

Lake County Illinois

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



Minutes Report - Draft

Wednesday, February 10, 2021

3:30 PM

Via Zoom or Phone

<https://us02web.zoom.us/j/86067062014>

(312) 626-6799

Meeting ID: 860 6706 2014

Housing and Community Development Commission

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 2:00 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 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 3:35 p.m.

Guests: Rob Anthony of Community Partners for Affordable Housing; and Donna Jo Maki of the County Administrator's Office

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

Present 16 - Anne Flanigan Bassi, Carissa Casbon, Mary Cunningham, Stephen Henley, Angelo Kyle, Billy McKinney, Michael Meehan, Kathleen O'Connor, Linda Pedersen, Gina Roberts, Ray Rose, Janet Swartz, Julie Simpson, Dan Venturi, Laureen Wilhoit and Bethany Williams

Excused 2 - Mary Dominiak and Sharaka Leonard

2. APPROVAL OF MINUTES

2.1 21-0277

Approval of the November 18, 2020 Minutes.

Attachments: [11.18.20 Draft Minutes](#)

A motion was made by Commissioner O'Connor, seconded by Commissioner Swartz, to approve the November 19, 2020 minutes. The motion carried by the following vote:

Aye 15 - Commissioner Flanigan Bassi, Commissioner Casbon, Commissioner Henley, Member Kyle, Commissioner Leonard, Commissioner McKinney, Commissioner Meehan, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Chairman Rose, Commissioner Swartz, Commissioner Venturi, Commissioner Wilhoit and Commissioner Williams

Abstain 1 - Ex-Officio Member Simpson

Not Present 1 - Commissioner Cunningham

3. CHAIR'S REMARKS

Chairman Rose welcomed the Commission to the first meeting of 2021, wishing them a happy new year. He thanked the Community Development staff for their efforts during the past year. He then welcomed the HCDC's new members; County Board Commissioners Angelo Kyle, Gina Roberts and Carissa Casbon, as well as new ex-officio member Julie Simpson, Chairman of the Health and Community Services Committee.

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 21-0269

Presentation and Discussion - Department of Housing & Urban Development (HUD) Proposed

Fourth Amendment to the Program Year 2020 Annual Action Plan (AAP)

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

6.2 21-0270

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

Presented by Brenda O'Connell, Community Development Administrator

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

Motion Made By: Janet Swartz

Motion 2nd By: Linda Pedersen

Motion approved with Daniel Venturi not present.

There were no public comments.

Motion: To close the Public Hearing at 3:52 p.m.

Motion Made By: Mary Cunningham

Motion 2nd By: Angelo Kyle

Motion approved.

6.3 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](#)

Chairman Rose requested a motion on the Fourth Amendment.

A motion was made by Commissioner Williams, seconded by Commissioner Cunningham, to approve the Fourth Amendment to the Program Year 2020 Annual Action Plan. The motion carried by the following vote:

Aye 16 - Commissioner Flanigan Bassi, Commissioner Casbon, Commissioner Cunningham, Commissioner Henley, Member Kyle, Commissioner McKinney, Commissioner Meehan, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Chairman Rose, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner Venturi, Commissioner Wilhoit and Commissioner Williams

6.4 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 Brenda O'Connell, Community Development Administrator, and Irene Marsh-Elmer, Housing Grant Administration Specialist

A motion was made by Commissioner Cunningham, seconded by Commissioner Kyle, to approve the Lake County Community Development Duplication of Benefits Policy. The motion carried by the following vote:

Aye 16 - Commissioner Flanigan Bassi, Commissioner Casbon, Commissioner Cunningham, Commissioner Henley, Member Kyle, Commissioner McKinney, Commissioner Meehan, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Chairman Rose, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner Venturi, Commissioner Wilhoit and Commissioner Williams

7. STAFF REPORTS

Brenda O'Connell, Community Development Administrator, gave a presentation about Lake County's Community Development Block Grant (CDBG) Timeliness concerns. The Department of Housing and Urban Development (HUD) requires that Lake County has a balance of less than 150% of its most recent CDBG grant award (Program Year 2020) unspent by March 1, 2021. She explained that HUD still requires that we meet that ratio but realized COVID-19 issues have caused a slowing of project spending, so HUD decided that it would not issue any sanctions for the current program year. Staff knows that Lake County will not meet the requirement this year, so these concerns will need to be considered during the upcoming application review and recommendation process. She then spoke about the reasons that various programs and projects had been put on hold or had slowed their spending. The Advisory and Recommendation Committees (ARCs) have meetings scheduled for the end of the month, during which the ARC members will review and discuss the PY2021 funding applications. The newest HCDC members were assigned to ARCs, as follow: Commissioner Casbon, Homeless Assistance ARC; Commissioner Kyle, Affordable Housing ARC; and Commissioner Roberts, Public

Improvements ARC.

8. ADJOURNMENT

Chairman Rose declared the meeting adjourned at 4:46 p.m.