

**AMENDED AGENDA
FINANCE AND AUDIT COMMITTEE
TUESDAY, SEPTEMBER 13, 2011 – 9:30 A.M.
McHenry County Government Center – Administration Building
667 Ware Road – County Board Conference Room
Woodstock, IL 60098**

- 1.0 Call to Order
- 2.0 Minute Approval
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 New Business
 - 5.1 Resolution to Approve Appointment of Members to an Expanded Board of Review for Assessment Year 2011
 - 5.2 Resolution Authorizing Monthly Transactions for the Delinquent Tax Program
 - 5.3 Resolution Approval to Enter Into Contract with Mullins & Lonergan Associates for the Preparation of an Analysis of Impediments to Fair Housing Choice
 - 5.4 FY11-12 Budget Reviews (not in packet)
 - Non-Departmental
- 6.0 Old Business
- 7.0 Reports to Committee, as applicable
 - 7.1 Auditor's Report
 - 7.2 Contingency Reports
- 8.0 Future Topics
- 9.0 Executive Session (as necessary)
- 10.0 Adjournment

FINANCE AND AUDIT COMMITTEE
McHenry County Government Center – Administration Building
667 Ware Road
Woodstock IL 60098

MINUTES OF TUESDAY, AUGUST 23, 2011

Mr. Breeden, Chairman called the meeting to order at 9:30 a.m. The following Committee members were present: Scott Breeden; John Hammerand; Mary McCann; Mary Donner and Bob Bless. Jim Heisler arrived at 9:32a.m. Tina Hill was absent. Also in attendance: Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Pam Palmer, Auditor; Kathie Schultz, County Clerk; Jeff Poynter, Workforce Investment Board; Julie Courtney, Workforce Network; Bob Ross, Assessor; Pam Cumpata, EDC; Cindy Kozlowski, Financial Analyst; John Hadley, Facilities Management; and Pat McNulty, Health Department.

Scott Breeden, Chairman	
Bob Bless	Mary L. Donner
John Hammerand	James Heisler
Tina Hill	Mary McCann

MINUTES

Committee members reviewed the committee minutes of August 9, 2011. Ms. McCann made a motion, seconded by Mr. Bless to recommend approval of the above minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

None

Mr. Heisler arrived at 9:32 a.m.

NEW BUSINESS

Resolution Authorizing a Budget Line Item Transfer of \$16,000 in the Sheriff's Fiscal Year 2011 Budget for a Capital Expenditure: Mr. Bless made a motion, seconded by Ms. McCann recommending approval of the above Resolution as presented. Committee members were informed that this Resolution will allow the Sheriff's Department to install a turnstile at an unmanned employee entrance. This has become a vulnerable entrance as employees are holding the entrance door open to allow entrance by other employees, who may not be authorized to use this entrance. This area would require security badges to gain entrance to the facility. Committee members were informed that the Management Services Committee voiced concern regarding possible code violations in this area. Management Services approved this resolution based on an architectural review. Mr. Hadley stated that he was not aware of any violations at this time. A formal bid would be sent out for this equipment. This resolution will allow the funds to be set aside for this project. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-16: Mr. Bless made a motion, seconded by Ms. Donner recommending approval of the above Resolution as presented. Committee members were informed that this claim is from a corrections officer that was injured while holding open one of the very heavy doors for another employee. This claim has already been approved by the Human Resources and Management Services committees. The motion carried with a majority of members present voting aye on a roll call vote (Bless, Hammerand, Heisler, McCann) Nay (Breeden)

Resolution Authorizing Acceptance of a Modification to the Illinois Department of Commerce and Economic Opportunity Grant #10-681002 and an Adjustment to Reduce the Appropriation in the Workforce Network FY2011 Budget: Mr. Bless made a motion, seconded by Ms. Donner to recommend approval of the above Resolution as presented. Committee members were informed that this grant was reduced by \$1,886, which has been returned. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

FINANCE AND AUDIT COMMITTEE

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Resolution Authorizing Acceptance of a Modification to the Illinois Department of Commerce and Economic Opportunity Grant #08-677002 and an Adjustment to the McHenry County Workforce Network Fiscal Year 2011 Budget: Mr. Bless made a motion, seconded by Ms. McCann to recommend approval of the above Resolution as presented. Committee members were informed that because of the time restrictions, they were unable to spend these funds within a two month period so some of the funds will need to be returned and the grant budget adjusted. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

Resolution Authorizing Acceptance of a Modification to the Illinois Department of Commerce and Economic Opportunity Grant #10-653002 and Authorizing an Emergency Appropriation to the McHenry County Workforce Network Fiscal Year 2011 Budget: Mr. Bless made a motion, seconded by Ms. McCann to recommend approval of the above Resolution as presented. Committee members were informed that these are extra funds that were granted to the department to provide case managers to work with the dislocated workers from Intermatic, Allstate, SKF Sealing, Chrysler, Zebra Technologies, Wells Manufacturing Dura-bar division and Wells Duro-Life. The motion carried with all members present voting aye on a roll call vote. (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

Resolution Authorizing Acceptance of a Modification to the Illinois Department of Commerce and Economic Opportunity Grant #09-662002 and an Emergency Appropriation to the McHenry County Workforce Network Fiscal Year 2011 Budget: Mr. Bless made a motion, seconded by Ms. Donner to recommend approval of the above Resolution as presented. These are extra funds in the amount of \$112,342 for the Trade and Globalization Adjustment Assistance Act (TGAAA) for program year 2009-2011. These funds are used to provide assurances for the operation of programs under this Act. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

Resolution Authorizing Acceptance of the Illinois Department of Commerce and Economic Opportunity Grant #10-672002: Mr. Bless made a motion, seconded by Ms. McCann to recommend approval of the above Resolution as presented. Committee members were informed that these funds are from a program where incentives have to be met by the Department. If all the incentives are met or exceeded, they are eligible for extra funds from this program to be used to provide assistance in job search activities. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

Resolution Authoring Acceptance of a Modification to the Illinois Department of Commerce and Economic Opportunity Grant #10-661002 and Authorizing an Emergency Appropriation to the McHenry County Workforce Network Fiscal Year 2011 Budget: Mr. Bless made a motion, seconded by Ms. McCann recommending approval of the above Resolution as presented. These are additional funds that have been received to be used for the Trade Adjustment Assistance Program. The funding will be used for providing case managers to work with the dislocated workers from the Trade programs. The grant has been extended to September 30, 2012. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

Resolution Accepting the IEPA Solid Waste Enforcement Grant: Mr. Bless made a motion, seconded by Ms. McCann recommending approval of the above Resolution as presented. Committee members were informed that this is an annual grant to be used for solid waste activities of the department. The agreement has been reviewed by the State's Attorney's office. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

Resolution Authorizing Contracts with Diebold Services, Brickman Landscaping, Banc Source and Carmichael Construction, Inc. for the Waterproofing of the Treasurer's Office Building: Mr. Bless made a motion, seconded by Ms. Donner recommending approval of the above Resolution as presented. Committee members were informed that this resolution addresses ongoing leaks in the Treasurer's facility. When the facility was purchased in 2009, an active leak was identified and repaired. This leak has moved along the west wall and continues to cause problems for the facility. A bid was sent out to enter into a contract to address these leaks and waterproof the facility. Facilities Management has been working with the architect to develop a waterproofing plan for both the top of the driveway and west foundation wall. Besides the waterproofing, contracts will be necessary to remove and reinstall the three vacuum tube units and remove and reinstall the ATM and landscaping. The project has a total

cost of \$102,462. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Breeden)

FY11-12 Budget Reviews (not in packet): Assessor: Mr. Ross joined committee members for presentation of the budget for the Assessor's office. This department is funded through the General Fund. The revenues have decreased because of the economy. Some of the funds were split out from this department due to the creation of the GIS department. The department has maintained a balanced budget. The department has put forward two supplemental requests. These requests are tied to the increased costs in the appeals area. This will allow the department to get more Board of Review members in to work on the appeals earlier in the process. Mr. Ross stated that he is uncertain how much funding will be needed for this process. They are also trying to address overtime costs within this department. Mr. Ross stated that he would work with Administration to see if he could get any help from other department's where workloads have decreased because of the economy. Publication costs will decrease because of new legislation addressing these costs. The department is also in need of a new scanner. Personnel costs have increased because of there being 27 pay periods in the coming year. Ms. Donner made a motion, seconded by Ms. McCann recommending the budget for the Assessor be forwarded on through the budget process. The motion carried with all members present voting aye on a voice vote.

County Clerk: Ms. Schultz joined the committee for presentation of the budget for the County Clerk and Elections. This department is funded from the General Fund. Ms. Schultz does have an automation fund that is restrictive in what these funds can be used for. The big cost for the department is for the elections. They know every other year there will be increased costs because of these elections. This year there may be additional costs because they may be required to print their election paperwork in Spanish. The Census Bureau will notify the jurisdictions if they need to print everything bilingually. Ms. Schultz stated that they may not be informed of this requirement until after the primary. All materials in the polling places will need to be printed bilingually which will double the costs for printing for her department. The department will also be required to hire bilingual election judges. The touch screen units can be altered to different languages. Ms. Schultz stated that certified translators will be needed. She stated she is hopeful that she will be able to utilize area High School students to fill the need for bilingual judges. If the ballots are larger than 8 1/2 X 14, this will increase costs as well. Another challenge may result because the State has split some of the precincts. Mr. Sarbaugh stated he has grown this budget by \$90,000. He did not increase publication costs until needed. Ms. Schultz is also requesting additional personnel. She has eliminated three part time (frozen) positions with two additional persons due to retire. She is in need of additional personnel in the election side of her department so there will be no lapse in the election judge area. The benefit costs will increase in this area. Ms. Schultz does have a separate automation fund, which is separate from the General Fund budget. She is planning on using some of the utilization of fund balance which has helped to cover some of the costs for codification. This project is scheduled to be completed soon. All supplemental requests will be reviewed with the department heads. The Chairman of all of the Standing Committees will review and make recommendations on the supplemental requests.

Non-Departmental Budget: Committee members were informed that this budget has been pulled and will be reviewed at the next meeting. Mr. Sarbaugh noted that this budget is typically the last budget to be reviewed.

Revolving Loan Fund: Mr. Labaj joined committee members for presentation of the budget for the Revolving Loan Fund. This department is not its own department and is included under County Administration. This fund reports to the Finance and Audit Committee. Mr. Sarbaugh stated that Mr. Labaj has presented a balanced maintenance budget. Mr. Labaj informed committee members that he is currently working on four loan requests so the committee should see some activity on this account soon. Ms. Donner made a motion, seconded by Ms. McCann to recommend this budget be moved forward through the budget process. The motion carried with all members present voting aye on a voice vote.

Auditor: Ms. Palmer joined committee members for presentation of the budget for the Auditor's office. This is an internal services department that is funded through the General Fund. This department does save the County money by performing audits of the various accounts/departments. She has requested a new position for her department. She has provided a balanced maintenance budget. The new position she is requesting would not be hired until mid year. Mr. Heisler made a motion, seconded by Ms. McCann recommending the budget for the Auditor's Office be forwarded through the budget process. The motion carried with all members present voting aye on a voice vote.

REPORTS TO COMMITTEE, AS APPLICABLE

Auditor's Report: Ms. Palmer informed committee members that she has been meeting with Mr. Sarbaugh and Mr. Bernier from her office regarding the implementation of GASB 54. This requirement involves fund balances and where to place them in the budget. She stated she would come back to this committee for review of this issue at a later date. She stated that the department has some audits in progress. The IT FY10 audit is almost complete. They are waiting for information regarding internal controls. The outside Auditors will review this audit as well. Ms. Palmer reported that at a recent meeting of the Illinois Association of County Auditors they had an IRS agent attend that informed the group what the IRS looks for. Areas regarding independent contractors versus employees are generally reviewed they also review the employees that use county vehicles. She stated that one interesting area was that if an employee were to embezzle funds, the county is required to send a 1099 for the amount stolen.

Contingency Report: Committee members reviewed the Contingency Report as of August 18, 2011.

Economic Development Corporation: Committee members were reminded that as we go through the budgets, the budgets for the EDC (Economic Development Corporation and Convention and Visitors Bureau were reduced by 15% last year. These contracts must be reviewed in order to justify these expenses. These are not "stand alone" items in the budgets. These funds were pulled off the budget last year for discussion. There were a number of requirements put in as contractual obligations in the previous year. Committee members questioned if the CVB had received its State match as they must meet some minimum requirements in order to receive their state funding. Ms. Cumpata stated that she believes these minimums have been met. It was stated that it is important for this group to promote the county externally.

Ms. Cumpata joined committee members for an update on the EDC. The MCEDC is working with Covidien on a potential expansion into the Crystal Lake facility. Letters of Support have been secured from elected officials from the Governor's Office to our local officials. This is a great opportunity for McHenry County.

In addition, the MCEDC is working with the WIB and Worknet to develop a current and future view of McHenry County's Human Capital, so that we can understand the current workforce, industry clusters and expected growth clusters. The goal is to develop strategic plans for attraction as well as training programs to keep our workforce strong and employable.

On August 3, Scot Forge hosted a meeting regarding current and future workforce specifically with the high school vocational tech programs. In attendance were representatives from McHenry County High School Vocational Teachers, Principals and Superintendents, Joel Green of McHenry County as well as representative from McHenry County College, WIB and Worknet. Given that 25% of McHenry County's economic wealth is derived from manufacturing, high schools are reducing vocational tech programs due to budget challenges and manufacturers are struggling to hire qualified people, we thought convening this group of people could result in a solution specific to McHenry County. That is still moving forward and we see a solution on the horizon.

Update on Broadband Study and next steps: The MCEDC, County and Council of Government are coordinating a meeting in September of stakeholders to discuss building a business case and outreach plan to our municipalities, business community, education, etc. We want to make sure this keeps moving forward for the future of McHenry County.

Upcoming events include:

Friday, September 30th – William Strauss, Senior Economist with the Chicago Federal Reserve will speak on the Midwest Regional Economy and Manufacturing's role in that economy.

Thursday, November 3 – The MCEDC's 20th Anniversary Annual Dinner - Keynote Speaker is Doug Oberhelman, CEO of Caterpillar and Woodstock High School graduate. To date over 200 reservations have been made.

FUTURE TOPICS

Committee members were reminded that one of the future meetings will include a discussion on the bonds that the county has out. They will review all of the outstanding bonds to see if which bonds can be retired or lowered. The County Board has discussed the desire to decrease the reserves down to five months. Each of the bonds will be reviewed to see if the bonds should be refinanced at a lower rate or retired. There will be a report from our

underwriter next month with an overview provided. The Valley Hi bond is one bond that is scheduled to be retired. There are two other bonds that can be paid off, without penalty. The committee will need to answer questions on whether we want to allow ourselves to make these payments from our reserves and how we would then return to paying for these out of the operating funds. A final decision will be needed by November on this issue. The payment of the Valley Hi bond has already been included in the budget. Committee members questioned if the public would then expect the levy for Valley Hi to be stopped. It was stated that the levy was for the operation and maintenance of the facility as well. It was stated they could discuss if this levy should be lowered. Committee members were informed that Valley Hi is currently interviewing for a new Medical Director. The facility could be impacted in the future by the Medicare funds. The Operating Board will need to ask whether they want to continue on its current "Medicare" path. Decisions being made in both Washington DC and Springfield could impact these decisions.

EXECUTIVE SESSION

None

ADJOURNMENT

Noting no further business, Mr. Hammerand made a motion, seconded by Mr. Heisler to adjourn the meeting 11:00 a.m. The motion carried with all ayes on a voice vote.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

- Resolution Allocating Qualified Energy Conservation Bond Volume Cap and Approving a Project for Purposes of the American Recovery and Reinvestment Tax Act of 2009
- Resolution Authorizing the Acceptance of a State of Illinois Emergency Management Assistance (EMA) Grant Program Agreement for FY2011
- Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3200-13
- Resolution Authorizing Reclassification of Position #010-0028-07 and Position #10-0012-05 in the Planning and Development Department
- Resolution Authorizing a Budget Line Item Transfer in the Division of Transportation FY2010-2011 Budget for Fuel, Oil and Grease

:ksf

R E S O L U T I O N
TO APPROVE APPOINTMENT OF MEMBERS
TO AN EXPANDED BOARD OF REVIEW FOR ASSESSMENT YEAR 2011

WHEREAS, the 35 ILCS 200/6-25 provides that the County Board may declare by Resolution that the number of complaints filed with the Board of Review relating to the assessment of property has created an emergency situation and has caused a need for an expanded Board of Review; and

WHEREAS, the Clerk of the Board of Review has suggested that the number of anticipated complaints filed with the McHenry County Board of Review will create an emergency situation; and

WHEREAS, the County Board must declare that said number of complaints constitutes an emergency situation causing the need for an expanded Board of Review; and

WHEREAS, under such an emergency situation, the Chairman of the Board may appoint additional qualified members to the Board of Review.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the number of complaints filed with the Board of Review creates an emergency situation and causes a need for an expanded Board of Review; and

BE IT FURTHER RESOLVED, that said additional members for an expanded Board of Review shall be persons qualified by virtue of their having passed the State Board of Review examination and as recommended from time-to-time by the Clerk of the Board of Review; and

BE IT FURTHER RESOLVED, that the following persons, having been so qualified and recommended by the Clerk of the Board of Review, are hereby appointed by the Chairman of the Board as additional members of the McHenry County Board of Review:

Sharon L. Bagby, Crystal Lake, Algonquin Twp.
 Paul M. Bauer, Geneva, Blackberry Twp. (Kane)
 Noel W. Hansmann, Cary, Algonquin Twp.
 Wilma J. Heisler, Crystal Lake, Nunda Twp.
 Michael Lescher, Fox Lake, Grant Twp. (Lake)
 Sherry Melze, Gilberts, Rutland Twp. (Kane)
 John R. Meredith, Algonquin, Algonquin Twp.
 Jerrilynne G. Partlo, Marengo, Seneca Twp.
 Virginia Peschke, Woodstock, Dorr Twp.

John Reckamp, Crystal Lake, Grafton Twp.
 Robert J. Schaid, McHenry, McHenry Twp.
 Stephanie Seiwerth, Wauconda, Wauconda Twp. (Lake)
 Wayne J. Skonieczny, Richmond, Richmond Twp.
 Susan Standish, Union, Seneca Twp.
 Theresa Tasch-Sensing, Crystal Lake, Grafton Twp.
 John T. Whitney, Spring Grove, Richmond Twp.
 Cornelia Wismer, Island Lake, Wauconda Twp. (Lake)

BE IT FURTHER RESOLVED, that payment to said additional members shall be made from the Assessment's budget 050001-3030; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Clerk of the McHenry County Board of Review; the State's Attorney; the Auditor; the Associate County Administrator-Finance; and the County Administrator.

DATED at Woodstock, Illinois, this 20th day of September, A.D. 2011.

 Kenneth Koehler, Chairman
 McHenry County Board

ATTEST:

 Katherine C. Schultz, County Clerk

R E S O L U T I O N**AUTHORIZING MONTHLY TRANSACTIONS FOR THE DELINQUENT TAX PROGRAM**

WHEREAS, the County of McHenry had undertaken a program to collect delinquent taxes and to perfect titles to real property in cases where the taxes on same have not been paid pursuant to 35 ILCS 205/216d and 205/235a; and

WHEREAS, pursuant to said program, the County of McHenry has acquired an interest in the real estate described in the attached information; and

WHEREAS, it appears to your Finance Committee that it would be in the best interest of the County to dispose of its interest in said property; and

WHEREAS, the parties in the attached information, have offered the amounts shown and the distribution of these amounts have been determined as stated; and

WHEREAS, your Finance and Audit Committee recommends the adoption of this Resolution.

NOW, THEREFORE BE IT RESOLVED, by the County Board of McHenry County, Illinois, that the Chairman is hereby authorized to either execute a deed of conveyance of the County's interest or authorize a cancellation of the appropriate certificates of purchase, whatever the case may be, relative to the real estate described in the attached information for the amounts shown, to be disbursed according to law (said information sheets attached hereto and made part hereof); and

BE IT FURTHER RESOLVED, that the County Clerk is hereby requested to distribute a certified copy of this Resolution to the County Administrator; Treasurer; and the State's Attorney; and the McHenry County Delinquent Tax Agent.

DATED at Woodstock, Illinois, this 20th day of September, A.D., 2011.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

KATHERINE C. SCHULTZ, County Clerk

RES#	Account	Type	Account Name	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Treasurer
09-11-001	2007-02308	REC	VILLAGE OF HUNTLEY	714.07	136.76	0.00	50.00	356.86	170.45
09-11-002	2007-02309	REC	VILLAGE OF HUNTLEY	714.28	136.76	0.00	50.00	356.94	170.58
Totals				\$1,428.35	\$273.52	\$0.00	\$100.00	\$713.80	\$341.03

_____	_____	Clerk Fees	\$273.52
_____	_____	Recorder/Sec of State Fees	\$100.00
_____	_____	Total to County	\$714.55
_____	_____		

Committee Members

RESOLUTION**APPROVAL TO ENTER INTO CONTRACT WITH MULLINS & LONERGAN ASSOCIATES FOR THE PREPARATION OF AN ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

WHEREAS, McHenry County, with a threshold population in excess of 200,000, is an "Urban Entitlement County" and therefore receives direct annual funding from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs and other special grants from time to time; because the County receives said federal entitlement funds, HUD requires each entitlement jurisdiction (County of McHenry, Illinois) to be fully aware of the existence, nature, extent and causes of all fair housing matters and to conduct and administer in conformity with the Federal Fair Housing Act in order to affirmatively further fair housing choices; and

WHEREAS, there is a requirement by HUD that documented identification of these issues along with a plan to eradicate negative barriers, called an *Analysis of Impediments to Fair Housing Choice (AI)*, be executed in order to assess the status of fair housing in the entitlement jurisdiction specifically examining how state and local laws, private, public and non-profit sector regulations, administrative policies, procedures and practices impact the location, availability and accessibility of housing for a local jurisdiction and the protected classes including race, color, national origin, religion, sex, familial status or disability; and

WHEREAS, to maintain compliance with said HUD requirements, McHenry County is required to have a current (five years young) executed *Analysis of Impediments to Fair Housing Choice* that guides the entitlement jurisdiction through measurable goals and objectives; and

WHEREAS, the Housing Commission procured proposals and and after review and discussion voted to recommend to the County Board the firm of Mullins and Lonergan Associates of Pittsburg, PA to prepare the AI for a fixed price of thirty-nine thousand nine hundred forty nine and 00/100 (\$39,949.00) to be expended from HOME administration grant funds.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Community Development Division is hereby directed to prepare and have the County Board Chairman execute a contract between the County of McHenry, Illinois and Mullins and Lonergan Associates of Pittsburg, PA to prepare an Analysis of Impediments to Fair Housing Choice for the fixed price of thirty-nine thousand nine hundred forty nine and 00/100 (\$39,949.00) to be expended from HOME administration grant funds; and

BE IT FURTHER RESOLVED, that this County Board of McHenry County, Illinois hereby approves and authorizes the Community Development Division staff to submit amended Action Plans as determined applicable to the U.S. Department of Housing and Urban Development; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Administrator, the County Treasurer, the County Auditor, the Associate County Administrator-Finance and the Planning and Development Director.

DATED at Woodstock, Illinois, this 20th day of September, A.D., 2011.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

KATHERINE C. SCHULTZ
McHenry County Clerk

2011-2012 Analysis of Impediments

PRELIMINARY REVIEW CHECKLIST

Date Received: August 17, 2011

Time Received: 11:26AM

Applicant Entity: Mullin & Lonergan Associates, Pittsburgh, PA

Case Number: AI-06

Proposal Minimum Qualifications:

Minimum 5 years consulting in Fair Housing

Evidence: est. 1965, FH-over 40AI's, completion of 52 ConPlans since 2005, housing plans and studies

Completion of 2 AI's within last 5 years

Evidence: 2 samples from 2011

County government work (priority, not required)

Evidence: Will County, IL, Atlantic County, NJ, several PA counties

Post-Westchester experience (priority, not required)

Evidence: AI's completed, provided outline of direct effects of case/considerations on AI and Consolidated planning in relation to case, references subsequent relevant State of Texas case using West. ruling as premise and other FH cases

Required Documentation:

Cover Letter

Certifications

Background Information

Three references

Resumes

Proposal Fee:

Base Prices-all travel, production, purchase of data, research and analysis	\$39,949.00
Extra #1	\$
Extra #2	\$
Extra #3	\$
Other	
OTHer	
Other	
Total	\$39,949.00

Timeline and hours:

October 1 through March 31, 2012

300 total hours

Required Services: Evidence summarized below

AI according to required planning sources:

-Indicates understanding of compliance with required HUD AI planning guidelines, also includes Federal Fair Housing Act

AI-Assessment of demographic patterns:

- population , households, income, emphasis on protected classes-patterns and trends-data at municipal and census tract level
- map demographic and housing trends-area of concentration of minorities/low income persons/areas of opportunity
- analysis of employment data/employment centers relative to concentrations of protected classes and assisted housing

Assessment of Regulations:

- will review FH complaints as per HUD and IHRC
- evaluate MCHA voucher program (Section 8)
- evaluation of Home Mortgage Disclosure Act data
- evaluation of local County policies including application processes, FH efforts, procedures with sub-recipients
- evaluation of local County zoning, County zoning and regulation, building codes (state and local)
- evaluation of representative sampling of municipal zoning/regulatory requirements, building codes
- evaluation of HUD documents-ConPlan, CAPER, Action Plans
- evaluation of subrecipient tenant selection plans and policies
- evaluation of FH complaint procedures

Assessment of affordable and accessible housing-purchase/rental:

- evaluate local stock for condition, accessibility, vacancy, prices and rents
- evaluate/compare affordability in respect to major minority groups-geographic distribution
- evaluate patterns of housing segregation using dissimilarity index

Assessment of population for growth and forecast:

- will purchase Nielsen data for 2011-2016 forecast and evaluate as per AI requirements with data acquired

Institutional practices:

- consultations of related stakeholders
- review of real estate practices, training, recognition of FH regs and violations
- evaluate sales prices, participation of groups in MLS system
- review of local advertising

Action Plan for Identified Impediments:

- complete analysis, provide recommendations in FHAP document-goals and strategic actions within County capacity, will note impediments beyond County capacity separate, provide recommendations for including AFFH policies into HOME, CDBG programming

Additional Comments:

- Completed AI's in IL-Will County, Oak Park, Joliet-(Joliet in court with HUD, assisting to bring into compliance)
- Conducts FH compliance trainings
- Experience with HUD Consolidated Planning Process
- 7 member team
- Clear outline of consultant versus County responsibilities-County duties administrative in nature (coordination)
- Interim reports presented-draft version, final version
- Identified master list of stakeholders including local elected and appointed officials/committees, funding recipients, FH-related entities, advocacy, low-mod service groups, tenant groups planners, realtors, appraisers, landlords, property management entities, transit agencies, immigrant entities-interviews, questionnaires, focus group meetings
- Evaluate composition of appointed boards and commissions
- Evaluation of previous AI and measures taken-CAPER data included

Department of Planning and Development
McHenry County Government Center - Administration Building

2200 North Seminary Avenue
Woodstock, Illinois 60098



815 334-4560 Fax 815 337-3720
www.co.mchenry.il.us

To: Tina Hill, Chairman, and members of the Planning and Development Committee
Scott Breeden, Chairman, and members of the Finance and Audit Committee

From: Maryanne Wanaski
Community Development Division

Date: September 8, 2011

Re: Resolution Entering into a Contract Agreement with Mullins & Longeran to
Prepare an *Analysis of Impediments to Fair Housing Choice*

Action Required:

Recommendation to the McHenry County Board approving the attached Resolution entering into a contractual agreement with Mullins & Longeran for the preparation of an Analysis of Impediments to Fair Housing Choice for McHenry County, Illinois.

Background:

The County last conducted an Analysis of Impediment study in 1997 based on 1990 data. At the present time and with such antiquated information, the County is at risk of being subjected to legal ramifications from the federal government as many of our neighboring entitlement counties and jurisdictions have been. The current 1997 Analysis is not in compliance with federal mandates under the *Federal Fair Housing Act*.

Discussion:

The Housing Commission posted a RFP to which six firms responded. Of the six, the Housing Commission voted to recommend to the County a Pittsburg, PA firm, Mullins & Lonergan Associates (MLA) to prepare the *Analysis of Impediments to Fair Housing Choice* because of their previous work with municipal and county governments across the country including three local entities with approved AI from Region V. Most importantly, the Commission felt that MLA has a clear understanding of compliance issues with required HUD AI planning guidelines including the *Federal Fair Housing Act*.

The MLA proposal includes the following:

- Assessment of demographic patterns,
- Assessment of regulations countywide,
- Assessment of affordable and accessible housing purchases and rentals,

- Assessment of population for growth and forecast,
- Institutional practices, and
- Action plan for identified impediments.

In addition to the evaluations noted above Mullins & Lonergan also conduct Fair Housing trainings and have a vast and diverse background with HUD's consolidated planning process. Their proposal clearly outlined the County's and the consultant's responsibilities as well as a timeline wherein interim reports will be produced.

A staff report submitted to the Housing Commission is attached.