

**COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION**  
**Family Alliance, Inc.**  
**Hawthorne Room**  
**2028 North Seminary Avenue**  
**Woodstock, IL 60098**

**MINUTES OF JULY 28, 2010**

**CALL TO ORDER**

Chairman Draffkorn called the meeting to order at 8:15 a.m. She referred to the change of location for this month's meeting, made to give Commissioners the opportunity to view HUD funded projects.

**ROLL CALL/ATTENDANCE**

*Members Present:* Sue Draffkorn (Chairman), Scott Breeden, Randy Donley, Tina Hill, Carol Louise, Phil Bartman, Mark Ruda, Robert Pierce, Rosemary Kurtz and Stanley Duda.

*Members Absent:* Yvonne Barnes, Barbara Wheeler, Robert Miller, Lowell Cutsforth, Robert Martens, Kimberly Larson and Craig Hubert.

*Staff Present:* Dennis Sandquist, Director of Planning & Development, Maryanne Wanaski, Deputy Director/Community Development Administrator; Sarah Ciampi, Community Development Coordinator, Faith Taylor, Community Development Specialist; Jean Niemann, Community Development Specialist and Pat Melone, Administrative Specialist.

*Others Present:* None

Ms. Louise talked about Family Alliance, the programs offered and how the various areas operate. She then took all people in attendance on a tour of the facility and grounds at 8:20 a.m. The meeting continued at 8:30 a.m.

**MINUTES**

Motion by Mr. Duda, seconded by Mr. Pierce to approve the minutes of June 23 and June 30, 2010. Ms. Draffkorn asked if there were any corrections or alterations – there were none. On a voice vote all members present voted aye and the motion carried. Mr. Duda said he was not in attendance at the special meeting on June 30, but would like it entered into the record that he does not have any interest in any of the agencies that receive funding.

**PUBLIC PARTICIPATION**

None

**OLD BUSINESS**

Staff Report: Chairman Draffkorn asked if there were any questions. There was discussion on the Report and information provided, with staff responding to questions.

**NEW BUSINESS**

*Spend down ratio:* Ms. Draffkorn spoke about information received during a conference call with Kimberly Dana, Region V Representative from HUD. The most important topic was calendar year versus program year, and the fact that the County is not compliant. This has been the method, since the County received HUD program grants. Ms. Wanaski said the County has always used the term, "program year" to mean, from the date this grant agreement is written and is executed. We have been apprised that our program year is the calendar year meaning costs must be incurred from January 1 thru December 31 to be eligible under the administration and service caps. Ms. Wanaski explained that the Board will have to consider how to fund Administration and Service in the future. Ms. Wanaski outlined the possible scenarios: One - in order to give the Service Agencies their money and spend for

a full twelve month period – the County can capital advance the money, which would be paid back to the County when HUD funding is released. This would have to be approved by the County Board. Two – decide not to up-front the funding and this will leave 6 – 8 months for the agencies to use the money. Three – Decide not to fund service agencies from this grant. Ms. Wanaski also explained that the monies shown in the staff report under Planning & Development Administration for 2009, will be swept into a bricks and mortar projects that are ready to go and will be spent down in the next two or three months.

Ms. Ciampi then explained how the corrections will be made to the service agency funds in order to bring the program into compliance by the year 2011. Also, service agencies will be informed that they must spend the 2009 funds before they can access their 2010 funds. No further extensions can be given to 2009 grants. Regarding the 2010 funding, they will be asked to spend down as little as possible, in order not to go over the cap this year. Ms. Wanaski explained that going over the service cap is not a HUD rule, but federal law. The result will be that if we go over the service cap, the County will be charged that money back out of the general fund. The money cannot be grant money and must come from the general fund. Ms. Ciampi then explained how the changes will result in lower funding for the year 2011 of service agencies. After that things should be corrected and funding should be at previous levels, depending on what the County Board decides regarding the service agency cap. There was also discussion regarding removal of the 20% match

Ms. Ciampi then reviewed the agencies that had “shovel ready” projects to use the “swept funds” - Pioneer Center, Village of McCullom Lake, Village of Union and Renaissance Apartments. Staff then went into detail as to what the projects would entail. Chairman Draffkorn said the Commission needs to give direction to Planning and Development before they go to the County Board on Tuesday, August 3 to appraise them of the recommendations. It was unanimously agreed by the Commissioners to recommend this by consensus to the Planning and Development Committee.

Chairman Draffkorn said she was referring back to the Staff Report, and said allocation rounds have always been in August, but we are doing them this time in January, 2011. Staff added there is a possibility that it might be December 2010 but this year staff wants to do pre-application meetings with anyone who applies for a grant, which will take extra time. They then pointed out that the 2012 funding round will be moved back to August, 2011. Chairman Draffkorn then asked if there were any questions on the Draw-Down Reports. Staff responded to questions and Ms. Ciampi then gave updates on the HOME program and CHDOs.

*Family Alliance – remaining grant fund contract allocation:* Chairman Draffkorn referred to a copy of a letter from Family Alliance (in the Commission packet) requesting funds left over from a project that came in under budget, be allocated to purchase and installation of railings for the outside Emergency Exit doors. Also in the Commission packet is a copy of Ms. Wanaski’s reply. There was discussion on this topic. Motion by Mr. Ruda, seconded by Mr. Duda to allow Family Alliance to use “unspent” funding from the Capital Improvements Project on Emergency Exit Door Railings. On a roll call vote the following members voted aye: Draffkorn, Breeden, Donley, Hill, Bartman, Ruda, Pierce Kurtz and Duda. Louise abstained. The motion carried.

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

Mr. Duda said he would not be able to attend the August meeting and apologized.

#### **ADJOURNMENT**

Motion by Ms. Hill seconded by Mr. Duda to adjourn the meeting at 9:55 a.m. On a voice vote all members voted aye and the meeting adjourned.