1. CALL TO ORDER

11:00 AM meeting was called to order by District 6 Sheila Rutledge at 11:00 AM.

2. ROLL CALL

PRESENT: Bastian, Broder, Chaplin, Chassee, Crandall, DeSart, Grill, Krucek, Ozog, Renehan, Rutledge, Ungerleider
ABSENT: Selmon

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; Tom Schwertman, Community Development Specialist; Michael Walker, Community Development Specialist; Anna Sitton, Community Development Specialist; and Janna Divito, Community Development Specialist.

County Board Member - Pete DiCianni
State's Attorney - Paul Bruckner

Others Present: Dave Neary - Executive Director of DuPage Habitat for Humanity; Jennifer Taff - Director of Community Engagement for DuPage Habitat for Humanity; Christine Lewis - Executive Director for Midwest Shelter for Homeless Veterans; Kat Gilman - Program Officer for Midwest Shelter for Homeless Veterans; Angelica Lopez - 360 Youth Services; Karin Obman - Vice President of Finance for DuPage Pads; Tim Harbaugh - Deputy Director of Facilities Management, DuPage County; Christine Kliebhan - Financial Analyst for the DuPage Care Center; Joe Breining - DuPage Mayors & Managers Conference; Sheryl Markay - Chief Policy and Program Officer, DuPage County; Evan Shields - Public Information Officer, DuPage County; Jonathon Nelson - Policy & Program Manager, DuPage County; and County Board Intern Charlie Crane.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES
There were no corrections or additions.

On a Voice Vote, all Ayes, the Minutes of November 5, 2019, were approved.

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Dawn DeSart, District 5
SECONDER: Lori Chassee, Vice Chairperson
AYES: Bastian, Broder, Chaplin, Chassee, Crandall, DeSart, Grill, Krucek, Ozog, Renehan, Rutledge, Ungerleider
ABSENT: Selmon

5. COMMITTEE VOTE REQUIRED

Action Item -- Request for Modification Five to the HOME Investment Partnerships Program Agreement for project #HM16-02 between DuPage County and DuPage Habitat for Humanity, Inc. – Acquisition, Rehabilitation, and Resale - extending the time period covered by the grant to March 31, 2020.

Mary Keating gave a background of Project #HM16-02, stating this project has been ongoing with Habitat for Humanity (Habitat) for 2½ years. Habitat was provided funding to purchase, rehab, and resell properties to eligible home buyers. The project started with five homes, and eventually was scaled back to two homes, due to difficulty of performance and construction. The homes were purchased November 2017 and April 2018. One house took 1 ½ years to complete construction and close to one year on the other home. Construction was completed May 2019, and the County has been trying to get information from Habitat since. One staff stated she has sent 17 emails since May 2019 requesting documentation. In June and August 2019, the County received information from Habitat that they had signed contracts with potential homebuyers. We still did not have the construction documentation or documentation that provides eligibility of the home buyers. The purchases to homebuyers can’t be completed until we have documentation that shows the rehab was performed in accordance with the agreement.

Member Renehan asked what will happen to the potential homebuyers if an extension is not granted. Our staff stated we have no current potential homebuyers. Dave Neary is here from Habitat and can speak regarding homebuyers.

Dave Neary, Executive Director of the Habitat for Humanity, appealed to the committee, saying Habitat has had staffing issues but is culpable for the delays. He added they do not need the full extension to March 31. Habitat is assembling requested paperwork. The Illinois Housing Development Authority (IHDA) has a down payment program that should assist buyers in January, and Habitat can carry the mortgage so they can complete a closing in about seven days. Mr. Neary added Habitat can’t provide closing documents and will need to meet with the County to determine the encumbrance. Some changes in laws 1 ½ years ago left Habitat with questions on how to run loans and disclosures and they can’t get a closing commitment from a title company until all the information is
assembled and the numbers are accurate. He concluded by saying not being granted an extension would be catastrophic for Habitat and the buyers, as they are close, and Habitat would have to determine a new course for the homebuyers.

Member Renehan asked about work that was completed that was not part of the contract. Mr. Neary replied that a year ago, they were told paperwork was done and they were under the impression that the County had received some of the paperwork. A subcontractor brought in another insulation subcontractor not on their scope which amounted to around $2,000 and was not identified until they ran the cost report. Habitat is still producing paperwork as required by the grant, and for parts of the projects they are not seeking funding and are willing to forego the rest of the payments if necessary. They will assist with down payments for families just so they can complete these transactions and move on.

Member DeSart asked for clarification regarding scrapping the whole project versus the extension and how the votes would be directed. Ms. Keating explained the staff recommendation is that we are done with this project. Discussing timelines, Habitat would need about seven days and Julie Hamlin, Manager of Community Development, stated her staff would make it a priority depending on project workload, but would need a couple of days to review paperwork. There is a checklist for the resale component of the project, and specific documents that need to be provided to get to closing.

Member Chassee mentioned that the motion and second on the table was to extend the contract and for those that want to be in support of staff, to vote no. She confirmed that Habitat will assume the down payment to avoid waiting for the program’s homeowners to produce a down payment.

Member Chassee asked if we could amend the motion to include a 30-day extension with an absolute denial should there be failure to complete?

Committee was in keeping with the Member Chassee’s recommendation and after discussion regarding dates and the need for this agreement amendment having to go to Health and Human Services and County Board, Ms. Keating recommended the amendment be extended through February 14, 2020, which allows for two County Board meetings if necessary. Chair Rutledge confirmed with Mr. Neary that lack of paperwork will not be the source of any delays moving forward. Based on the exchange with staff the last couple of days, Mr. Neary feels this will not be an issue. Clarification from Paul Bruckner, State’s Attorney, resulted in withdrawing the first motion and Lori making a new motion to include the 30 days.

Chair Rutledge asked if we deny the extension, how it would look. Ms. Keating replied that the contract is expired, Habitat is in default of the original agreement, and they would have to repay any funding we have provided up to this point, which is $219,000. Any future projects with Habitat may be more scrutinized.

The agreement will be amended to expire on February 14, 2020 with no further extensions allowed. Member Chassee so moved, Member Chaplin seconded, all ayes on a voice vote, motion carried.

On a Voice Vote, all Ayes, the motion passed as amended.
### RESULT:
APPROVED [UNANIMOUS]

**MOVER:** Lori Chassee, Vice Chairperson  
**SECONDER:** Elizabeth Chaplin, District 2  
**AYES:** Bastian, Broder, Chaplin, Chassee, Crandall, DeSart, Grill, Krucek, Ozog, Renehan, Rutledge, Ungerleider  
**ABSENT:** Selmon

### 6. OTHER BUSINESS
There was no other business.

### 7. ADJOURNMENT
There being no further business, the Home Advisory Group was adjourned at 11:30 AM.

### 8. NEXT MEETING DATE - FEBRUARY 4, 2020