

Lake County Illinois

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



Meeting Minutes

Wednesday, February 11, 2015

2:30 PM

10th floor Conference Room C
18 N. County Street, Waukegan, IL 60085

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 2:35 p.m.

Guests: Betsy Lassar of Lake County Housing Action Coalition; Randall Mullen and Jennifer Alpha of TDA Consulting, Inc.; and Ginny Mulligan of the HCDC

Staff: Brittany Sloan, Jodi Gingiss, Brenda O'Connell, Janel Gomez, Jordan Bartle, Sandi Friedman and Laura Walley

Present 6 - Dan Venturi, Janet Swartz, Burnell Russell, Carol Calabresa, Linda Pedersen and Steve Carlson

Excused 1 - Ray Rose

2. APPROVAL OF MINUTES

2.1

Approval of the November 12, 2014 Minutes

Attachments: [11.12.14 Exec Minutes.pdf](#)

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Russell, to approve the November 12, 2014 minutes. The motion carried by the following vote:

Aye 6 - Vice-Chairman Venturi, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Russell, Commissioner Calabresa and Chairman Pedersen

Absent 1 - Commissioner Rose

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

Assignment of HCDC Members to Advisory & Recommendation Committees (ARC)

Attachments: [ARC Membership 2015.pdf](#)

Chairman Pedersen said that, if approved, membership for the ARCs would remain as currently assigned with the addition of Ginny Mulligan to the Affordable Housing ARC.

A motion was made by Commissioner Swartz, seconded by Commissioner Calabresa, to approve the appointment of Ginny Mulligan to the Affordable Housing ARC, with all other current ARC members to remain as assigned. The motion

carried by the following vote:

Aye 6 - Vice-Chairman Venturi, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Russell, Commissioner Calabresa and Chairman Pedersen

Absent 1 - Commissioner Rose

6.2

Avon Township CDBG Public Infrastructure Grant Amendment Request - 2013

Attachments: [Revised Scope Project Limits 2-5-15.pdf](#)
[Revised Scope Cost Estimate 2-5-15.pdf](#)
[signed stub ltr.pdf](#)

Ms. Jodi Gingiss informed the EC that Ms. Janel Gomez would make this presentation during her final appearance at the HCDC's meetings, because she had accepted a position with the City of Champaign and would be leaving the County shortly. Ms. Gomez spoke about her new opportunity and said that she did not make the decision lightly, as she had enjoyed her time working for Lake County. She then explained that Avon Township had requested a change in scope and its leveraging amount for its PY2013 roadway improvement project, as the new township administration had reassessed the budget due to a decrease in tax revenue. Although the linear feet of the project will be reduced, the section to be completed will have the greatest impact and will include drainage, sidewalk and curb construction, storm sewer and road reconstruction. Ms. Gomez had researched the proposed project and scored it higher than the originally proposed project, as the roadway had deteriorated considerably during the ensuing time frame.

A motion was made by Commissioner Calabresa, seconded by Vice-Chairman Venturi, to forward Avon Township's Amendment Request to the HCDC for approval. The motion carried by the following vote:

Aye 6 - Vice-Chairman Venturi, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Russell, Commissioner Calabresa and Chairman Pedersen

Absent 1 - Commissioner Rose

6.3

ElderCARE Lake County Affordable Housing Program (LCAHP) Grant Amendment Request

Attachments: [Eldercare Amendment Request.pdf](#)

Mr. Jordan Bartle spoke about ElderCARE's request to amend its PY2012 and PY2013 LCAHP projects to allow individual improvement grants to senior homeowners of up to \$2,000 per household, rather than the \$750 currently allowed. The funds would be used to provide accessibility and safety improvements, thereby allowing the senior citizens to remain in their homes. The agency also requested additional time in which to spend its 2012 funds, as the \$750 per household limit had disallowed many requests.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz,

to forward ElderCARE's Amendment Request to the HCDC for approval. The motion carried by the following vote:

Aye 6 - Vice-Chairman Venturi, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Russell, Commissioner Calabresa and Chairman Pedersen

Absent 1 - Commissioner Rose

6.4

Joint resolution approving 2015 - 2019 Housing and Community Development Consolidated Plan, including a draft 2015 Action Plan, and authorizing the execution of all necessary correspondence to distribute these Plans to the U.S. Department of Housing and Urban Development and other interested parties.

Attachments: [Lake County Consortium ConPlan Final.pdf](#)
[Post Feb11 HCDC Redline.pdf](#)
[Community Development Budget Summary.pdf](#)

Ms. Gingiss asked the EC if there were any questions about the 2015 – 2019 Consolidated Plan, but the EC's consensus was that they were ready to vote.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Calabresa, to forward the 2015 - 2019 Consolidated Plan to the HCDC for approval. The motion carried by the following vote:

Aye 6 - Vice-Chairman Venturi, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Russell, Commissioner Calabresa and Chairman Pedersen

Absent 1 - Commissioner Rose

6.5

Discussion of PY2015 Application Materials

Attachments: [Feb 11 Staff Memo.pdf](#)
[Affordable Housing Application Draft v1.pdf](#)
[CDBG Infrastructure BizDistricts Accessibility Jobs Application Draft v1.p](#)
[Public Services and Homeless Assistance Application Draft v1.pdf](#)

Ms. Gingiss said that the consultants from TDA Consulting, Mr. Randall Mullen and Ms. Jennifer Alpha, would present information on the PY2015 Application Materials. Ms. Gingiss explained that during the HCDC meeting to follow, the PY2015 Annual Action Plan, to be submitted within the Consolidated Plan per the U.S. Department of Housing and Urban Development (HUD) requirements, would have been approved prior to the full Commission's review of the application materials. HUD had determined its budget earlier than expected, which then shortened the timeline in which to submit the PY2015 Action Plan. The current Action Plan is in an outline format, based on the goals set within the Consolidated Plan, with the details to be determined after the application review and funding recommendation process has been completed. She then went over the timeline and ARC responsibilities, as shown within the agenda packet.

Mr. Mullen said that the Public Infrastructure ARC would be better called the Public Improvements ARC, as the name would better reflect the broader range of projects allowable within this category. A discussion on application scoring, geographic scoring bonuses and determining funding amounts on various improvement projects ensued. Ms. Alpha spoke about income surveys, which have been used to demonstrate an area's income levels where the census data did not reflect the area's demographics. HUD requires that communities utilize the census data and will place additional burdens on any entity that attempts to use income surveys. The consultants and staff recommended that, due to the new census information available, income surveys not be used. There was additional discussion on the applications and scoring bonuses.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Calabresa, to forward the PY2015 Application Materials to the HCDC for approval. The motion carried by the following vote:

Aye 6 - Vice-Chairman Venturi, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Russell, Commissioner Calabresa and Chairman Pedersen

Absent 1 - Commissioner Rose

7. STAFF REPORTS

There were no staff reports.

8. ADJOURNMENT

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Russell, to adjourn the meeting at 3:34 p.m. The motion carried by the following vote:

Aye 6 - Vice-Chairman Venturi, Ex-Officio Member Carlson, Commissioner Swartz, Commissioner Russell, Commissioner Calabresa and Chairman Pedersen

Absent 1 - Commissioner Rose