

**HOUSING COMMISSION**  
McHenry County Government Center – Administration Building  
667 Ware Road – Conference Room A  
Woodstock, IL 60098

Minutes of June 15, 2010

**CALL TO ORDER**

Chairman Boyd called the meeting to order at 8:30 a.m.

**ROLL CALL/ATTENDANCE**

*Members Present:* John Boyd (Chairman), Corey Brackmann, Brent Burns, Evert Evertsen, Elise Livingston, Gregory Siebold, Walter Tashjian, Rose Toole, Mary Ann Weltch, Karen Calendo, Julie Biel-Claussen, Jean-Ette Schober and Mary Lu Seidel.

*Members Absent:* David Alarcon, Tom Stephani and Matt Kostecki.

*Staff Present:* Sue Draffkorn, County Board; Virginia Peschke, County Board; Sarah Ciampi, Housing Commission Coordinator and Pat Melone, Housing Commission Secretary.

*Others Present:* Iris Bryan, Town Crier

Ms. Ciampi called the roll.

Chairman Boyd declared a quorum was present

**REVIEW AND APPROVAL OF MINUTES**

Mr. Evertsen pointed out that Mr. Eldridge was not in attendance at the May meeting. Motion by Mr. Evertsen seconded by Mr. Burns to approve the minutes with that correction. The minutes were approved with all members present voting aye on a voice vote.

**PUBLIC PARTICIPATION**

None.

**OLD BUSINESS**

*Review of Staff Report:* Chairman Boyd asked if all Commission members were able to access the Staff Report, which was confirmed. He then requested that all members take time to review the report. Ms. Ciampi was asked about funds from previous years that had not been spent. She said staff were reviewing the projects concerned and sub-grantees will be requested to spend-down promptly or the funds will be re-allocated to a different projects that a ready to go ahead immediately.

*Commission Vacancies:* Ms. Ciampi said the ex-officio Block is completely seated and the voting block is also completely seated except for the voting County Board member who will be seated at tonight's County Board Meeting. We will be adding a County Board member to the ex-officio block.

*Review of Commission Committees:* Newly seated members were asked what committees they would like to serve on and chose as follows:

Education Advocacy  
Brent Burns  
Rose Toole  
Julie Biel-Claussen

Legislative Affairs  
Corey Brackmann

Motion by Mr. Tashjian, seconded by Mr. Siebold to approve the slate of Commission members for Commission Chairman approval to serve on the committees of the McHenry County Housing Commission

(as listed above). On a voice voted all members present voted aye. Chairman Boyd declared he moved and recognized the motion to approve the commission members to serve as listed above.

*Committee Meeting Dates and Times:* Ms. Ciampi said the Executive Committee will meet immediately following Commission meetings. The meeting time for the Legislative Affairs Committee was set as first Thursday of the month at 4:00 p.m. The Education Advocacy Committee meeting time was set for the first Wednesday of the month at 8:00 a.m. These meetings will commence in July and Ms. Ciampi will publish the meeting times.

*Housing Inventory Survey:* A draft of a letter to accompany the survey was discussed along with the recipients of the survey. Ms. Ciampi said all Community Development staff will work on processing the results of the survey. It was suggested that it would be expedient to have the survey provider handle the tabulation process. The survey questions were then discussed. Motion by Mr. Tashjian seconded by Mrs. Burns to have staff investigate, compile and budget for the use of Survey Monkey in the survey the Commission is planning to send out to appropriate parties. On a voice vote all members present voted aye and Chairman Boyd declared the motion approved.

## **NEW BUSINESS**

*HUD Region V Visit to County:* Chairman Boyd said HUD Region V came to the May CDBG Meeting and talked about the various programs and the HOME program was discussed in great detail. He summarized that HOME is only a housing program and cannot be used for other types of projects. It is a Federal Government program that provides funds and then briefly discussed timelines involved. He reviewed the consequences of not meeting these guidelines.

Ms. Ciampi thanked all Commissioners that attended the May 26 CDBG Meeting. She went on to say that the nature of the HOME Program is that it is a partnership between the County and HUD, and public and private entities that work together. She said the HUD monitoring results have improved from 11 findings the previous monitoring to 2 findings. We need to work on housing contracting procedures related to HOME contracts. Many of the contracts will now have 6, 12 and 18 month final expenditure deadlines. HUD will also start enforcing a statute that requires draws on a project in the first twelve months. That is something the County needs to work on and staff will review projects that are not in compliance to make sure there is project work, or funds will be re-allocated. Ms. Ciampi then referred to the HUD monitoring results report that had some recommendations for HOME allocations and spending. Staff is going through all contracts from 1995 and compiling a full record of our HOME and CDBG programs and evaluating open projects. HUD has expressed satisfaction with the new contracting and monitoring procedures. Each of the organizations that had HOME funding in the last four years will be monitored. To date no new CHDOs have been certified in addition to the current two. By the end of the CHDO certification period, it is anticipated the number will increase from two to four. During the visit HUD expressed the desire to see more CHDO activity because the CHDO reserve is not being met. There are some expenditure deadlines that are approaching and funds need to be dispersed by September. There are some additional deadlines that are part of the HOME plan that is being developed related to 2011 when HUD completes the test of the HOME program. Ms. Draffkorn was asked if she had anything to add and responded that HUD stressed the importance of meeting the deadlines. Ms. Ciampi was asked if the County would lose HOME funding and responded that it was possible. She then said staff will be bringing a resolution to the CDBG Commission on June 23, 2010 meeting, related to new procedural changes to "speed-up" re-allocation of funding that has already been approved by the CDBG Commission – moving funds from one project to another. She then talked about possibility of changing the match requirements that are currently in place and how this can be achieved. The Action Plan was then discussed, which should reflect the Commission's housing goals and how the public meetings give the opportunity for public input which will also be reflected in the Action Plan. Ms. Ciampi asked Ms. Draffkorn to speak to proposed staff changes. Ms. Draffkorn summarized that the Principal Planner (Maryanne Wanaski) would be moving to full time Administrator of the Community Development Division, Sarah Ciampi would now be C.D. Coordinator, Faith Taylor and Jean Niemann will be CD Specialists, and Pat Melone will be CD Assistant/Administrative Specialist, these changes will go the County Board for approval tonight.

*Selection of Vice Chairman:* Chairman Boyd said he received one letter of application for the position of Vice Chairman. A motion was made by Mr. Tashjian seconded by Mr. Siebold to approve Ms. Weltch as Vice Chairman. On a roll call vote Boyd, Brackmann, Burns, Evertsen, Livingstone, Siebold, Tashjian, Toole, Calendo, Biel-Claussen, Schober and Seidel voted aye and Weltch recused herself. The ayes have it and the motion carried.

At that time Ms. Weltch requested she be removed from the Education Committee. Motion by Mr. Evertsen seconded by Ms. Livingstone, to remove Ms. Weltch from the Education Committee. On a voice vote all members voted aye. The ayes have it and the motion carried.

*HUD Training:* Chairman Boyd said HUD offered a half day training on the HOME Program. Ms. Ciampi suggested the training be carried out at the end of July. After discussion it was decided that Ms. Ciampi would “poll” members to select the most convenient time and date. The training will be at McHenry County Administration Building given by the HUD Representative from Region V, one of the Technical Assistance Trainees and Ms. Ciampi.

*Commissioner Information Series – Home and CHDO’s:* “Hand-outs” were passed around on these topics. Ms. Ciampi reviewed the subject matter and responded to questions.

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

Chairman Boyd said there will be a lot of e-mails coming to Commissioners and cautioned against replying to “all” instead of Ms. Ciampi as this is a violation of the Open Meeting Act. Ms. Ciampi said that now there is a fully seated Commission, all Commissioners will be receiving a Commission roster that lists all Commissioners, email addresses and contact information at the next meeting.

### **ADJOURNMENT**

Mr. Tashjian made a motion to adjourn seconded by Ms. Weltch at 10:13 a.m. All members voted aye on a voice vote and Chairman Boyd declared the motion carried.