1. CALL TO ORDER

11:35 AM meeting was called to order by Chairman Patrick Grill at 11:39 AM.

   11:35 AM OR IMMEDIATELY FOLLOWING HOME ADVISORY GROUP

2. ROLL CALL

   PRESENT: Bastian, Berley, Chaplin, Chassee, DeSart, Elliott, Grill, Krucek, Renehan, Rutledge, Tornatore, Ungerleider

   ABSENT:

   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 Gorgan, County Auditor-DuPage County and Evan Shields, Public Information Officer - DuPage County.

3. PUBLIC COMMENT

   There was no public comment.

4. APPROVAL OF MINUTES

   A. CDC - Executive Committee - Regular Meeting - Sep 4, 2018 11:35 AM

      There were no questions or changes.

      On a Voice Vote, the motion passed.
5. ACTION ITEMS

A. Action Item -- Recommendation for Approval of the Revised 6-Month Increments Time Extension Policy.

There were no questions or comments.

On a Roll Call vote, all ayes, no nays, the motion passed.

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Sam Tornatore, District 1
SECONDER: Elizabeth Chaplin, District 2
AYES: Bastian, Berley, Chaplin, Chassee, DeSart, Elliott, Grill, Krucek, Renehan, Rutledge, Tornatore, Ungerleider

B. Action Item -- Recommendation for Approval of an Agreement Termination with Humanitarian Service Project, Project Number CD17-13 – Warehouse Expansion – and Reallocating the Unused Community Development Block Grant (CDBG) Funds into the 2019 Program Year.

In the 2017 program year, Humanitarian Service Project (HSP) was awarded money to expand its warehouse. There has been significant difficulty getting this project off the ground; despite multiple communication from this staff, as well as, the Office of Technical Assistance. In October, a letter was sent to HSP stating the County’s concern about its capacity to get the project done. Mr. Kettering was in agreement to terminate the agreement. As a result, the $250,000 funds provided to HSP will be reprogramed into the 2019 funding recommendations.

Handed out during the meeting was the modification to the agreement that specified the date of January 15, 2019 for contract termination.

12-04-18 CDC Executive Committee, Agenda Exhibit B CD17-13 HSP - Handout

MODIFICATION ONE TO COMMUNITY DEVELOPMENT COMMISSION AGREEMENT CD17-13

THIS MODIFICATION TO AGREEMENT is entered into this ___ day of January 2019 by and between the COUNTY OF DU PAGE, Illinois (hereinafter called “COUNTY”) and
HUMANITARIAN SERVICE PROJECT, an Illinois not-for-profit corporation (hereinafter called “SUBGRANTEE”). The purpose of this MODIFICATION TO AGREEMENT is to modify an existing agreement between the above parties known as Community Development Commission Agreement CD17-13. The County approved this project on March 28, 2017, as part of the 2017 Action Plan under Resolution #HHS-R-0184-17 as part of the 2015-2019 DuPage County Consolidated Plan submitted to HUD and approved with Resolution DC-R-0094-15 to grant funding in the amount of TWO HUNDRED FIFTY THOUSAND DOLLARS ($250,000), for the purpose of constructing a 4,500-square foot addition to HSP’s warehouse at 465 Randy Rd. in Carol Stream located in DuPage County, Illinois (hereinafter, together with any previous modifications thereto, called “Agreement”).

In consideration of the premises of the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following modification of the terms of the Agreement.

1. The time period covered by the Agreement is hereby reduced to January 15, 2019.

   HUMANITARIAN SERVICE PROJECT has requested a reduction to the time period covered by the AGREEMENT for the purpose of terminating the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Modification on the dates recited below:

HUMANITARIAN SERVICE PROJECT
an Illinois Not-for-Profit Corporation
465 Randy Road, Carol Stream, IL 60188
By: ________________________________
Mr. Floyd Kettering, Chief Financial Officer

Date: ________________________________

Attest: ________________________________
Signature

Printed Name
Title __________________________

COUNTY OF DU PAGE, a body politic in the State of Illinois

By: ________________________________
Daniel J. Cronin, Chairman
DuPage County Board

Date: ________________________________

Attest: ________________________________
Jean Kaczmarek
County Clerk

The 15th is the actual date that the modification will go to County Board.

HSP is not precluded from applying for funds in the future. However, capacity would be closely scrutinized. Not only does the County not want projects to languish, but the County is responsible for spending funds in a timely manner. HUD does a timeliness ratio calculation two months prior to the start of the new program year. This is to make sure the County’s line of credit does not exceed a certain ratio. If projects are slow to complete, not only does it show that funds are not being used in the best way possible,
but it places County funding in jeopardy. HUD will come in and sweep the funds if the timeless ratio is not met. Staff is always working with subgrantees to make sure the projects are moving forward.

There were no questions.

On a Voice Vote, the motion passed.

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Sam Tornatore, District 1
AYES: Bastian, Berley, Chaplin, Chassee, DeSart, Elliott, Grill, Krucek, Renehan, Rutledge, Tornatore, Ungerleider

C. Action Item -- Recommendation for Approval of a 3rd Modification, 3rd Time Extension of a Community Development Block Grant (CDBG) Agreement with The Village of Villa Park, Project Number CDBG-DR-05 – Villa Park, Green Infrastructure Project - Extending the Project Completion Date Through June 30, 2019.

This project is funded with the Disaster Recovery Grant monies. The project has been complete with the exception of establishment of some vegetation in the project area. When the vegetation was evaluated in the Fall some plants did not take root properly. It did not make sense to replant in the Fall, but will be replanted in the Spring. This was the reason for the time extension.

On a Voice Vote, the motion passed.

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: John Berley, Addison Asst Village Mngr/Community Dev Di
AYES: Bastian, Berley, Chaplin, Chassee, DeSart, Elliott, Grill, Krucek, Renehan, Rutledge, Tornatore, Ungerleider

6. OTHER BUSINESS

There was no other business.

Keating offered to provide a tutorial to new board members who are interested in learning more about the Community Development Commission. She would be available anytime. DeSart stated that other departments have reached out to the new members and have set up times for all of them to meet together. To save time, she suggested that Keating do something similar. Keating said she would be happy to and would coordinate with the other departments to make sure there was no overlap.
7. **ADJOURNMENT**

Elliott made the motion, seconded by Chassee, to adjourn the meeting at 11:58 am.

On a Voice Vote, the motion passed.

8. **NEXT MEETING DATE - JANUARY 8, 2019**