

**EVANSTON HOUSING COMMISSION
MINUTES
September 18, 2008**

Present: Susan Munro, Chair, Tim Angell, Sara Ashmore Diggs, Carol Balkcom, Eric Beauchamp, Brooks Harding, Richard Mosley, Bruce Nelson, Joanne Zolomij

Staff: Donna Spicuzza, Housing Planner

I. The meeting was called to order at 7 pm with a quorum present. Ms. Munro said she recommended that minutes be shortened in the future to simply include the actions taken and a summary of discussion. **The Minutes of the July 19, 2008 and August 21, 2008 meetings were approved 8 – 0.**

II. Communications

- Staff informed members that on September 29, HUD plans to release information on the implementation of the CDBG neighborhood stabilization funds that are part of the Housing and Economic Recovery Act of 2008. Members received a summary of the highlights of the legislation
- Members reviewed the Downpayment Assistance Report and asked about use of funds on subsidized developments
- Members reviewed the Affordable Housing Fund report and Developer Contribution list and asked for an update on status of projects where pledges have not yet been received
- The Chair informed members of an October 16 “Snapshot Evanston 2008” event
- The Chair noted that Betsy Lassar was being honored that evening at the annual meeting of Interfaith Housing Center of the Northern Suburbs and suggested that the Commission send her a letter of congratulations. Members concurred.

III. Recommend Allocation of CHDO Operating Funds

Ms. Munro noted that this item was tabled at the August 21 meeting after a lengthy discussion because two members planned to recuse themselves from the vote and there would not be a quorum. She said she since researched Robert’s Rules of Order and found that if a quorum of members is present, a board or commission can take action even if the number of people voting is less than a quorum.

A **motion** was made by Bruce Nelson and seconded by Tim Angell **to divide the \$81,834 in available HOME CHDO operating funds equally among the five CHDOs. The motion passed 7-0, with two recusals.**

Another **motion** was made by Bruce Nelson and seconded by Sara Ashmore Diggs **to disburse the funds in one lump payment to each CHDO. The motion passed 7-0, with 2 recusals.**

IV. Certify Continuum of Care Applications for Consistency with Consolidated Plan

Members received a summary of the ten Supportive Housing Program applications and the Homeless Management Information System (HMIS) program application, which are being submitted by the Evanston Alliance on Homelessness to HUD. The applications must include certificates that the applications are consistent with the City’s 2005-2009 Consolidated Plan. Suzanne Calder, chair of the Evanston Alliance on Homelessness, spoke about the application process

Bruce Nelson moved that the Commission certify that the applications meet the strategies and objectives in the City's 2005-2009 Consolidated Plan, and the motion was seconded by Joanne Zolomij. The motion passed 9-0.

V. Comprehensive Affordable Housing Plan Task Force

Ms. Munro said there were 37 people who either volunteered or were nominated for participation on the Task Force. Three of the commissioners will review the names then divide them for all commission members to call them up to discuss their interest.

Members discussed the procedure for getting funds approved to hire a consultant to facilitate the Task Force and help draft the Affordable Housing Plan. Mr. Angell suggested that funding should be determined before a Request for Qualifications or for Proposals went out, and if an RFQ was issued they could choose a firm, and then negotiate the cost. Members noted that the funding would come from the Affordable Housing Fund, and discussed what amount might be required and about getting on the Planning and Development Committee for funding.

Members received a draft of the Request for Proposals with staff revisions, and were asked to look it over in the next week and make any comments on the scope of work and see if it can be a Request for Qualifications.

VI. Public Comment

Keith Banks of ECDA suggested that sensitivity was needed in considering use of the Downpayment Assistance Program with subsidized ownership developments.

Adjournment The meeting adjourned at 8:25 p.m.

Respectfully submitted,
Donna Spicuzza, Housing Planner