

**COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION
MINUTES OF FEBRUARY 25, 2009**

CALL TO ORDER

Vice Chairman Robert Pierce called the meeting to order at 8:15 a.m.

ROLL CALL/ATTENDANCE

Members Present: Yvonne Barnes, Randy Donley, Tina Hill, Barbara Wheeler, Carol Louise, Phil Bartman, Mark Ruda, Robert Miller, Robert Pierce, Joseph Powalowski, Rosemary Kurtz, Robert Martens, and Craig Hubert

Members Absent: Sue Draffkorn, Scott Breedon, Kimberly Larson and Ellen Hamilton

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

Additional Attendees

Virginia Peschke, Consumer Credit Counseling Services

APPROVAL OF MINUTES

Motion by Mr. Powalowski seconded by Ms. Louise to approve the January 28 minutes as presented without corrections. The minutes were approved on a unanimous voice vote.

PUBLIC PARTICIPATION

None

OLD BUSINESS

Review of Commissioners' Report for January, 2009

Ms. Taylor reviewed expenditures and activities for the CDBG/HOME programs during the month of January. She asked Commissioners if it would be beneficial to remove lines of the report with a zero balance. Commissioners agreed that it would. She said the drawdown ratio continues to be 1.84; although we had some draws they were not sufficient to make that percentage increase. We need to have drawdowns totaling \$434,000 in order to get down to 1.5 where HUD wants us to be. We anticipate this will happen because contracts were signed in late December for 2008 monies and those who signed contracts will soon be asking for reimbursements. Mr. Pierce asked about the status of the Pheasant Roost project. Ms. Taylor will check this out and report at the next meeting.

NEW BUSINESS

Absentee Policy/Bylaws Review

Ms. Niemann said, last month a Commission member notified the Chairman they would be a "snow bird" this year and unable to attend some Commission meetings. The question arose, "do the bylaws allow us to have an alternate appointed," or how should we handle it? Commissioners discussed the options and it was pointed out that four meetings would be missed. After further discussion it was decided that an "alternate" would not be desirable and it would be best to take no further action at this time.

Ms. Hill arrived at 8:23 a.m.

Consumer Credit Counseling – Budget Change Request

Mr. Peschke reviewed changes to their program (necessitated by the nationwide mortgage crisis), as outlined in her letter. Copies of the letter have been distributed to all Commissioners. She said HUD funding for 2008-9 will be exhausted this month, due to the large increase in families facing default or foreclosure who are seeking their assistance. She is therefore requesting that the budget items labeled “Counselor Salaries” and “Fringes” be changed to cover the expenses related to the entire cost of delivering housing counseling to clients as reported to HUD at \$140 per counseling session. The pre-purchase counseling costs will be rolled into the NSP funding.

Motion by Mr. Miller seconded by Mr. Ruda to approve Consumer Credit Counseling budget change request. Mr. Pierce abstained and all other members present voted aye. Vice Chairman Pierce declared the motion passed.

Thresholds – Proposed Project Change

Ms. Taylor said Thresholds had sent her their information on proposed changes to the rehab. of Rebecca Susan Apartments and she has written a memorandum outlining these changes. The CDBG funding amount of \$46,850.00 will not change but the amount of matching funds has been modified. She was asked if there was more than one bid in the original proposal. She will check into this and report back next month.

Ms. Hill made a motion seconded by Mr. Bartman to approve the proposed project change. All members voted aye on a voice vote. Vice Chairman Pierce declared the motion passed.

Mr. Miller made a motion seconded by Mr. Hubert that approval of Thresholds’ motion is contingent on there being more than one proposal in the original documents. All members voted aye on a voice vote. Vice Chairman Pierce declared the motion passed.

NSP Updates

Ms. Taylor said, an award letter was received and the letter states that our Action Plan has been approved for the Neighborhood Stabilization Program and contracts should be received in the next few weeks. She gave details as to how the project will work and what will be required of participants.

Housing Crisis Forum Updates

Ms. Niemann felt a successful meeting was held on February 13 which was well attended and very effective. She reported on the speakers and topics.

Ms. Wheeler who was active (along with other County Board members) in organizing this meeting, said she wanted to congratulate Planning & Development staff on a great job. She asked Ms. Peschke if she had received any “feed-back.” Ms. Peschke said they had been receiving a lot of phone calls and newspaper coverage. She will be speaking at McCog (McHenry County Council of Governments) tonight, and thinks this is a direct result of the forum.

End of Year 2008 CAPER status

Ms. Niemann said CAPER is an acronym for Consolidated Annual Performance and Evaluation Report. It is turned in every year – 90 days after the end of the calendar year. It is a report of what happened during the preceding year. Currently we are writing the narrative part - Needs Tables and the IDIS Reports will be attached along with maps and reports. We then need to publish in the newspaper on March 10th that the document is complete and available for review. The March meeting of this Commission will also serve as a public hearing for anyone who

wishes to comment. The report is due March 31, 2009. Mr. Pierce asked if the Commission needed to do anything. Ms. Niemann said, "no," it was basically a staff task.

MEMBERS' COMMENTS, MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS

Request for Approval – 2007 HOME Funds – Habitat for Humanity Location Change

Ms. Taylor referred to the memorandum she had written on this topic. Habitat was awarded \$162,800 from HOME 2007 funds and proposed to purchase 2 lots in Turtle Crossing subdivision. The purchase of these lots occurred prior to release of funds from HUD and contracts being signed. Therefore they could not receive reimbursement for the two lots. In the interest of allowing them to still provide a service to our community they were allowed to take that money and find a new location, which they have done in Brookside Meadows subdivision. We now need to amend the Resolution that said Habitat for Humanity/Purchase Two Lots at Turtle Crossing to read Habitat for Humanity/Purchase two Lots at Brookside Meadows subdivision. They will be using the same \$162,800 for this purchase. A vote will be required so that P. & D. can vote on March 19 to approve this.

Motion by Mr. Miller, seconded by Mr. Martens to approve Habitat for Humanity Location Change. All members voted aye on a voice vote. Vice Chairman Pierce declared the motion passed.

HOME Application Grant Round for 2009

Ms. Taylor said this is coming up soon. We will be publishing a notice in the newspaper on March 1 that applicants can apply for funding. We updated the application making it a fillable-form. Other alterations have been highlighted in yellow.

Introduction and HUD Meeting Status Report

Mr. Sandquist introduced himself to the Commission and said he and Peter Austin, County Administrator, are going to the HUD Chicago, Field Office today to discuss several projects from previous program years that were started before the environmental review was completed or a contract was signed. As this is not the correct order of events, we now need to meet with HUD to discuss a course of action to allow the County to reimburse these projects.

ADJOURNMENT

Motion by Ms. Louise seconded by Mr. Powalowski to adjourn the meeting. The motion carried on a unanimous voice vote.

Meeting adjourned at 9.00 a.m.