



1200 WILMETTE AVENUE
WILMETTE, ILLINOIS 60091-0040

HOUSING COMMISSION

MEETING AGENDA

Thursday, September 4, 2014
7:30 A.M.

Village Board Conference Room, Village Hall

I. Call to Order

II. Approval of Minutes

Minutes from the meetings held on February 28, 2014 and May 14, 2014

III. Chair Report

IV. Staff Report

V. Request for Emergency Housing Assistance 2014-02

VI. Old Business

VII. Adjournment

If you are a person with a disability and need special accommodations to participate in and/or attend any Village public meeting, please notify the Management Services Department at (847) 853-7509 or TDD (847) 853-7634.

For additional information, please call (847) 853-7511, the Village Clerk's Office.



1200 WILMETTE AVENUE
WILMETTE, ILLINOIS 60091-0040

**MINUTES OF THE HOUSING COMMISSION
FRIDAY, FEBRUARY 28, 2014
7:30 A.M.
VILLAGE BOARD CONFERENCE ROOM OF VILLAGE HALL
1200 WILMETTE AVENUE, WILMETTE, ILLINOIS 60091**

Members Present: Jane Hornstein
Michael Robke
Charley Smith

Members Absent: None

Staff Present: Erika Fabisch, Planner I; John Adler, Director of Community

Guests Present: None

I. CALL TO ORDER

Chair Hornstein called the meeting to order at 7:42 a.m.

II. APPROVAL OF MINUTES FROM SEPTEMBER 25, 2013

Commissioner Robke moved to accept the meeting minutes as submitted and Commissioner Smith seconded the motion. The motion passed.

Voting Yes: Chair Hornstein, Commissioner Robke and Commissioner Smith. Voting No: None. Absent: None. **The motion carried.**

III. CHAIR REPORT

No Chair report was discussed.

IV. STAFF REPORT

Ms. Fabisch passed out handouts that went out to all participants in the Housing Assistance Program from ComEd for flexible payment options and residential special hardship program and partnerships. Ms. Fabisch also sent a flyer to all Housing Assistance Program participants with current programs offered at North Shore Senior Center.

V. DISCUSSION OF THE HOUSING ASSISTANCE PROGRAM PRIVATE FUNDING UPDATE AND DISCUSSION OF FUNDRAISING MARKETING

Mr. Adler gave an update on the meetings held by the Ad Hoc Committee for Private Funding of the Housing Assistance Program. Mr. Adler announced at the recommendation of the Ad Hoc Committee for Private Fundraising of the Housing

Assistance Program, the Village Board has approved the continuation of monthly rental assistance for current participants to allow all renters to extend their leases for one additional year into 2015. Commissioners reviewed the draft report to the Village Board from the Ad Hoc Committee for Private Fundraising which contains recommendations on how to best promote and market the fundraising effort. One of the recommendations is to have the Housing Commission create profiles of current participants who are willing to share their story of why they need housing assistance and how the assistance has impacted their lives. The Housing Commission, along with Village staff, will work to identify HAP program participants that they believe would make compelling stories. Depending on the relationship with the participant either staff or a Commissioner can make the initial contact with the participant to gauge their willingness to participate.

Ms. Fabisch gave an update on the donations to the HAP fund.

The Commission discussed the amount of liens in the property tax program and if the goal of the funding should be a long term program for property tax assistance or a shorter term program for renters.

Chair Hornstein made several suggestions to staff on who to contact if New Trier Township cannot assistance in the application intake process.

VI. OTHER BUSINESS

No old business was discussed.

VII. ADJOURNMENT

Commissioner Robke moved to adjourn the meeting, seconded by Commissioner Smith.

Voting Yes: Chair Hornstein, Commissioner Robke and Commissioner Smith. Voting No: None. Absent: None. **The motion carried.**

Next meeting date will be determined when there is new business to discuss.

The meeting was thereafter adjourned.

Respectfully Submitted,

Erika Fabisch, Planner I



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**MINUTES OF THE HOUSING COMMISSION
WEDNESDAY, MAY 14, 2014
7:30 A.M.
VILLAGE BOARD CONFERENCE ROOM OF VILLAGE HALL
1200 WILMETTE AVENUE, WILMETTE, ILLINOIS 60091**

Members Present: Jane Hornstein
Michael Robke
Charley Smith

Members Absent: None

Staff Present: Erika Fabisch, Planner I

Guests Present: None

I. CALL TO ORDER

Chair Hornstein called the meeting to order at 7:30 a.m.

II. CHAIR REPORT

Chair Hornstein gave an update on the partnership with the City of Evanston and Connections for the Homeless programs which are now offering rent subsidies. Chair Hornstein gave an update on the FEMA/CDBG Recovery Grant program for Cook County with a portion of the funding going toward tenant based resident assistance. The tenant-based rental assistance program will be administered by a qualified subrecipient and will provide shallow subsidies to low-income households wishing to live in opportunity areas to be close to work, family or community and are priced out of the rental market due to high demand.

III. STAFF REPORT

Ms. Fabisch gave an update on the Housing Assistance Program.

IV. REQUEST FOR EMERGENCY HOUSING ASSISTANCE

An applicant for the Emergency Housing Assistance Program (EHAP) submitted a request for rent assistance and utility bill assistance on May 2, 2014. This is the first request for assistance from EHAP this year. The applicant is requesting three month's rental assistance and utility bill assistance. The applicant was referred to the Village by the New Trier Township social worker, Jeanne Rosser and by Charlotte Melzer of St. Vincent de Paul Society of St. Joseph Church, Wilmette.

Applicant received rent assistance and other social services including food pantry from New Trier Township in the amount of \$725.00 in September 2013. The applicant is a single head of household and helps take care of her granddaughter a few days a week. The applicant is working with Manpower, a temporary employment agency. The applicant is currently working third shift at the Motorola factory. The applicant was previously employed as a special needs teaching assistant at a Chicago Public School which closed in 2012. The applicant fell behind in rent due and utility bill payments due to reduced third shift hours. The applicant is requesting three month's rental assistance and utility assistance.

Supporting documents in the application include: state and federal income tax returns for 2013 and 2012; current checking statement; rental lease, Nicor bill; ComEd bill; direct deposit earnings statements from employer; referral letter from St. Vincent de Paul Society of St. Joseph Church, Wilmette; referral from Jeanne Rosser, New Trier Township; and letter explaining circumstances.

The Housing Commission reviewed the request for emergency rent and utility assistance and approved the applicant for one month's rent assistance and payment of both electric and gas bills. Along with rent and utility bill assistance, the Housing Commission would like the application to meet with Wilmette Social Worker Olivia Chui instead of the New Trier Township Social Worker and apply for Cook County Public Aid, LINK card, LIHEAP and Evanston Hospital Reduced Health Care Services.

The Housing Commission approved the applicant for one month's rent assistance and payment of both electric and gas bills in an amount of \$725.00 in rent assistance and utility assistance for \$220.56 to ComEd and \$120.94 to Nicor Gas. The total assistance amount is \$1,066.50.

Voting Yes: Chair Hornstein, Commissioner Robke and Commissioner Smith. Voting No: None. Absent: None. **The motion carried.**

V. OTHER BUSINESS

No old business was discussed.

VI. ADJOURNMENT

Chair Hornstein moved to adjourn the meeting, seconded by Commissioner Robke.

Voting Yes: Chair Hornstein, Commissioner Robke and Commissioner Smith. Voting No: None. Absent: None. **The motion carried.**

Next meeting date will be determined when there is new business to discuss.

The meeting was thereafter adjourned.

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Erika Fabisch, Planner I

Housing Assistance Program Worksheet
CONFIDENTIAL

Address Block:	724 12th Street		
Applicant Number:	2014-02		
Date of Application:	6/30/2014		
Number in Household:	1		
Age:	76		
Residency:	1990		
Disability Present:	Y		
Assistance Requested:	Mortgage		
Reapplication Date:			
Household Income:		76	
Social Security:		\$9,612	
Pension/Retirement:		\$30,600	
Dividends/Interest:		\$0	
Salaries/Wages/Commissions:		\$0	
Cash Regularly Received:		\$4,000	
Other:		\$0	
Total by Individual:		\$40,212	
Gross Income For Household:	\$44,212		
Medical/Pharmacy Deductions:	\$1,404	(see application for figures)	
NET INCOME FOR HOUSEHOLD:	\$42,808	Maximum Income: \$40,550	
Household Expenses:			
housing costs (mortgage and condo assessments):	\$22,968		
housing as percentage of income:	53.7%		
**other expenses (utility bills; insurance; phone/tv bills):	\$29,172	(see application for figures)	
Assets:		76	
Checking/Savings:		\$2,700	
Real Estate, Business Owned, Money Market, etc.:		\$0	
Total by Individual:		\$2,700	
Total Household Assets:	\$2,700	Maximum Assets: \$50,000 \$50,000	
Comments:	<p>Applicant is severely disabled, resident since 1990; age 76 Applicant is behind on mortgage payments due to poor health which required her to be in a nursing home Applicant also needs home health care services which for 2 1/2 hours in the morning and 2 1/2 hours in the evening Applicant is working with both the Wilmette social worker and North Shore Senior Center Social Workers Mortgage payments are \$902/month Condo assessments are \$462/month Chase Bank Equity line payments are \$550/month Property Taxes for the year 2013 were \$2,313.78 Not behind on ComEd bill; last bill payment \$22.34 Nine (9) different credit cards with balances-- see attached. Applicant receives monetary gifts from sister and friends Applicant referred to the Housing Commission by Olivia Chui, Wilmette Social Worker</p>		