

**COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION  
MINUTES OF OCTOBER 28, 2009**

**CALL TO ORDER**

Chairman Draffkorn called the meeting to order at 8:15 a.m.

**ROLL CALL/ATTENDANCE**

*Members Present:* Sue Draffkorn (Chairman), Yvonne Barnes, Scott Breedon, Randy Donley, Tina Hill, Barbara Wheeler, Phil Bartman, Mark Ruda, Robert Miller, Robert Pierce, Lowell Cutsforth, Rosemary Kurtz, Robert Martens, Kimberly Larson and Craig Hubert.

*Members Absent:* Carol Louise and Stanley Duda

*Staff Present:* John Labaj, Deputy County Administrator; Dennis Sandquist, Director of Planning & Development, Maryanne Wanaski, Deputy Director/Principal Planner; Jean Niemann, Community Development Coordinator; Faith Taylor, IDIS Coordinator and Pat Melone, CDBG Administrative Specialist

Commissioner Martens called the roll and confirmed a quorum was present.

**MINUTES**

Ms. Hill made a motion seconded by Mr. Bartman to approve minutes from September 23, 2009. Chairman Draffkorn asked if there were any changes or corrections, - there were none. The minutes were approved with all members present voting aye on a voice vote.

Chairman Draffkorn said she would like to change the order of the agenda and would first take Item 6.1. Mr. Sandquist said that he and Ms. Wanaski are pleased to introduce our new staff member, Sarah Ciampi. She has a Master's Degree from the University of Illinois at Chicago and a fellowship with the City of Chicago, Department of Housing and also worked with the Village of Glenview as their Housing Planner. She is working with the Housing Task Force on creating a Housing Commission. Ms. Ciampi thanked Mr. Sandquist for the introduction. She further reviewed her background and education. The Commission then introduced themselves to Ms. Ciampi.

Ms. Larson joined the meeting at 8:18 a.m.

Mr. Ruda and Mr. Hubert joined the meeting at 8:20 a.m.

**PUBLIC PARTICIPATION**

Ms. Draffkorn opened the Public Hearing to receive comments on *Second Amendment to the 2009 Annual Action Plan* – Ms. Niemann said this is an amendment to the Action Plan we adopted in 2008 for 2009. When we know what our program is for those rollover activities we will amend the plan to take in those projects.

Ms. Draffkorn asked if there were any public comments – there were none.

Ms. Niemann said we have taken the Resolution on this Amendment to the Planning & Development Committee and they would like to see the Plan – we therefore need to go back to P&D Committee and the County Board with this amendment. Motion by Ms. Hill seconded by Mr. Hubert to recommend the Second Amendment to the 2009 Annual Action Plan. On a voice vote all members voted aye and the motion passed unanimously.

Motion by Ms. Hill seconded by Mr. Pierce to close the Public Hearing. On a voice vote all members voted aye and the motion passed unanimously.

## **OLD BUSINESS**

*Review of Commissioners' Report for September, 2009* - Ms. Taylor said there was no activity in the HOME program this month. The CDBG program had activity in the 2008 program year on seven projects, 2008 Rollover had one project re-programmed to 2009 Rollover and the 2009 program year had one drawdown. NSP also had one drawdown. She then reviewed HPRP and CDBG-R activity. Ms. Taylor said our drawdown ratio for the previous year was 1.3% and she estimated it will now be 2.2% based on our new grant.

Ms. Niemann said she submitted a quarterly report on the drawdown ratio and a workout plan to HUD (as required), because last year we did not meet our drawdown ratio. In 2009 we received funding in July, which is usually received in March/April. When she talked with the HUD Field Representative and asked if others had problems with late funding, he responded, they did not seem to be having problems. She then learned that you can draw money from IDIS to put in the County accounts if you have the environmental work completed and a contract on the project. In 2008 and 2009 we have projects that fall into that category. She was asked how we had funded in the past and responded that we usually fund on a reimbursement basis. The Field Representative then explained that the consequence of not meeting the drawdown ratio is that the field office will report us to Washington D.C. While D.C. would give us the chance to write an appeal letter, the letter would need to strongly explain our reasons for not meeting the drawdown ratio two years in a row and very few excuses are accepted. If not accepted HUD would then take the amount of money that we are over (\$860,000.00) away. As this other route is available to us we are proceeding to make a series of drawdowns that are logical based on which projects are proceeding before others. Ms. Wanaski said that a lot of the issues related to this drawdown are systemic to our calendar year. We start our program in January but the Federal Treasury and Congress do not pass the budget that early in the year. When we get this Five Year Plan adopted, we will look at changing our program year to start in March/April which will be more in line with when the Treasury issues the funds and give us more time to spend down.

*2010 Annual Action Plan Status* – Ms. Niemann said the Annual Action Plan is on the County internet. We have copies available in the office and have sent e-mails with information to the libraries. We will take the resolution to adopt the Annual Action Plan to the County Board meeting on November 3.

*Five Year Consolidated Plan* – Ms. Niemann said the Five year Plan is in the 30 day citizen participation and comment period. The only comment was from the Continuum of Care. The plan was taken to the October 15 Planning & Development Committee meeting with the Resolution to take that forward; they approved it and it will now go to the County Board's November 3 meeting.

*Program and Project Updates* – Ms. Niemann said she is working on a semi-annual report for HUD on Women-Owned Business and Minority Business Enterprise Report. The Section 3 Report is another way for HUD to track whether we have helped low or moderate income people. It was agreed that there needs to be more education of subrecipients in the need to hire minority and women-owned businesses, which are certified.”

Ms. Niemann said she had received a letter from Family Alliance thanking the Commission for the 2010 grant round allocation. The letter was passed around to Commission members.

*Transit Projects Funded with County RTA Funds* – At the September meeting there was a request for more information on the Transit Projects Funded with County RTA Funds. A copy of the Resolution stating which programs received this money was distributed. Ms. Hill gave additional information on the sales tax funding. There was a discussion on how much funding would go to public transportation.

*Senior Service Grants* – A spread sheet on Senior Service Grants was passed out and Mr. Labaj who works with these Grants came to answer questions. He said the County passed a referendum in 2004 with a provision to use property taxes for senior projects. The program generates between 1.5 and 1.7

million dollars annually for these projects. The sheet shows allocations for the 2010 program year. Senior Services Grant Commission operates in a similar manner to the CDBG Commission and Mr. Labaj listed organizations that were represented. He said the funds can be used for transportation services - both rolling stock and operational - and also social services. He confirmed that applicants received the majority of the funding they requested. There was discussion on sharing information between Senior Services and CDBG Commissions. They also discussed modifying the CDBG funding application form to elicit more information

### **NEW BUSINESS**

*Pioneer Center Request* – Has been dropped from the Agenda. They discovered that the planned request was already in the contract.

*New Draw-Down Procedures* – Purchase orders will now be set up for each of our activities. Ms. Taylor said it is a way to better track expenditures and enables funds that are not spent by the end of the financial year to roll-over into the next year. She also pointed out that all of our program funds need to be kept separate. This will help keep the funding programs separate.

*Housing Commission* – Ms. Ciampi said, earlier this year the County Board passed a resolution authorizing continuance of the ad hoc committee, formed to study the formation of a Housing Commission. We are looking to form this commission by the end of the year. It is important to consider how a housing commission will function next to the CDBG Commission as both are concerned with housing activities. This commission (in the first two years) will be working on education advocacy - determining a direction for the commission and deciding if they want to establish their own 501(c)3 entity or work with already established 501(c)3 entities to carry out the work of the Housing Commission. If this takes place the Housing Commission would almost become a petitioner or applicant to the CDBG Commission for funds. The other idea under discussion is for the Housing Commission to advise the CDBG Commission on funding decisions dealing with housing matters. and establishing priorities for CDBG funding. It is suggested that the CDBG Commission starts thinking about how the two commissions would interact in the future. A presentation is being taken to Planning & Development Committee next week. We have started drafting the by-laws and ordinances. As a committee we will be meeting again on November 9 at 10:00 a.m. Anyone who would like to attend is welcome! We also want to bring an ordinance, by-laws, and preliminary budget back to Planning and Development Committee. A work plan is being drafted for the Commission and will be taken to the County Board for approval. Mr. Martens asked if a decision had been made on whether it will be advisory or 501(c)3. Ms. Ciampi said they would appreciate input from the CDBG Commission as to how they see the partner relationship. Mr. Martens said he would prefer advisory. Ms. Hill said she was leaning towards advisory too. Ms. Ciampi said the Housing Commission, per HUD regulation, cannot carry out what they would like to accomplish and if you take Lake County as an example, their Housing Commission established an Affordable Housing Corporation which acts as a body doing the work and goals of the Commission. Most housing commissions award CDBG grants but in McHenry County the CDBG Commission does that. We need to recruit membership for the Commission and inform people why it is needed. The first two years will be a “start-up term” and then we will go to the County Board for approval as a full Commission with commission privileges. The first two years it would look to CDBG Commission and Planning and Development Committee for guidance and approval of activities

### **MEMBERS' COMMENTS, MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS**

*Review of November and December meeting dates* – Ms. Draffkorn said in the past we have elected not to meet during November and December because the dates are very close to the holidays. It was agreed that we would do the same this year, and if something occurs requiring Commission activity, the Commission will be notified.

Ms. Hill raised the topic of Commission members visiting open projects in order to inform themselves on the status. There was a discussion on when these site visits would occur and how often. It was

decided to combine the site visit with the Commission meeting every other month. The first meeting will be held at Pioneer Center in January. Ms. Niemann will set this up. Staff pointed out that there was not sufficient space at group homes to accommodate a Commission meeting. One suggestion was to start visiting the group homes in the spring following the CDBG Commission meetings. Another suggestion was the possibility of attending scheduled "open house programs." Ms. Niemann will check into this.

**ADJOURNMENT**

Mr. Miller made a motion to adjourn seconded by Mr. Martens at 9:32 a.m. On a unanimous voice vote, Chairman Draffkorn declared the motion passed.