

HEALTH AND HUMAN SERVICES COMMITTEE
Village of Schaumburg
Meeting of February 22, 2024 7:00 PM
Conference Room B

CALL TO ORDER: Chairperson Patel called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Trustee Esha Patel
Trustee Mark Madej
Trustee Jack Sullivan

OTHERS PRESENT: Brian Townsend, Village Manager
Bill Wolf, Police Chief
Shawn Green, Deputy Police Chief
Ryan Franklin, Assistant Director of CDD
Chidochashe Baker, Community Planner

**OTHERS PRESENT VIA
REMOTE:**

APPROVAL OF MINUTES:

A motion was made by Trustee Madej to approve the minutes of the meeting of October 26, 2023. Seconded by Trustee Sullivan. Roll call – Trustee Sullivan, Madej and Patel voted aye. No Trustee voted nay. Motion carried unanimously.

NEW BUSINESS:

1. Recommendation to Approve Modifications to Therapeutic Mental Health Services Delivery Model

Chief Wolf reminded the committee that back in August 2023 they were presented a plan to transition away from the Family Counseling Center (FCC) model. An analysis was done at the time that showed most of the people who were going to the FCC had their own insurance and could easily transition to a therapist in the private sector. We contracted with Owens and Associates to provide counseling services to people who wanted to continue their therapies there or could not afford to make the move to private sector. Over this period most people have either finished their counseling or have moved to private providers. Since then, we have not seen a strong need for that service in the community. We have seen some people that are being referred to or coming through our social workers that can't afford private services that are being helped initially with our staff therapist or are being referred to Owens to provide that service.

Chief Wolf reminded the Committee that we had received a grant for the mobile health unit and that program is up and running and is having great success.

Health and Human Services Committee

Village of Schaumburg

Meeting of February 22, 2024

Page 2 of 6

Staff recommends keeping the FCC closed, consider selling the building at 17 E. Schaumburg Rd, and hire a hybrid therapist who could provide therapy but also be another resource to respond with the Mobile Mental Health Crisis Unit.

Trustee Sullivan asked if our current social workers still see people who come in. Chief Wolf responded yes; we currently have social workers who is also a licensed therapist. Anyone who needs longer therapies we are referring out to Owens and Associates to provide that service.

Trustee Sullivan asked if we are eligible for any of the mental health board funds being provided by the Township. Chief Wolf informed him that Kristin Jordan has been in touch with the Township and we are looking into it.

A motion was made by Trustee Madej to concur with the recommendation to approve the modifications to the village's therapeutic mental health services delivery model and direct staff to explore the disposition of the property at 17 E. Schaumburg Road. Seconded by Trustee Sullivan. Roll call – Trustee Sullivan, Madej and Patel voted aye. No Trustee voted nay. Motion carried unanimously.

2. Recommendation to Approve the Community Development Block Grant (CDBG) 2023 Action Plan Amendment

HUD allows the Village to make minor amendments to the Consolidated Plan and Action Plan administratively. Substantial amendments must go through the public hearing process, which requires a 30-day public comment period and public hearing. Substantial amendments are defined in the Citizen Participation Plan, and required under the following circumstances:

1. To carry out an activity not previously described in the Consolidated Plan or Annual Action Plan
2. To make a substantial change in the purpose, scope, or location of an activity.
3. To increase a project or activity's budget by more than 25%

At the beginning of PY 2023 the Village had a total entitlement balance of \$909,527.58. The Revised 2023 Action Plan estimated \$145,960.75 in uncommitted prior year funds. These are funds that are not committed to any projects. At the beginning of PY2023 the Village had a total of \$217,772.94 in actual uncommitted prior year funds. Because of the additional uncommitted prior year funds available, Staff is proposing to reallocate funds to new and existing projects/programs.

Existing projects that have funding increases:

- The Residential Rehabilitation Loan Program was originally allocated for \$100,000 staff is recommending increasing it by \$5,000.
- The Barn Renovation was initially allocated \$114,000. After working with EPW staff is recommending an additional \$46,400 in the amendment.
- Planning and Administration was originally allocated \$600. The budget for travel and meeting is increasing by \$200 and audit costs are increasing by \$25. Staff is recommending increasing it by \$225.

New projects not listed in the original action plan:

Health and Human Services Committee

Village of Schaumburg

Meeting of February 22, 2024

Page 3 of 6

- Residential Rehabilitation Loan Program – Administration, which is administrated by North West Housing Partnership (NWHHP). Staff recommends allocating \$15,000 to the administration of the Rehab Program in the 2023 CDBG Action Plan.
- Handy Worker Program, the Village has contracted with a new handy worker for the program and anticipates an increased number of handy work request in plan year 2023. Staff recommends allocating \$5,000 for the Handy Worker Program in the 2023 CDBG Action Plan.
- CDBG Sidewalk Replacement – Area 13. Working with EPW it was identified that the area bounded by Schaumburg Rd, Braintree Drive, Amherst Dr and Ellington Dr as the targeted area for sidewalk replacement. Staff is recommending allocating \$195,966.

CDBG-CV Programs:

CV-Rental and Mortgage Assistance Programs to date the amount of \$42,434.73 for public service-related services. The demand for the Rental Assistance and Mortgage Assistance has decreased, staff is evaluating reallocating funds to other activities that fall within CDBG-CV guidelines.

Staff recommends approval of the Amended 2023 CDBG Action Plan.

A motion was made by Trustee Madej to concur with the recommendation to approve the 2023 CDBG Action Plan Amendment. Seconded by Trustee Sullivan. Roll call – Trustee Sullivan, Madej and Patel voted aye. No Trustee voted nay. Motion carried unanimously.

3. Overview of the Village’s Community Development Block Grant (CDBG) Program - Informational

Brian Townsend began by mentioning there was a request to provide informational items to the committee about services and programs the Village offers. Chidochashe Baker will be doing the presentation about Community Development Block Grant (CDBG) Program.

Annually the US Department of Urban Development allocates CDBG funds to entitlement communities. These are communities that have a population of 50,000 or more. The funds are allocated to provide decent housing, provide suitable living environment, as well as expand economic development. The current allocation for entitlement funds is \$375,000 received in total in funds that haven’t been spend from previous year is \$879,614. For the CDBG CV funds the village received \$929,915 and \$97,410 remains. \$42,000 is allocated towards public service and remaining funds are allocated to economic development programs.

CDBG are required to be used to meet the national objectives. There are three national objectives Low and Moderate income, benefits to prevent slum and blight, and urgent need. 70% of CDBG funds are required to be used to assist low-and moderate-income (LMI) persons. There are four subcategories of LMI benefits activities:

1. Low & Moderate Area (LMA) - These are activities and projects in an area in which 51% of the residents are LMI persons. LMA service areas must be primarily residential. HUD allows an exception to the 51% requirement for communities that have few areas within the jurisdiction that have 51% or more LMI residents. The Village has an adjusted LMA percentage of 42.26%. The Village’s annual

Health and Human Services Committee

Village of Schaumburg

Meeting of February 22, 2024

Page 4 of 6

CDBG Sidewalk Replacement Program qualifies as a LMA activity. Attached is a copy of the Village's current LMA Map.

2. Low & Moderate Limited Clientele (LMC) - These are activities which benefit a limited clientele. At least 51% of the beneficiaries must be persons whose family income does not exceed the LMI income limit. Limited clientele also includes presumed LMI persons including, abused children, victims of domestic abuse, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons with aids and migrant farm workers. Several public service agencies assisted through the Village's CDBG program qualify as LMC activities. Public facility improvement projects including the Jennings house renovation, the Barn Deck and Ramp project, and the Harbour house renovation also qualify as LMC activities.

3. Low & Moderate Housing (LMH) - These are activities carried out for the purpose of providing or improving permanent residential structures which upon completion will be occupied by LMI households. The village's Residential Rehabilitation and Handy Worker Programs qualify as LMH Activities. Attached is a copy of the 2023 Income limits.

4. Low & Moderate Job Creation and Retention (LMJ) - These are activities designed to create or retain permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons. The Village's Small business loan Program qualifies as a LMJ activity.

In order to receive CDBG funds the Village must prepare and submit a Consolidated Plan and subsequent Annual Action Plans for each of the five-program year to HUD.

- The Five-Year Consolidated Plan is a comprehensive planning document that identifies the overall housing and community development needs of the Village, outlines available programs, and resources, and establishes a strategy for prioritizing and addressing these needs. The Village's current Five-Year Consolidated Plan was submitted in 2020 to cover CDBG program years 2020 - 2024. Staff will begin preparation of the next Five-Year Consolidated Plan (2025 - 2029) in October of 2024 for submission in August of 2025.

- An Annual Action Plan is a document that identifies projects and activities the Village plans to accomplish in each program year (PY) to address the priorities and objectives of the Five-Year Consolidated Plan. The village is currently in program year 2023 which began in October of 2023 and will end in September of 2024.

- HUD allows the Village to make minor amendments to the Consolidated Plan and Action Plan administratively. Substantial amendments must go through the public hearing process, which requires a 30-day public comment period and public hearing. Substantial amendments are defined in the Citizen Participation Plan, and required under the following circumstances:
 1. To carry out an activity not previously described in the Consolidated Plan or Annual Action Plan; or
 2. To make a substantial change in the purpose, scope, or location of an activity.
 3. To increase a project or activity's budget by more than 25%.

Health and Human Services Committee

Village of Schaumburg

Meeting of February 22, 2024

Page 5 of 6

- The Consolidated Annual Performance and Evaluation Report (CAPER) is a report on the progress in carrying out the Annual Action Plan. The CAPER is designed to provide the jurisdiction an opportunity to assess its annual performance in relationship to meeting its overall five-year Consolidated Plan priorities and objectives.

The current Five-Year Consolidated Plan was presented to the committee:

Current Five-Year Consolidated Plan (2020 - 2024) Objectives and Goals

- **Public infrastructure and Public Facility Improvements:** Provide improvements to public infrastructures and public facilities to create a suitable living environment.
 - Goal: Fund a minimum of 10 public facilities, and 5 public infrastructure projects.
 - Current public facilities projects and activities:
 - Jennings House Renovation,
 - The Barn Deck & Ramp Project
 - The Harbour House Renovation
 - Current public infrastructure projects and activities:
 - Annual CDBG Sidewalk Program
- **Affordable Housing:** Provide decent housing through access to affordable housing programs and services.
 - Goal: Assist a minimum of 55 households.
 - Current projects and activities:
 - The Residential Rehab Program: This program offers 0% interest loans to eligible homeowners for necessary home improvements. Priority is given to elderly and disabled homeowners. A maximum loan of \$25,000 for a single-family household and \$15,000 for a multi-family household is provided to the homeowner and is due in 30 years, whenever the home is sold or there is a change in title.
 - The Handy Worker Program: This program provides grants to elderly and disabled homeowners for minor repairs and ADA improvements. A maximum grant of \$500 per household is provided.
- **Public Service Assistance:** Provide assistance to non-housing public services to provide suitable living environments and economic development assistance. * HUD has a cap of 15% of the annual allocation for public service assistance.
 - Goal: Assist 850 residents through public service agencies.
 - Types of public service agencies currently funded:
 - Homeless /Continuum of Care public services
 - Special need public services
 - Non-special needs/non-homeless public services
- **Economic Development:** Create economic development opportunities for the purpose of creating/retaining jobs, assisting low and moderate-income business owners, improving commercial areas, and providing additional services to low- and moderate-income areas.
 - Goal: Assist a minimum of 15 businesses.

Health and Human Services Committee

Village of Schaumburg

Meeting of February 22, 2024

Page 6 of 6

- Current projects and activities:
 - Small Business Loan Program: This program provides eligible applicants with 80% matched, forgivable loans of up to \$15,000.
- **Planning and Administration:** Utilize CDBG funds for staff time and necessities to administer the CDBG program. *HUD has a cap of 20% of the annual allocation for Planning and Administration costs.

A motion was made by Trustee Madej to accept this information regarding Overview of the Village's Community Development Block Grant (CDBG) Program. Seconded by Trustee Sullivan. Roll call – Trustee Sullivan, Madej and Patel voted aye. No Trustee voted nay. Motion carried unanimously.

UNFINISHED BUSINESS:

DEFERRALS:

COMMENTS FROM THE AUDIENCE:

ADJOURNMENT:

A motion was made by Trustee Sullivan to adjourn the Health and Human Services meeting at 7:33p.m. Seconded by Trustee Madej. Roll call – Trustee Sullivan, Madej and Patel voted aye. No Trustee voted nay. Motion carried unanimously.

NEXT VILLAGE BOARD MEETING: March 12, 2024

Respectfully submitted,
Elizabeth Scanlan, Recording Secretary