



**McHenry County  
Community Development  
Housing Grant Commission  
Public Meeting-October 23, 2024 8:30 AM CDT  
MINUTES**

## **1.0 CALL TO ORDER**

Meeting called to order at 8:32 AM by Chair Von Bergen.

**Members Present:** Von Bergen, Adamson, Smith, Grammer, Draffkorn, Reining, Haussmann

**Members Absent:** LaMorte, Pietrarosso, Mohr

## **2.0 MINUTES APPROVAL**

Minutes approval deferred to next meeting.

## **3.0 PUBLIC COMMENT**

No comments.

## **4.0 OLD BUSINESS**

None.

## **5.0 NEW BUSINESS**

None.

## **6.0 DISCUSSION & DIRECTION**

### **6.1 Staff recommendations of application based on community needs and priorities**

Commissioner Smith asked Senior CD Specialist Brandon Kyker for a staffing update on the CD Division.

Mr. Kyker gave an update on the CD staff and some of the changes that have taken place. The County is still searching for a new CD Administrator, while a new Lead Safe Homes program manager is starting Monday.

Chair Von Bergen noted that Mr. Kyker has done an excellent job keeping the Commission moving forward and organized.

Mr. Kyker went over proposed changes to reviewing CDBG and HOME applications and requests for funding.

Commissioner Smith requested that match information was also included with the applications and documentation provided to the commissioners.

The commissioners discussed the new project information sheet and how many projects they would like to see per page.

Commissioner Draffkorn requested that the project sheets also include project type, such as Public Service, so they can take into account any caps or limitations to funding.

## **6.2 CDHG Commission involvement relative to changes in scope of approved projects**

Mr. Kyker asked if commissioners would want applicants to come in when already allocated projects change scope.

Commissioner Grammer said he would like to see the changes before they are approved.

The commissioners agreed they could discuss these changes through email and did not have to have a special in-person meeting for them.

Chair Von Bergen added they certainly should not encourage these changes in scope from project subrecipients.

## **6.3 CDBG and HOME Updates**

Mr. Kyker reviewed CDBG allocations from previous years and provided an estimated amount for 2025. He also confirmed there are two information public meetings coming up for CDBG and HOME.

Commissioner Smith asked about the requirements for all of these programs and if the CD Division will be able to navigate them without the previous CD Administrator who was very informed about the rules and regulations.

Mr. Kyker replied absolutely, he has taken multiple CDBG and HOME trainings and is well versed in both, and that the County's HUD rep has made himself available for any needs of both himself and the rest of the CD team.

Commissioner Smith added if you run into any issues or have questions, he knows CD Administrators in other states who may be able to assist.

## **6.4 Discussion regarding start time of future meetings**

Chair Von Bergen asked what time commissioners would like to meet in the next year?

Commissioner Reining said he would prefer afternoon meetings as he has to use vacation time for these meetings.

Commissioner Draffkorn said they should do the fall meetings in the afternoon but she has no problem with how they do the longer allocation meetings.

Commissioner Smith said they can start long meetings in the morning, and the shorter ones can start in the afternoon.

Mr. Kyker confirmed with the commissioners that Wednesdays are the best day to meet.

Mr. Kyker also noted that the CD Division is working on the Consolidated Plan and has met and interviewed Derik, previously the city administrator of McHenry, to be a consultant during the process. He has great expertise and relationships with local municipalities

#### **7.0 MEMBERS' COMMENT, MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS**

Commissioner Haussmann brought up the topic of next year's meeting dates and said the earlier, the better when it comes to knowing the commission meeting dates.

The commissioners agreed they can review the future meeting dates via email.

#### **8.0 ADJOURNMENT**

Motion to adjourn at 8:58 AM made by Commissioner Smith, seconded by Commissioner Draffkorn. All in favor. Meeting adjourned at 8:58 AM.