1. CALL TO ORDER

11:30 AM meeting was called to order by Chairman Patrick Grill at 11:30 AM.

11:30 AM OR IMMEDIATELY FOLLOWING DEVELOPMENT COMMITTEE

2. ROLL CALL

PRESENT: Bastian, Berley, Chaplin, Chassee, Elliott, Grill, Krucek (11:38 AM), Tornatore, Ungerleider, DeSart, Renehan, Rutledge

ABSENT: Broder

Staff Present: Mary Keating, Community Services Director; Christine Pedersen, Senior Accountant/Community Services Manager; Julie Hamlin, Community Development Manager; Elizabeth Dunn, Senior Community Development Specialist; Barb Temborius, Senior Community Development Specialist; Christopher Donovan, Community Development Specialist; Tom Schwertman, Community Development Specialist; Anna Sitton, Community Development Specialist, Michael Walker, Community Development Specialist; Janna Divito, Community Development Specialist, and Autumn Dehnart, Principal Accountant Clerk.

State’s Attorney - Patrick Collins.

Others Present: Joseph Breinig - DuPage Mayors and Managers Conference; Bob Grogan, County Auditor - DuPage County; Evan Shields, Public Information Officer - DuPage County.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES

A. Home Advisory Group - Regular Meeting - Sep 4, 2018 11:30 AM

There were no corrections.

On a voice vote, the motion passed.
RESULT: ACCEPTED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Lori Chassee, Alderman West Chicago
AYES: Bastian, Berley, Chaplin, Chassee, Elliott, Grill, Krucek, Tornatore, Ungerleider
ABSENT: Broder

5. ACTION ITEMS
A. Action Item -- Recommendation for Approval of the Revised 6-Month Incremental Time Extension Policy.

Keating welcomed the new County Board members. She informed the committee that the new members were filling the seats of the individuals whom they replaced. The final board member composition would be determined once committee assignments are made. DeSart stated assignments would be given out on December 11, 2018.

Keating noted that the Committee had not met since September 3rd. Since that time, Chris Ragona, former Community Development Manager, started his new position with the City of Aurora. Jennifer Chan, Community Development Administrator, was no longer with the County. That position was currently vacant but anticipated it to be filled within the next couple of months. Keating introduced Julie Hamlin as the new Community Development Manager. She has been a staff member for five years.

With all the other additional staff changes, Keating introduced the rest of the Staff:
- Elizabeth Dunn, Senior Community Development (CD) Specialist, with 17 years of community development knowledge who previously worked at Will County.
- Michael Walker, CD Specialist with municipal experience.
- Janna Divito, part-time CD Specialist who came from Catholic Charities and before that The DuPage Federation on Human Services Reform.
- Tom Schwertman, former Manager and now part-time CD specialist, has significant knowledge of municipal infrastructure projects as well as Community Development Block Grant (CDBG).
- Barb Temborius, recently promoted to Senior CD Specialist, who has split her time between three Grants; two Housing and Urban Development (HUD) grants CDBG and HOME (HOME Investment Partnerships Program) and administering the County’s Human Services Grant Fund (HSGF).
- Autumn Denhart, Principal Account Clerk who assists with financial grants management.
- Christine Pedersen, Community Services Manager/Senior Accountant, who heads the financial management aspect of the grants and knows the Federal financial grant requirements, all the Federal financial management software systems, as well as, the County’s financial systems.
- Anna Sitton, CD Specialist who came from Community Services Housing Supports and Self-Sufficiency Unit Case Management with a background in public health.
- Chris Donovan, CD Specialist who has multiple years of municipal experience with CDBG and manages the County’s Single Family Rehab program.
- Marge Fletcher, Project Coordinator, who maintains information on past and present projects, submits resolution and agreements following County Committee protocol, and organizes packets, uploads and takes the Minutes for the Committees.

Community Development Commission is the policy and advisory body to the County Board on everything related to the CDBG, HOME and Emergency Solutions Grant (ESG). Policy level items are handled by the HOME Advisory Group and Community Development Commission Executive Committee (CDC Exec). The actual agreements (legally binding contracts) are approved by the County Board. The Community Development Commission, itself, does not enter into any agreements.

One of the CDC policies is the time extension policy. Agreements have a 12-month project completion deadline. If projects are not completed in the allotted time, Keating, as the Director, has the authority to sign off on a first six-month time extension. This is a fairly common practice, particularly with infrastructure projects. Project agreements cannot be approved by County Board until the County receives the current year’s grant agreements from HUD. Oftentimes this does not happen until after the construction season.

A second six-month time extension requires approval by either this Committee or the HOME Advisory Group. In the recent past, the CDC Executive Committee or the HOME Advisory Group has met with only one item and it is for a second, six-month time extension request. Time extension requests do not involve change in funding or in the scope of work. These types of modifications would first be brought before this Committee or CDC Exec for approval. Extensions are actually part of the County Board agreements. Additional time extensions have to be approved by the Health and Human Services Committee or the County Board.

This requested policy revision, at the Director’s discretion, is the ability to take the second sixth-month time extension request directly to the Health and Human Services Committee rather than convening this body for that single administrative task. When done in this manner, the Committee would be notified at its next scheduled meeting. If Keating had concerns about an extension request, such as the inability to meet deadlines, it would definitely be brought to this Committee first. Second time extensions would never be signed without approval of the Health and Human Services Committee/County Board.

This policy revision is also listed on the CDC Executive Committee Agenda.

Tornatore asked if the primary reason for this request was due to the frequency of HHS Committee Meetings. Keating said this was to prevent the municipal members from having to attend a meeting that lasts less than five minutes.

Rutledge asked how the municipal members came to be on this Committee. Keating explained that the Community Development Commission was established in this manner (both municipal and county board members) because the County receives formula based Federal funding on the entire 920,000 residents of DuPage County. The municipalities
have to agree to allow the County to count in their population as well, otherwise the County would only receive funding for the unincorporated population. Due to this arrangement, every municipality has the opportunity to appoint a representative to the Community Development Commission. In some cases, it is an alderman, or another elected official, or an interested community member. It can also be a municipal employee such as the community development director or village manager. It is up to the village/city’s mayor/president to appoint the individual.

The municipalities also have the option not to allow its population to be counted with the County’s. Currently, there are two municipalities; the Village of Downers Grove and the City of Wheaton, who have a large enough population to receive their own CDBG dollars, except the amount is so minimal that they have agreed to let the County manage it.

Elliott questioned if Naperville was excluded and Keating responded yes. Naperville handles its own CDBG allocation, but they allow their population to be counted for the HOME funding. This committee, the HOME Advisory Group, is the advisory committee for HOME funding in which Naperville has representation.

Berley further clarified that the larger committee, the Community Development Commission, which is the entire membership, meets annually, and elects the members of the CDC Executive Committee. Keating explained that the CDC Executive Committee has a total 12 members: 6 County Board and 6 municipal. The six County Board members are chosen through the County’s Committee Assignment process and the municipal members are voted on by their peers at the annual full CDC meeting. The chairmanship flip-flops from year to year; one year it is a municipal member, the next it is a County Board member.

At Keating’s request, the municipal members introduced themselves and gave their municipal titles.

- Berley has been on the Executive Committee for over 20 years and his position is Assistant Village Manager/ Community Development Director for the Village of Addison.
- Lori Chassee is the Senior Alderman and has been with the City of West Chicago for 20 years. Due to her background, the mayor asked if she would be willing to take on this role and work with the City’s development group.
- Dan Ungerleider is the Community Development Director for the Village of Clarendon Hills. He was asked to participate and report back.
- Don Bastian is the Community Development Director for the Village of Carol Stream. Over the past 15 years he has served the Village in three different capacities. He has been sitting on this Committee for the past five to six years.
- Mike Kurcek is a Trustee with the Village of Woodridge. He has participated on this Committee for the past two years.
- Patrick Grill, current Chairman, is the Community Development Director for the Village of Villa Park and has been on this Committee for many years.

On a Roll Call vote, all ayes, no nays, the motion passed.
RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, Vice Chairman
SECONDER: Elizabeth Chaplin, District 2
AYES: Bastian, Berley, Chaplin, Chassee, Elliott, Grill, Krucek, Tornatore, Ungerleider
ABSENT: Broder

6. OTHER BUSINESS
There was no other business.

Keating explained to the Committee that this agenda item was a roll call vote. On the CDC Exec agenda, some items will have both roll call and voice vote. If this Committee has the final approval, it will be a roll call vote. If the item goes on to HHS Committee and County Board, it will be a voice vote.

7. ADJOURNMENT
Grill noted that the next meeting would be on January 8, 2019. Keating explained that with the 1st being on a Tuesday, and there are five Tuesdays in the month, Committee meetings have been shifted to the second week.

Grill asked if there were any known agenda items. Keating said yes. The 2019 funding recommendations will be brought before the CDC Executive Committee for approval.

Elliott made the motion, seconded by Chaplin, to adjourn the meeting at 11:48am.

On a Voice Vote, the motion passed.

8. NEXT MEETING DATE - JANUARY 8, 2019