman Venturi