

Lake County Illinois

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



Minutes Report - Final

Wednesday, April 13, 2022

3:30 PM

**Central Permit Facility
2nd Floor Conference Room
500 W Winchester Rd., Libertyville, IL 60048**

Housing and Community Development Commission

1. Roll Call

Chair Rose called the meeting to order at 3:34 p.m.

Commissioner Dominiak attended via phone.

Guests: Mary Roberson, Northern Illinois Recovery Community Organization

Staff: Eric Waggoner, Brenda O'Connell, Dominic Strezo, Eric Tellez, Damon Coleman, Pamela Jeffries, Michele Slav, Yazmin Albino, and Joy Rice

Present 13 - Carissa Casbon, Mary Ross Cunningham, Mary Dominiak, Kathleen O'Connor, Linda Pedersen, Gina Roberts, Janet Swartz, Julie Simpson, Dan Venturi, Billy McKinney, Bethany Williams, Michael Meehan and Ray Rose

Absent 4 - Sandy Hart, Angelo Kyle, Sharaka Leonard and Anne Flanigan Bassi

Excused 2 - Laureen Wilhoit and Stephen Henley

2. Approval of Minutes

2.1 [22-0585](#)

Approval of the March 16, 2022 minutes

Attachments: [DRAFT 2022-03-16 HCDC Minutes](#)

A motion was made by Commissioner Swartz, seconded by Commissioner Cunningham, to approve the March 16, 2022 minutes. The motion carried by the following voice vote:

Aye 13 - Commissioner Casbon, Commissioner Ross Cunningham, Commissioner Dominiak, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Meehan and Commissioner Rose

Absent 4 - Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard and Commissioner Flanigan Bassi

3. Chair's Remarks

There were no Chair remarks.

4. Public Comments (items not on the agenda)

There were no public comments for items not on the agenda.

5. Old Business

There was no old business.

6. New Business

6.1 [22-0563](#)

Presentation and Discussion - Proposed Fifth Amendment to the United States Department of Housing & Urban Development (HUD) Program Year 2021 Annual Action Plan (AAP).
Presented by Dominic Strezo, Senior Grant Manager.

The fifth amendment to the Program Year 2021 Annual Action Plan (AAP) includes the following reallocations and changes:

- CDBG reallocation to the City of Zion – Sidewalks
- CDBG reallocation to the Village of Round Lake Beach – Sidewalks
- Scope change for the Northern Illinois Recovery Community Organization (NIRCO)
- Mundelein Senior Housing -Subrecipient change

6.2 [22-0564](#)

PUBLIC HEARING - Proposed Fifth Amendment to the Program Year 2021 Annual Action Plan (AAP).

Motion: To open the Public Hearing at 3:46 p.m.

Motion Made By: Commissioner Venturi

Motion 2nd By: Commissioner Swartz

Motion approved.

Dr. Mary Roberson with Northern Illinois Recovery Community Organization

"Good afternoon everyone. It's an honor and a pleasure to be here. I'm Dr. Mary Roberson from NIRCO, a not-for-profit located in Waukegan. We've been in existence for two and half years. We are located at the JIC Community Development Corp at 202 South Genesee Street. If you're familiar with that area, you know that the JIC building is a three level facility and we have the second level but we're also interested in doing some work on the third level. Initially we proposed a bathroom project, and as indicated, there has been a lot of difficulty in getting contractors. We have to get three approved, and for the amount of funding that we had, it's been very difficult to do that. So we would like to change the scope of the work to do a flooring project which has less contractors that's involved and with the flooring project we'll be able to expand our office spaces, our training spaces, and have more access for the community that is in need of the services over at NIRCO. I wanted to take this time, in advance, to thank you for the consideration of that project because it will be very vital to our community. Thank you so much for allowing me this time."

Motion: To close the Public Hearing at 3:48 p.m.

Motion Made By: Commissioner Venturi

Motion 2nd By: Commissioner Pedersen

Motion approved.

6.3 [22-0568](#)

Joint resolution approving the Fifth Amendment to Program Year (PY) 2021 U.S. Department of Housing and Urban Development (HUD) Annual Action Plan (AAP).

- HUD requires the submission of an Annual Action Plan (AAP) and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- The Fifth amendment to the Program Year 2021 (PY21) AAP proposes Community Development Block Grant (CDBG) reallocations and a scope change to expedite project spending:
 - Reallocation of \$80,000 of CDBG funds from Thresholds to the City of Zion.
 - Reallocation of \$100,000 of CDBG funds from Community Youth Network to the Village of Round Lake Beach.
 - Scope change request from Northern Illinois Recovery Community Organization (NIRCO) from a bathroom remodel to flooring improvements.
- The Fifth amendment to the PY21 AAP proposes a subrecipient change to provide additional financial benefit to the project:
 - Subrecipient change request from the Debruler Company to AIM North.

Attachments: [PY21 AAP Fifth Amendment DRAFT.pdf](#)

[Mundelein Senior - Lake County request letter.pdf](#)

[NIRCO Change of Scope of Work Request.pdf](#)

A motion was made by Commissioner Meehan, seconded by Commissioner Cunningham to approve the the Fifth Amendment to Program Year 2021 (PY21) HUD Annual Action Plan (AAP). The motion carried by the following voice vote:

Aye	12 -	Commissioner Casbon, Commissioner Ross Cunningham, Commissioner Dominiak, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Meehan and Commissioner Rose
Absent	5 -	Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard, Ex-Officio Member Simpson and Commissioner Flanigan Bassi

6.4 [22-0550](#)

Joint resolution approving an Intergovernmental Agreement (IGA) to administer American Rescue Plan Act (ARPA) funds awarded to the Lake County HOME Consortium.

- The American Rescue Plan Act (ARPA) appropriated \$5 billion of funding through the U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnership Program (HOME-ARP) to address the need for homelessness assistance and supportive services.
- The Lake County Consortium consists of the County of Lake, the City of North Chicago, and the City of Waukegan.
- The Intergovernmental Agreement (IGA) sets the framework for the allocation and administration of \$6,025,377.00 of HOME-ARP funds awarded to the Lake County Consortium.
- Lake County, as the lead entity, is responsible for ensuring compliance with HUD HOME-ARP regulations.
- In accordance with County Board Rules, the State's Attorney's Office has reviewed this Intergovernmental Agreement.

Attachments: [HOME-ARP IGA_FINAL.pdf](#)

Presented by Dominic Strezo, Senior Grant Manager

The HOME- ARP Intergovernmental agreement is federal funding appropriated in the American Rescue Plan (ARP) awarded through HUD HOME Investments Partnerships Program (HOME) to Fiscal Year 21 (FY21) participating jurisdictions (PJs) through which the Lake County Consortium (Lake County, Waukegan, and North Chicago) received \$6,025,377. These funds must serve individuals or households who are homeless, at risk of homelessness, and other vulnerable populations.

HOME-ARP funds have four (4) eligible uses:

- 1. Production or Preservation of Affordable Housing*
- 2. Tenant-Based Rental Assistance (TBRA)*
- 3. Supportive Services, Homeless Prevention Services, and Housing Counseling*
- 4. Purchase and Development of Non-Congregate Shelter*

The HOME-ARP IGA sets the framework for the allocation and administration of HOME-ARP funds and allows a County-wide approach with no geographic set asides. Lake County serves as the lead entity thus responsible for HUD compliance and development of an allocation plan. Municipalities will have the opportunity to review the allocation plan prior to submission to HUD.

A motion was made by Commissioner Venturi, seconded by Commissioner Roberts, that the Intergovernmental Agreement (IGA) to administer American Rescue Plan Act (ARPA) funds awarded to the Lake County HOME Consortium be

approved. Motion carried by the following voice vote:

- Aye** 12 - Commissioner Casbon, Commissioner Ross Cunningham, Commissioner Dominiak, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Meehan and Commissioner Rose
- Absent** 5 - Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard, Ex-Officio Member Simpson and Commissioner Flanigan Bassi

6.5 [22-0571](#)

Amendment to the Written Standards for Provision of Emergency Solutions Grants (ESG) Assistance for Landlord Incentives.

- The written standards for the provision of Emergency Solutions Grants have been developed to assure that ESG-funded programs are compliant and consistent across providers and contracts.
- Due to the impacts of COVID-19, HUD allows for ESG-CV funding to be used for landlord incentives valued up to three times the rent charged for the unit, including signing bonuses, security deposits, repairing damages incurred by the program participant not covered by the security deposit.
- Proposed standards were developed in collaboration with Lake County Coalition for the Homeless, serving as the Homeless Continuum of Care, to address barriers for homeless youth in accessing housing.
- Since the ESG-CV funding will end on September 30, 2022, Landlord Incentives will end at that time unless HUD provides additional flexibilities.

Attachments: [Policies Standards Procedures-April 2022 Proposed.pdf](#)

Presented by Brenda O'Connell, Community Development Administrator

7. Staff Reports

Brenda informed the Committee that April is Fair Housing Month. A Fair Housing report was presented to the County Board that highlighted progress on identified impediments to Fair Housing Choice.

Brenda also welcomed the committee back to the first in-person meeting since COVID. She reiterated that while the Open Meeting Act and HCDC bylaws require an in-person quorum, the County has forthcoming technology that will help to make remote participation easier.

The Advisory and Recommendations Committee meetings scheduled for April 29th were canceled and the next Housing & Community Development Meeting would be on Wednesday.

8. Adjournment

The meeting adjourned at 4:14 pm.

A motion was made by Commissioner Venturi, seconded by Commissioner Meehan, to adjourn the meeting. The motion carried unanimously.

- Aye** 13 - Commissioner Casbon, Commissioner Ross Cunningham, Commissioner Dominiak, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Roberts, Commissioner Swartz, Ex-Officio Member Simpson, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Meehan and Commissioner Rose
- Absent** 4 - Ex-Officio Member Hart, Commissioner Kyle, Commissioner Leonard and Commissioner Flanigan Bassi