

Lake County Illinois

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



Minutes Report - Final

Wednesday, April 12, 2023

2:30 PM

Central Permit Facility - 2nd Floor

**500 W. Winchester Rd.
Libertyville, IL**

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

1. Roll Call

Chair Pedersen called the meeting to order at 2:30pm.

Staff: Brenda O'Connell, Eric Waggoner, Dominic Strezo, Eric Tellez, Damon Coleman, Yazmin Albino, Michele Slav, and Danielle White.

Present 4 - Billy McKinney, Linda Pedersen, Janet Swartz and Ray Rose

Absent 3 - Sandy Hart, Dan Venturi and Paras Parekh

2. Approval of Minutes

2.1 [23-0395](#)

Approval of Minutes February 27, 2023.

Attachments: [2023-02-27 HCDC Exec Minutes Draft.pdf](#)

approval of minutes

Aye 4 - McKinney, Chair Pedersen, Commissioner Swartz and Commissioner Rose

Absent 3 - Ex-Officio Member Hart, Vice-Chairman Venturi and Ex-Officio Member Parekh

3. Chair's Remarks

There were no Chair 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 [23-0565](#)

Joint resolution approving the Program Year (PY) 2023 United States Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

- Lake County is the recipient of the HUD Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) entitlement funding.
- As a condition of entitlement funds, HUD requires the development and submission of a Housing and Community Development AAP.
- The PY 2023 AAP includes annual funding recommendations totaling \$2,880,838 CDBG, \$2,356,220 HOME, and \$220,057 ESG.
- The PY 2023 AAP was approved by the Lake County Housing and Community Development Commission (HCDC) on April 13, 2023.
- A total of \$1,000 of LCAHP, \$12,150.77 of CDBG and \$26,723.33 of HOME program income has been generated and has not been previously appropriated.
- The program income received was the result of loan payments in the amount of

\$3,499.66, mortgage payoffs in the amount of \$35,165.67, and \$1,208.77 home sales proceeds.

Attachments: [PY23 AAP DRAFT.v2](#)

[Emergency Appropriation 2023-05 PY2023](#)

Brenda O'Connell, Community Development Administrator, reported the United States Department of Housing & Urban Development (HUD) revised previously reported funding amounts that allowed staff to restore funding recommendations to the original Advisory and Recommendation Committee (ARC) recommendations.

approve and send to Committee

Aye 4 - McKinney, Chair Pedersen, Commissioner Swartz and Commissioner Rose
Absent 3 - Ex-Officio Member Hart, Vice-Chairman Venturi and Ex-Officio Member Parekh

6.2 [23-0566](#)

Joint resolution approving Lake County to serve as the Responsible Entity (RE) and complete 24 CFR Part 58 Environmental Review Records (ERRs) for recipients of Congressional Directed Funds.

- The U.S. Congress has appropriated funds directly to recipients for projects located in Lake County, Illinois in Federal Fiscal Years (FY) 2022 and 2023.
- An Environmental Review Record (ERR) must be completed by a Responsible Entity for the appropriated funds when the funds are administered by the U.S. Department of Housing and Urban Development.
- The attached agreement defines the terms and conditions for Lake County to serve and the RE and complete ERRs for recipients, at their request.

Attachments: [Agreement for CPF ERRs TEMPLATE Fees](#)

Dominic Strezo, Senior Grant Manager, presented that Lake County would serve as the responsible entity to complete environmental reviews for recipients of Congressional Directed Funds. There is a very specific definition within Part 58 on who can certify that report and not all the recipients meet that definition. Those that do not meet the definition have been advised to reach out to the county or someone meeting the definition to do the survey for them.

approve and send to Committee

Aye 4 - McKinney, Chair Pedersen, Commissioner Swartz and Commissioner Rose
Absent 3 - Ex-Officio Member Hart, Vice-Chairman Venturi and Ex-Officio Member Parekh

6.3 [23-0573](#)

Resolution amending the Housing and Community Development Commission (HCDC) By-Laws.

- The Lake County HCDC was formed by the Lake County Board in 1976 to "accomplish the purpose of the (federal) Housing and Community Development Act."
- Proposed HCDC By-Law changes will narrow the Executive Committee role and

reduce the number of meetings. In order to address issues with achieving a quorum, the changes include reducing the quorum definition to one third of members and increasing the number of meetings in Libertyville to two thirds.

Attachments: [As Amended at HCS 4.25.23 By-laws HCDC v2023-04 HCS](#)

[As Amended at HCS 4.25.23 By-laws HCDC v2023-04 HCS redlined](#)

Brenda O'Connell presented the proposed revisions to the by-laws: reducing the Executive Committee role, the definition of quorum, and switching to two-thirds of meetings being scheduled in Libertyville versus Waukegan.

approved

Aye	4 -	McKinney, Chair Pedersen, Commissioner Swartz and Commissioner Rose
Absent	3 -	Ex-Officio Member Hart, Vice-Chairman Venturi and Ex-Officio Member Parekh

7. Staff Reports

There were no staff reports

8. Adjournment

Meeting adjourned at 2:51 PM