

# Lake County Illinois

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



## Meeting Minutes

Thursday, July 30, 2015

2:30 PM

Central Permit Facility - 2nd floor Conference Room  
500 W. Winchester Road, Libertyville, IL 60048

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

**1. ROLL CALL**

*Chairman Pedersen called the Housing and Community Development Commission (HCDC) Executive Committee (EC) meeting to order at 2:38 p.m.*

*Guest: Mary Cunningham of the HCDC*

*Staff: Eric Waggoner, Jodi Gingiss, Agnes Monton, Jordan Bartle, Monika Bobo, Eric Foote and Laura Walley*

**Present** 5 - Dan Venturi, Janet Swartz, Ray Rose, Linda Pedersen and Steve Carlson

**Excused** 2 - Burnell Russell and Carol Calabresa

**2. APPROVAL OF MINUTES**

**2.1**

Approval of the June 10, 2015 Minutes

**Attachments:** [6.10.15 Exec Comm Minutes.pdf](#)

**A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to approve the June 10, 2015 minutes. The motion carried by the following vote:**

**Aye** 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen and Ex-Officio Member Carlson

**3. CHAIR'S REMARKS**

*The Chairman had no comments.*

**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**

2014 CAPER - Open Projects Report

*Presented by Jodi Gingiss, Community Development Administrator.*

**6.2**

Approval of the 2014 Consolidated Annual Performance and Evaluation Report (CAPER)

*Presented by Jodi Gingiss, Community Development Administrator.*

**A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the 2014 CAPER to the HCDC for approval. The motion carried by the following vote:**

**Aye** 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen and Ex-Officio Member Carlson

6.3

Election of HCDC Officers

*Jodi Gingiss, Community Development Administrator, presented this time for discussion.*

6.4

Nomination and Election of Executive Committee Members

*Jodi Gingiss, Community Development Administrator, informed the EC that Burnell Russell recently became the third citizen member, which reduced the number of municipal/township representatives to one. The State's Attorney's Office stated that the EC could continue with its present membership until the HCDC contains its full representation of municipal/township leadership (5 representatives). After that time, a new EC member would need to be elected. The consensus was to wait for the new HCDC member to be appointed.*

6.5

Approval of Organization to Administer CDBG-Funded Fair Housing Program.

*Presented by Jodi Gingiss, Community Development Administrator.*

**A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the Prairie State Legal Services RFP response to administer the Fair Housing Program for two years to the HCDC for approval. The motion carried by the following vote:**

**Aye** 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen and Ex-Officio Member Carlson

6.6

Joint resolution adopting the Lake County HOME Investment Partnerships Program (HOME) Homebuyer Policy: Underwriting, Lending and Refinancing Guidelines and the Lake County HOME Consortium: Recapture and Resale Provisions.

**Attachments:** [HOMEHomebuyer policy 2015.pdf](#)  
[Resale Recapture Policy 2015.pdf](#)

*Jodi Gingiss introduced Eric Foote, Community Development's new planner, who previously worked for Lamb's Farm.*

*The resolution was presented by Jordan Bartle, Affordable Housing Planner.*

**A motion was made by Commissioner Swartz, seconded by Vice-Chairman Venturi, to forward the Joint resolution adopting the Lake County HOME Investment Partnerships Program Homebuyer Policy: Underwriting, Lending and Refinancing Guidelines and the Lake County HOME Consortium: Recapture and Resale Provisions to the HCDC for approval. The motion carried by the following vote:**

**Aye** 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen and Ex-Officio Member Carlson

7. STAFF REPORTS

*Ms. Gingiss informed the EC of a potential repayment situation due to the 1995 HOME funds loaned to Mary's Mission, a group home in Waukegan. Due to the lack of leases for this group home, it does not comply with the HOME rules and the funds should be repaid. PY2015 Lake County Affordable Housing Program (AHP) funds will be recommended to repay HUD by repurposing those AHP funds for HOME use.*

*Commissioner Swartz asked staff to ensure that the HOME program appear on the County's legislative agenda, as the funds are very important to the community. A discussion ensued.*

**8. ADJOURNMENT**

**A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to adjourn the meeting at 3:18 p.m. The motion carried by the following vote:**

**Aye 5 -** Vice-Chairman Venturi, Commissioner Swartz, Commissioner Rose, Chairman Pedersen and Ex-Officio Member Carlson