

**COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION
MINUTES OF MARCH 24, 2010**

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 Breeden, Randy Donley, Tina Hill, Barbara Wheeler, Carol Louise, Mark Ruda, Robert Miller, Robert Pierce, Lowell Cutsforth, Rosemary Kurtz, Stanley Duda, Robert Martens and Kimberly Larson.

Members Absent: Phil Bartman and Craig Hubert

Staff Present: John Labaj, Deputy County Administrator, Dennis Sandquist, Director of Planning & Development; Sarah Ciampi, CDBG Program Assistant and Pat Melone, CDBG Administrative Specialist

Others Present: Jean Bevevino, Rachel Sebastian, Kimberly Hornberg and Meg LaMonica - all from Leadership of Greater McHenry County.

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

MINUTES

Mr. Pierce made a motion seconded by Ms. Louise to approve the minutes from January 27 and February 24, 2010. Chairman Draffkorn asked if there were any corrections or alterations – there were none. The minutes were approved on a voice vote with all members present voting aye.

PUBLIC PARTICIPATION

Chairman Draffkorn declared the Public Hearing on the 2009 Consolidated Annual Performance and Evaluation Report (CAPER) open at 8:17 a.m. and asked for comments. A copy of the report was passed around to Commissioners. Ms. Ciampi said CAPER is an annual report of HUD funding for HUD. It outlines projects expended and completed as related to goals. The 2009 Action Plan and CAPER were related to the last Consolidated Plan that we had. Now going forward we will be working off the Consolidated Plan passed in the last few months. No public comment was made on the CAPER. Motion by Mr. Miller, seconded by Mr. Martens to close the Public Hearing at 8:20 a.m. On a voice vote all members present voted aye.

OLD BUSINESS

Staff Report: Ms. Ciampi asked if there were any questions or comments. Mr. Martens said he would like to see the history of projects that are closed as well as open and how the spend down has taken place. After further discussion Ms. Ciampi said she will put this information on the web two months ahead of funding rounds.

CDBG PY2009 – Home of the Sparrow Proposed Budget Amendment: Ms. Ciampi referred to last month's presentation on this topic. Those in attendance last month (as recorded in the minutes) were in favor of making a motion to fund the activity. When the original allocation for Home of the Sparrow was made there was not a definitive identification of additional projects that funding could be used for. After completing some of the work and with funding left Home of the Sparrow requested clarification for additional items in the application but not put in the contract. They are now asking for additional shelter improvements to be put in the contract in the amount of \$12,800.00. This funding has been allocated to them and this just clarifies what that money can be used for. Motion by Mr. Martens, seconded by Ms. Louise to approve Home of the Sparrow Budget Amendment. On a roll call vote all members present

(Draffkorn, Barnes, Breeden, Donley, Hill, Louise, Ruda, Miller, Pierce, Cutsforth, Kurtz, Duda, Martens and Larson) voted aye and the motion carried.

NEW BUSINESS

Resolution: Re-naming of an allocated funding component. Ms. Ciampi explained that we have two different allocations of our HOME funds where we use the term "Reserve" in. One is for the actual creation of the units (pre-development and operating) and the other is the one the Commission created specifically for new CHDO development for our County. It was suggested by HUD that we change the name of the latter fund to "Capacity." Motion by Ms. Hill seconded by Ms. Barnes to change CHDO Reserve Fund to CHDO Program Capacity. On a voice vote, all members present voted aye and the motion carried.

Commission By-Laws Review: Ms. Ciampi referred to the Division Staff Report, IV.C on CDBG Commission By-Laws, giving excerpts from the current by-laws on term-limits, vacancies and absences. Commissioners discussed and fully supported not changing term limits, expressing the need for continuity and experience on this Commission. They requested staff to draft changes to the absence policy reflecting three or more absences (excused or not excused) in a year would require review of the commissioner's seat by the Commission. Staff will prepare a Resolution to amend the by-laws and bring it to the Commission in April for approval.

Recommendation to approve the 2009 CAPER: Motion by Mr. Miller seconded by Mr. Duda to send the CAPER to HUD. On a voice vote all members present voted aye.

Ms. Barnes questioned whether 9 or 10 members of the Commission should constitute a quorum. There was discussion on this matter. Ms. Ciampi will check with the State's Attorney for a ruling.

Ms. Wheeler joined the meeting at 8:35 am.

Commissioner Information Series – Community Housing Development Organizations (CHDO's): Ms. Ciampi handed out an information sheet entitled "The buzz about CHDO's. She reviewed the topic and went into detail, responding to Commissioner's questions.

MEMBERS' COMMENTS, MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS

Ms. Ciampi said that Ms. Taylor and Ms. Niemann were at HOME training today, and next week Ms. Wanaski and she will be going to HOME financial training. Staff will also be attending additional training in the middle of next month. HUD monitoring is coming up and is currently scheduled for April 7, 8 and 9 and the following week. This will be on HOME and NSP. An additional update on the Housing Authority is that they will be coming in to the office on Monday, March 29 to get their work-plan reviewed and have addressed contracting and spend-down goals that will be phased for each of their program years..

Mr. Sandquist said, regarding past monitoring findings, the most recent letter from HUD stated the 2007 monitoring finding issues were all closed except for one which they would resolve when they come for the monitoring next month.

ADJOURNMENT

Mr. Miller made a motion to adjourn seconded by Mr. Duda at 9:35 a.m. Chairman Draffkorn declared the motion passed, on a unanimous voice vote.