



APPROVED

## MEETING MINUTES

### HOUSING AND HOMELESSNESS COMMISSION

Thursday, July 9, 2020 7:00 P.M.

Remotely via Zoom

**Present:** Chair Larry Donoghue, Monika Bobo, Kathy Feingold, Moika Long, Ald. Eleanor Revelle, Renee Phillips, Ellen Cushing.

**Absent:** Noelle Gilbreath, Neda Nozari,

**Staff:** Sarah Flax, Housing and Grants Manager, Marion Johnson, Housing and Grants Intern

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#### Call to Order/Declaration of a Quorum

Chair Donoghue called the meeting to order at 7:03 PM with a quorum present.

#### Suspension of the rules

Ald. Revelle moved suspension of the rules to allow for members to participate electronically or by phone. Ellen Cushing seconded the motion; it was approved unanimously.

#### Approval of Meeting Minutes

Ald. Revelle moved approval of the February 18, 2020 minutes, Kathy Feingold seconded the motion; Ellen Cushing and Renee Phillips abstained due to not being present at the last meeting. The minutes were approved unanimously.

#### Community Partners for Affordable Housing 2019-2020 Waitlist Activity Report

Staff presented the waitlist activity report for feedback. The report template is meant to be presented semi-annually to the commission and the City Council. Amy Kauffman, Director of Development and Community Relations of Community Partners for Affordable Housing (CPAH), provided some context on the reporting.

Kathy Feingold shared that it was helpful information. Larry Donoghue asked whether the income levels in the charts were ranges. Staff agreed to clarify how this information was shown on the report. Ellen Cushing suggested providing more information on the size and income level units in each building. Alderman Revelle also suggested identifying whether the units in the charts were new construction, condo conversion, or other. Renee Phillips asked whether additional information about the average and longest time a household stays on the list. The commission also discussed how the report provides some information on the process in getting units rented, including number of applications being approved, pending, and turned down, either by the prospective tenant or building owner. Amy Kauffman from CPAH provided some context on why people may stay on the wait list. Outside of unit availability, matching households to units also comes down to timing, personal situation such as a job change or desire to stay in their current unit, inability to certify the income information originally

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provided or to complete their application. Ms. Kauffman also shared information on how the centralized waitlist works and is prioritized. She shared there is very little turn over on the units and that tenants so far are staying in their units. Prospective tenants are not deleted from the list but instead get moved to the bottom of the list if they reject 2 units. Mr. Donoghue asked how much the list changed in the last 12 months. Amy Kauffman shared that about 200 eligible people were added, but that CPAH gets about 3 calls for each eligible application.

**Approval of Renewal Funding to Administer the Inclusionary Housing Waitlist**

Amy Kauffman, Director of Development and Community Relations of Community Partners for Affordable Housing (CPAH) provided background on the Inclusionary Housing Waitlist and their proposal to continue administering it.

Ms. Kauffman explained this proposal is for 20 months and will include 2 waitlist updates as well as 2 income re-certifications process due to the timing of the contract. Mr. Donoghue pointed out that the monthly cost for this contract had gone down compared to the previous year but that the amount of work required would likely increase due to the expansion of units, updates, and recertifications, and was concerned about making sure the City was covering the actual costs expanded by CPAH to administer the waitlist. Ms. Flax shared that while it was correct, the past year contract had been extended to 16 months instead of 12 months. Ms. Kauffman stated that CPAH was confident that they would be able to cover services and keep the level of service and that an adjustment could be possible with the next contract if needed. Ms. Flax added that should the scope of work changed dramatically, staff could review and come back to the commission for additional funding as needed.

There being no further discussion, Ellen Cushing moved approval of the funding request, Renee Phillips seconded the motion and it was approved 7-0.

**Staff Reports**

Sarah Flax gave an update CDBG-CV and ESG-CV funding from the CARES Act provided to prepare, protect, and respond to COVID-19. City staff is currently projecting potential expenditures, including a potential 25% match to the FEMA reimbursement for the COVID-19 expenditures such as hotel rooms to house the homeless during the COVID-19 crisis. The ruling on this match is yet to be determined, making financial projections and program design challenging. Ms. Flax shared local partners and non-profits have also expended a significant of money and applied to various reimbursement programs through FEMA or Cook County. Ms. Flax also discussed the upcoming eviction moratorium ordinance slated for the July, 27 City Council.

Staff shared that a request for funding for the rapid rehousing of more than 21 homeless family with children was approved by City Council earlier this month. Staff is presenting a second request to house a group of more than 20 single adults to next City Council. Ms. Flax shared the need to stay cautious with the spending as official ruling on how the funds can be expanded was not final yet, most specifically regarding the 25% FEMA

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match which amounts to close to \$300,000. Staff is also currently working on a small business assistance program using CDBG-CV funding. Finally, the City Council will also be presented with a second substantial amendment to our 2019 PY Plan for CARES Act funding, including the increase in ESG-CV funding. Ms. Flax shared that based on the public participation plan amendment required for CDBG-CV and ESG-CV funding, funding requests utilizing these funds would go either directly to City Council or to a commission appointed by the City Council. She also shared that while funds have been allocated to the City of Evanston, no money had been received yet.

Larry Donoghue thanked the City staff for the amount of work performed.

**New/Other Business**

Nomination of Chair and Vice Chair: Staff shared that members had nominated Larry Donoghue for Chair and Monika Bobo for Vice Chair. Kathy Feingold moved to vote on their appointment, Ellen Cushing seconded the motion. Members of the commission voted 7-0 to appoint the chair and vice chair.

**Public comment**

Mrs. Tina Paden provided public comment via chat during the meeting and asked how landlords could sign-up to provide affordable housing. Staff responded a form was in the works and would be shared with Ms. Paden directly as well as posted on the landlord's page on the City's website. Ms. Paden asked how to sign-up as a landlord to use centralized waitlist units. She also requested information on how to apply for the owner-occupied rehab program. Staff responded that they would follow up and provide this information to Ms. Paden by email when the information is available.

**Adjournment**

There being no more business before the commission, Alderman Revelle moved to adjourn, Monika Bobo seconded the motion and it was approved unanimously at 8:34 PM.

The next scheduled meeting of the Commission is Thursday, August 6, at 7:00 PM via Zoom.

Respectfully submitted,  
Marion Johnson, Housing and Grants Intern