

Lake County Illinois

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



Minutes Report - Final

Wednesday, March 11, 2015

3:30 PM

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

Housing and Community Development Commission

1. ROLL CALL

Acting Chairperson Pederson called the Housing and Community Development Commission (HCDC) meeting to order at 3:35 p.m.

Guests: Betsy Lassar of Lake County Housing Action Coalition; Michael Mader of AHCLC; Jennifer Serino of Workforce Development and Michael Knight of CASA.

Staff: Brittany Sloan, Jodi Gingiss, Jordan Bartle, and Sandi Friedman

Present 10 - Karl Molek, Janet Swartz, Dan Venturi, Judy Armstrong, Carol Calabresa, Linda Pedersen, Virginia Mulligan, Sandra Hart, Diane Hewitt and Leonard Krapf

Excused 5 - Harriet Rosenthal, Ray Rose, Glenn Swanson, Joe Mancino and Mary Cunningham

2. APPROVAL OF MINUTES

2.1 15-0263

Approval of the February 11, 2015 Minutes

Attachments: [2-11-15 Minutes.pdf](#)

A motion was made by Commissioner Russell, seconded by Commission Hewitt, to approve the February 11, 2015 minutes. The motion carried by the following vote:

Aye 12 - Commissioner Molek, Commissioner Swartz, Ex-Officio Member Lawlor, Commissioner Venturi, Commissioner Armstrong, Commissioner Krapf, Commissioner Calabresa, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Mulligan, Commissioner Hart and Commissioner Hewitt

3. CHAIR'S REMARKS

The Acting Chairperson had no remarks.

4. PUBLIC COMMENTS (items not on the agenda)

Ms Gingiss introduced Mr. Mike Mader, AHC Director of Construction Services. He offered his assistance with information on NSP going forward.

Ms Gingiss introduced Michael Knight, volunteer for the non-profit CASA, who has been attending our HCDC meetings during the ConPlan process and spoke today about his concerns for CASA funding. Mr. Knight shared the various programs that CASA supports. They have 515 abused and neglected children they support. Kids in foster care are more than likely not to graduate from high school and will have a difficult life. Many end up homeless. One of the things that can be done is have a volunteer work with these families as they go through hard times. The children age out of the program at age 21. We hope to help these individuals to make sound judgments by this age. There is supposition that the state government wants to change the age to end the program at age 18. It is not felt that sufficient training will be met with shortening the program, and commissioners requested this issue be placed on the county's legislative agenda. .

Mr. Knight thanked the commission for their past support and added that he hoped continued support will be positive.

Several ways other counties help with support were noted by Mr. Knight.

1. Court fee ranging from \$10 to \$30 that in other counties generate from \$7K to \$70K/yr.
2. Office space/utilities often provided by other counties currently cost CASA \$60K/yr.
3. Grants provided by other county courts range from \$2.5K to \$66K/yr.

5. OLD BUSINESS

There was no old business.

6. NEW BUSINESS

6.1 [15-0260](#)

Discussion of Advisory & Recommendation Committee (ARC) input on the 2015 applications
Discussion on the Advisory & Recommendation Committee (ARC) input on the 2015 applications.

Ms Gingiss noted that the Lake County Board approved the five year Consolidated Plan its meeting yesterday.

HUD announced that the 2015 grants were down a total of 2.8% from last year. The amount for CDBG is \$2,412,691, HOME is \$1,041,188 and ESG is \$219,917. ESG had an 11.5% increase while CDBG was down 2.2% and HOME down 6.6. The 2015 Actual Amounts slide shared showed how the funding will be spread among the 10 goals. As far as target amounts we used the ratio approved by the board in December, 2014.

Ms Gingiss shared that the PS Services ARC approved a budget for the Fair Housing Program of \$70,000 of Lake County Public Services money and they approved staff recommendation to use a Request for Qualifications for Lake County Fair Housing Program. ARC liked the AI consultant's recommendation that we continue for several years. Previously, proposals were only for one year at a time. A change has been made and we are now doing the RFQ for a period of two years to build continuity. We are asking that the ARC approves two years.

Hearing no further questions or comments, a motion was called.

A motion was made by Commissioner Calabresa, seconded by Commissioner Russell, to approve the ARC recommendation as presented. The motion carried by the following vote:

Aye 12 - Commissioner Molek, Commissioner Swartz, Ex-Officio Member Lawlor, Commissioner Venturi, Commissioner Armstrong, Commissioner Krapf, Commissioner Calabresa, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Mulligan, Commissioner Hart and Commissioner Hewitt

6.2 [15-0261](#)

County Workforce Development Department Overview

Ms Gingiss introduced Jennifer Serino, Director of Lake County Workforce Development. Ms Serino stated that the agency is federally grant funded through the Workforce Investment Act (WIA). Employers and job seekers are the two main customers.

The Lake County Job Center is located in Waukegan. Their focus is to help individuals needing more and/or new skill sets. The center addresses the skills gap in the changing workforce. The Workforce Investment Board manages strategies and oversight. Lake County Partners is the business outreach partner and the College of Lake County is the training partner for many of their programs. They work with individuals who are low skilled, under skilled, and those who recently lost their jobs by helping individuals needing basic skills, computer training and training in occupational ways for improving. They look to help the younger generation find first jobs and help work through training and ongoing assistance as needed. Job Center Services are provided free of charge. There are many training opportunities.

One other aspect of the program is a Summer Youth Employment Work Experience Program. This program enrolls 170+ Lake County youth who get exposure to their first jobs and learn workplace skills and responsibilities. They help with solutions for positions hard to fill and hard to retain jobs. Ms Serino noted that vulnerable populations needing assistance to transition to employment include: disabled individuals, veterans, disengaged young adults, long term unemployed, food stamp recipients and basic skills deficient. They work closely with Lake County Partners which focuses on the major industries in Lake County.

They have some grant funds available through the Workforce Investment Act (WIA) to help the opportunities grow. The WIA grant funds are used to pay tuition fees, books, certifications/credentialing and subsidize the employer for the extraordinary time to bring the candidate up to speed. They continually talk to employers about jobs today and job needs for tomorrow. Grant funds are available for some of those training opportunities to assist in growth.

Ms Pederson stated that a question came up earlier concerning monitoring of the Lake County Workforce Development Program. Ms Serino stated that they are required to and a program is in place. They track employment rates, wages and retention grades. Employment has to be between 75% and 85% to continue. Wages range between \$30,000 - \$60,000 a year. Wages average \$13 an hour but in some areas, like manufacturing, those salaries vary. There is a placement made after six months of training and after that there is a six month and 12 month follow-up visit made with the company that did the hiring. Mr. Venturi applauded the program and said his organization has had good personnel come to them from the program.

The committee thanked Ms Serino for her presentation.

Ms Gingiss discussed that the addition of Goal 9 in the Con Plan was added after researching program ideas. Grant funds totaling \$118,209 are available. Mr. Venturi asked if the employers sought were major companies or locally run businesses. Ms Serino stated that typically, employers who hire between 15 – 350 employees are targeted. Many of the employers have machine shops and industrial work.

6.3 [15-0257](#)

Action Approving Goal #9 Create Low/Mod Income Jobs: ARC Recommendation

- Since the target funding amount for Goal #9: Create Low/Mod Income Jobs is not large, the Public Improvements Advisory & Recommendation Committee (ARC) recommends investing \$118,209 in CDBG 2015 funds in an existing Job Creation program managed by the Lake County Workforce Development Department. This existing program is scheduled to run out of funding in a few months, and addition of CDBG funding under Goal #9 would build on a pattern of success.
- CDBG funds would be granted through Lake County Workforce Development to local manufacturing companies as an incentive to hire local low-income workers with classroom training but no previous manufacturing work experience. Manufacturing jobs typically require skilled labor.
- CDBG funds would pay for 50% of the workers' wages (at minimum wage) for six months at a cost ranging from \$7,800 to \$13,000 per job for a total of 10 to 14 low-income jobs created.

Ms Gingiss reported that the Public Improvements Advisory & Recommendation Committee (ARC) recommends investing \$118,209 in CDBG 2015 funds in an existing Job Creation program managed by the Lake County Workforce Development Department. This existing program is scheduled to run out of funding in a few months, and addition of CDBG funding under Goal #9 would create 10-14 jobs at a cost of roughly \$7,800 to \$13,000 per job over the next 12 months.

CDBG funds would be granted through Lake County Workforce Development to local manufacturing companies as an incentive to hire local low-income workers with classroom training but no previous manufacturing work experience. Manufacturing jobs typically require skilled labor.

A motion was made by Commissioner Venturi, seconded by Commissioner Calabresa, to approve Goal #9 Create Low/Mod Income Jobs: ARC Recommendation. The motion carried by the following vote:

Aye 12 - Commissioner Molek, Commissioner Swartz, Ex-Officio Member Lawlor, Commissioner Venturi, Commissioner Armstrong, Commissioner Krapf, Commissioner Calabresa, Vice-Chairman Pedersen, Ex-Officio Member Carlson, Commissioner Mulligan, Commissioner Hart and Commissioner Hewitt

6.4 [15-0250](#)

Action approving 2015 Housing and Community Development Commission Applications and Requests for Proposals for selection of 2015 Action Plan projects and activities.

- The 2015 - 2019 Housing and Community Development Consolidated Plan is being approved by the Lake County Board and submitted to the U.S. Department of Housing & Urban Development (HUD), so selection of 2015 Action Plan projects and activities may commence.
- The Advisory and Recommendation Committees (ARCs) of the Housing and Community Development Commission (HCDC) have finalized Affordable Housing, Public Improvements and Public Services/Homeless Assistance applications, as directed by the HCDC, for the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Program funds from May 1, 2015 through April 30, 2016.
- This action authorizes County staff to distribute the 2015 Housing and Community Development Applications to Lake County municipalities and townships, and various for-profit and non-profit housing and community development agencies in Lake County

and to issue the attached Request for Qualifications to administer the Lake County Fair Housing Program.

- The Advisory and Recommendation Committees (ARCs) of the HCDC will meet on May 28 and 29, 2015 to review applications and compile recommendations for the June 10, 2015 HCDC meeting and 2015 Action Plan Public Hearing.

Attachments: [Public Services & ESG Application.pdf](#)

[Lake County 2015 Public Improvements Application Option 1.pdf](#)

[Lake County 2015 Public Improvements Application Option 2.pdf](#)

[2015MasterHousingApplicationLkCo.pdf](#)

[Fair Housing RFQ 2015.pdf](#)

Action approving 2015 Housing and Community Development Commission Applications and Requests for Proposals for selection of 2015 Action Plan projects and activities.

This action authorizes County staff to distribute the 2015 Housing and Community Development Application to Lake County municipalities and townships, and various for-profit and non-profit housing and community development agencies in Lake County and to issue the attached Request for Qualifications to administer the Lake County Fair Housing Program.

The Advisory and Recommendation Committees (ARCs) of the HCDC will meet on May 28 and 29, 2015 to review applications and compile recommendations for the June 10, 2015 HCDC meeting and 2015 Action Plan Public Hearing.

A motion was made by Commissioner Hewitt, seconded by Commissioner Calabresa, to approve 2015 Housing and Community Development Commission Applications and Requests for Proposals for selection of 2015 Action Plan projects and activities. The motion carried by the following vote:

Aye 13 - Commissioner Armstrong, Commissioner Krapf, Commissioner Calabresa, Vice-Chairman Pedersen, Russell, Commissioner Molek, Commissioner Swartz, Ex-Officio Member Lawlor, Commissioner Venturi, Ex-Officio Member Carlson, Commissioner Mulligan, Commissioner Hart and Commissioner Hewitt

6.5 15-0265

PUBLIC HEARING - SEVERAL PREVIOUS PLAN AMENDMENTS

- Amendment to the Neighborhood Stabilization Program (NSP1) Substantial Amendment (2008 Action Plan) and NSP3 Substantial Amendment (2010 Action Plan): Budget increases due to program income, especially an ongoing commitment to meet the federal requirement that 25% of NSP funds be invested to benefit households below 50% of area median income.
- Amendment to the PY2013 Annual Action Plan: Change in scope of Avalon Township CDBG flood drainage project.
- Amendment to the PY2014 Annual Action Plan: Transfer of North Chicago owner-occupied rehab HOME activity to the Affordable Housing Corporation of North Chicago and change of City of Waukegan HOME activity from owner-occupied rehab to

homebuyer rehabilitation.

Hearing no comments, a motion was made to open the Public Hearing.

Motion: To open the Public Hearing at 4:05 pm

Motion Made By: Daniel Venturi

Motion 2nd By: Sandra Hart

Motion approved

Hearing no further comments or questions, a motion was made to close the Public Hearing.

Motion: To close the Public Hearing at 4:10 p.m.

Motion Made By: Daniel Venturi

Motion 2nd By: Janet Swartz

Motion approved

6.6 15-0251

Joint resolution amending the 2008 NSP1 and 2010 NSP3 Substantial Amendments.

- The Lake County Board approved the 2008 NSP1 and 2010 NSP3 (NSP) Substantial Amendments.
- These amendments documented how nearly \$6 million would be invested for housing in areas hardest hit by foreclosures.
- The rehab and sale of NSP homes has generated an additional estimated \$6.6 million in NSP program income.
- Such program income has generated the need to amend the previous NSP Substantial Amendments and to the grant agreements with the County's NSP implementation partners - City of Waukegan, City of North Chicago, Affordable Housing Corporation of Lake County (AHC), and Lake County Residential Development Corporation (LCRDC).
- Amendments to the NSP Substantial Amendments include budget increases to reflect program income and the ongoing commitment to meet the federal requirement that 25 percent of NSP funds be invested to benefit households below 50 percent of area median income.

Attachments: [NSP1 Substantial Amendment 2015 Revision.pdf](#)

[NSP3 Substantial Amendment 2015 Revision.pdf](#)

Ms Gingiss stated that Lake County Community Development started managing the Neighborhood Stabilization Program (NSP) in 2009. Previously, the Lake County Board approved 2008 NSP1 and 2010 NSP3 (NSP) Substantial Amendments for nearly \$6 million in combined NSP1 and NSP3 funds to be invested for housing in areas hardest hit by foreclosures. In late 2013, the NSP3 Action Plan was amended for the expansion of target areas, clarification of the affordable rent definition and inclusion of additional eligible activities.

The estimated total amount of NSP estimate for programs income is \$12,548,011. The number of households benefiting from Lake County NSP work to date is 86 households (homeowners and renters). Jordan Bartle reported that the rehab and sale of NSP homes to eligible homeowners by the County's partners has generated an additional

estimated \$6.6 million in NSP program income which has been, and will continue to be, reinvested according to NSP rules and regulations. Such program income has generated the need for further amendments to the 2008 NSP1 and 2010 NSP3 Action Plans and amendments to grant agreements with the County's NSP implementation partners - City of Waukegan, City of North Chicago, Affordable Housing Corporation of Lake County (AHC), and Lake County Residential Development Corporation (LCRDC).

Changes to the Substantial Amendments include budget increases due to program income, especially an ongoing commitment to meet the federal requirement that 25% of NSP funds be invested to benefit households below 50% of area median income. This requirement necessitates the funding of additional rental projects to be developed and leased by LCRDC in the City of Waukegan.

A motion was made by Commissioner Swartz, seconded by Commissioner Hart, to approve the Joint resolution further amending the 2008 Neighborhood Stabilization Program (NSP1) and 2010 NSP3 Action Plans. The motion carried by the following vote:

Aye 13 - Commissioner Armstrong, Commissioner Krapf, Commissioner Calabresa, Vice-Chairman Pedersen, Russell, Commissioner Molek, Commissioner Swartz, Ex-Officio Member Lawlor, Commissioner Venturi, Ex-Officio Member Carlson, Commissioner Mulligan, Commissioner Hart and Commissioner Hewitt

6.7 15-0252

Joint resolution approving 2013 and 2014 Housing and Urban Development (HUD) Action Plan Amendments.

- HUD requires the submission of an Annual Action Plan and associated amendments to govern expenditure of federal housing and community development funding for each year of grant funding.
- The Lake County HOME Investment Partnership (HOME) Consortium is comprised of Lake County and the Cities of Waukegan and North Chicago.
- The Cities of Waukegan and North Chicago have requested changes in scope and timeline of previously approved grants of HOME Funds.
- The Housing & Community Development Commission previously approved a scope change for the use of 2013 Community Development Block Grant (CDBG) funds by Avon Township.

Attachments: [PY2014 AP 2nd Amendment.pdf](#)

[2013APSixthAmend.pdf](#)

Ms Gingiss reviewed the proposed amendments. HUD requires the submission of an Annual Action Plan and associated amendments to govern expenditure of federal housing and community development funding for each year of grant funding.

The Lake County HOME Investment Partnership (HOME) Consortium is comprised of Lake County and the Cities of Waukegan and North Chicago. They have requested changes in scope and timeline of previously approved grants of HOME Funds. The City of Waukegan HOME 2012 agreement will be extended for completion by May, 2017.

The Housing & Community Development Commission previously approved a scope

change for the use of 2013 Community Development Block Grant (CDBG) funds by Avon Township.

Ms Swartz shared her concern regarding CHDO and the funding for administrative expenses. Funding many smaller projects might not make a dent in the overall aspect of the program. Ms Gingiss added that CHDO funds are project based. CPAH and LCRDC are funded through CHDO.

A motion was made by Commissioner Venturi, seconded by Commissioner Hewitt, to approve a joint resolution approving 2013 and 2014 Housing and Urban Development (HUD) Action Plan Amendments. The motion carried by the following vote:

Aye 13 - Commissioner Armstrong, Commissioner Krapf, Commissioner Calabresa, Vice-Chairman Pedersen, Russell, Commissioner Molek, Commissioner Swartz, Ex-Officio Member Lawlor, Commissioner Venturi, Ex-Officio Member Carlson, Commissioner Mulligan, Commissioner Hart and Commissioner Hewitt

7. STAFF REPORTS

None

8. ADJOURNMENT

A motion was made by Commissioner Venturi, seconded by Commissioner Molek, to close the meeting at 4:30 p.m. The motion carried by the following vote:

Aye 13 - Commissioner Armstrong, Commissioner Krapf, Commissioner Calabresa, Vice-Chairman Pedersen, Russell, Commissioner Molek, Commissioner Swartz, Ex-Officio Member Lawlor, Commissioner Venturi, Ex-Officio Member Carlson, Commissioner Mulligan, Commissioner Hart and Commissioner Hewitt