1. **CALL TO ORDER**

11:35 AM meeting was called to order by Chairman Tim Elliott at 11:50 AM.

**11:35 AM OR IMMEDIATELY FOLLOWING HOME ADVISORY GROUP**

2. **ROLL CALL**

PRESENT: Anderson, Bastian, Berley, Chaplin, Chrisse, Elliott, Grill, Tornatore, Wiley

ABSENT: Chassee, Grasso, Krucek

Staff Present: Mary Keating, Community Services Director; Jennifer Chan, Community Development Administrator; Christine Pedersen, Senior Accountant/Community Services Manager; Christopher Ragona, Community Development Manager; Julie Hamlin, Sr. Community Development Specialist; Barb Temborius, Community Development Specialist; Therese Witkus, Community Development Specialist; Christopher Donovan, Community Development Specialist; Dorin Fera, Community Development Specialist; Ben Leitschuh, Community Development Specialist, and Andrew Fackler, Community Development Intern.

State’s Attorney - Patrick Collins.

Others Present: Anne O’Dell - HOME DuPage; Margo Matthew - Bridge Communities and Dawn Dina - DuPage Mayors and Managers Conference.

3. **PUBLIC COMMENT**

There was no public comment.

4. **APPROVAL OF MINUTES**

A. CDC - Executive Committee - Regular Meeting - Jan 2, 2018 11:35 AM

There were no changes, corrections or additions to the Minutes.

On a voice vote, the motion passed.
5. ACTION ITEMS

A. Action Item -- Recommendation for Approval of Minor Updates to the Community Development Commission Policy Manual.

Elliot corrected the motion to read, “Approval of Minor Updates to the Community Development Commission Policy Manual” since this Committee had the final say on this item.

Chan stated that this was a cleanup of the manual. Many of the policies were no longer in practice and marked as “obsolete.” These were moved to the end of the manual so they were still available for record and reference, but no longer within the working manual. Keating said that moving forward on a semi-regular basis as a new policy or a change to a policy is brought before the committee, staff will ask for approval of the new policy and approval to make whatever necessary changes to the manual.

Elliot stated that there were a significant number of changes. Chrissie asked why the policies were kept if they were obsolete. Keating stated these were kept for a matter of reference and record. The department has old projects that were approved under policies in place in 2003 but were no longer in practice. This is a simple place to reference past practices or what may have been in place when a particular agreement was approved.

Tornatore questioned the use of the word “obsolete.” His concern is if the policy was actually removed or just pushed to back to the manual. Discussion ensued. The outdated policies were removed from the body of the current operational manual and placed in the back under an appendix for reference purposes.

Chrissie asked wouldn’t these policies then be captured in the individual project agreements. Keating said not necessarily. It might be reflected in the language, but the policy itself, how a particular decision was arrived at, would not be reflected. As an example, the department was audited by HUD and reviewed a project underwritten in 2005. If HUD looked at the currently policy manual and noted the policies did not match, this could create a potential concern or finding. With the old polices readily available, HUD could be directed to the appendix.

Wiley said that the old is being removed; it is no longer going to apply going forward, it is only being kept in the back for reference for the past practices and that is what is being voted on. Keating said, correct.
There were no other questions.

On a roll call vote, all ayes, no nays, motion passed.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Kevin Wiley, District 6</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Janice Anderson, District 5</td>
</tr>
<tr>
<td>AYES:</td>
<td>Anderson, Bastian, Berley, Chaplin, Chrisse, Elliott, Grill, Tornatore, Wiley</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Chassee, Grasso, Krucek</td>
</tr>
</tbody>
</table>

6. OTHER BUSINESS
There was no other business.

7. ADJOURNMENT
Wiley made the motion, seconded by Grill, to adjourn at 11:52 pm.

On a voice vote, the motion passed.

8. NEXT MEETING DATE -MARCH 6, 2018