

# Sonoma County Community Development Committee



**Human Services Dept. Representative:** Oscar Chavez (Chair), **Tenant Representatives:** Stephanie Hiller, Jessica Vega  
**1<sup>st</sup> Dist:** Betzy Chavez (Vice Chair) **2<sup>nd</sup> Dist:** Michael Regan **3<sup>rd</sup> Dist:** Susan Hollingsworth Adams **4<sup>th</sup> Dist:** Willie Lamberson  
**5<sup>th</sup> Dist:** Linda Garcia **Interim Executive Director:** Barbie Robinson, CHC, JD, MPP

Public Meeting  
Wednesday, July 15, 2020  
10:00am-11:30am

*This meeting will be held virtually to comply with the Governor's Executive Order N-29-20. Please see page 2 for instructions on making public comment*

**MEMBERS MAY NOT ATTEND THIS MEETING IN PERSON**

WebEx: <https://bit.ly/cdc0715>

Phone Access: +1-408-418-9388 Access Code: 146 175 2633

## Agenda

- 1. Call to Order and Roll Call**
- 2. Public Comments for Items Not on the Agenda**
- 3. Approval of Minutes from May 20 and June 3 Meetings (page 3, page 9)**

The Committee will discuss and may take action to approve the minutes from May 20, 2020 and June 3, 2020 Meetings or may recommend changes to these minutes.
- 4. Swearing In: 3<sup>rd</sup> District Representative**

The Interim Executive Director of the Community Development Commission will swear in the newest member of the Community Development Committee, Susan Hollingsworth Adams, who will fill the District 3 seat.
- 5. Discussion: Uses for CDBG-CV and ESG-CV Funding (page 13)**

Through the CARES Act, HUD has allocated \$1,109,159 in CDBG-CV, \$564,000 in ESG-CV and an additional \$6,598,916 in ESG-CV to Sonoma County for use to prepare for, prevent, and respond to coronavirus.
- 6. Discussion: PLHA Program Guidelines (page 15)**

The Permanent Local Housing Allocation (PLHA) program is State funding allocated to local governments to be used for housing-related projects and programs that assist in addressing the unmet housing needs of the community. Sonoma County has been allocated \$899,393 in formula funds, and an estimated \$5,396,358 over the next five years. Staff will go over proposed local Guidelines for use of this funding and take comments from the public.
- 7. Update: Proposed Changes to the CD Committee Ordinance and Bylaws (page**

Interim Executive Director Barbie Robinson will reiterate the Board of Supervisors' Direction



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regarding changes to the CD Committee Ordinance from their July 7, 2020 hearing. The proposed changes will not change the scope of the existing body of work that the Committee oversees, but will help delineate and clarify responsibility for Committee members and staff in relation to Commission programs and funding sources.

### 8. Adjournment

**Next Regular Meeting**  
**August 19, 2020**  
**10:00 am**

**PUBLIC COMMENT PRIOR TO THE COMMITTEE MEETING:** Public Comment may be submitted via email to [Holly.Kelley@sonoma-county.org](mailto:Holly.Kelley@sonoma-county.org)

**PUBLIC COMMENT DURING THE MEETING: PUBLIC COMMENT USING WEBEX:** Members of the public who join the Webex meeting, either through their web browser online or by calling in, will be able to provide live public comment at specific points throughout the meeting. One may also email public comment to [holly.kelley@sonoma-county.org](mailto:holly.kelley@sonoma-county.org) throughout the meeting. All emailed public comments will be read into the record.

Any writings or documents presented to a majority of the Community Development Committee regarding any item on this agenda may be made available for public inspection in the Sonoma County Community Development Commission office located at 1440 Guerneville Road, Santa Rosa, CA 95403 during normal business hours.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Administrative Services Officer at (707) 565-7520, as soon as possible to ensure arrangements for accommodation.

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Interim Executive Director: Barbie Robinson, MPP, JD, CHC

Public Meeting  
Concurrent with the Cities & Towns Advisory Committee  
Wednesday, May 20, 2020  
10:00am-11:30am

## Minutes

### 1. Call to Order and Roll Call

Oscar Chavez called the CD Committee meeting to order at 10:05AM and roll was called.

CD Committee Members: Betzy Chavez, Michael Regan, Willie Lamberson, Oscar Chavez, Linda Garcia

CDC Staff Present: Barbie Robinson, Executive Director; Tina Rivera, Assistant Director; Martha Cheever, Housing Authority Manager; Kirsten Larsen, Community Development Manager; Felicity Gasser, Equity and Compliance Manager; Alegria de la Cruz, County Counsel; Holly Kelley, Equity and Compliance Program Specialist; Shelley Ticehurst, Administrative Aide

### 2. Public Comments for Items Not on the Agenda

No comments were made.

### 3. Approval of Minutes from April 15, 2020 CD Committee Meeting

Betzy Chavez motioned to accept the minutes from April 15, 2020. Michael Regan seconded.

**Ayes:** Betzy Chavez, Michael Regan, Willie Lamberson, Oscar Chavez

**Noes:** None

**Abstain:** Linda Garcia

**Absent:** Jessica Vega, Stephanie Hiller

### 4. Proposed Changes to the CD Committee Ordinance

Oscar Chavez moved Agenda Item 4 to the end of the agenda as it pertains only to the CD Committee.

### 5. Public Hearing: Five Year Consolidated Plan and 1-Year Action Plan (pg. 8)

Please see accompanying PowerPoint presentation for more detail on this item.

Holly Kelley, Equity and Compliance Program Specialist, presented on the Commission's Five-Year Consolidated Plan and 1-Year Action Plan for formula grant funds received from HUD for the Urban County. The Consolidated Plan is "an important glimpse into the current housing situation faced by Sonoma County's poorest families" (Will Carruthers, *North Bay Bohemian*,



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May 1, 2020) The Consolidated Plan will adjust to real world events and circumstances as needed, such as the impacts that will come from dealing with the COVID-19 pandemic. The One Year Action Plan is voted on each year and sets the goals for the coming year to ensure we can meet the five-year goals in the Consolidated Plan. Sonoma County's Consolidated and One Year Plan goals are:

1. Affordable Housing, increase and preserve housing stock
2. Homelessness prevention and intervention
3. Non-Housing Community Development

Opened for questions from CD Committee members

**Willie Lamberson** – Will Leadership Council be weighing in on this Plan?

**Director Robinson** answered that the Leadership Council will be informed of the Plan. We are working on defining their roles and responsibilities regarding the Plan.

**Willie Lamberson** – On page 118 4<sup>th</sup> paragraph, it says “increase income through workforce readiness and increase income through disability initiatives.” What does that sentence mean?

**Holly Kelley** – The section of the Consolidated Plan cited refers to the HOME Sonoma County Strategic Plan which will be completed later this year, so the income mentioned there isn't included in the Consolidated Plan although it is taken into consideration. That area will likely be more fleshed out by the Leadership Council. **Director Robinson** concurred with Ms. Kelley's explanation.

**Willie Lamberson** – On page 122, plans to produce new units, preserve affordable housing units. What is the status of those units, are they part of the current projects or future projects?

**Holly Kelley** – For the Action Plan we estimated how many units we expect to create with the current Alta Mira project and the rate of housing rehabilitation based on the funding we've allocated. The four years after that were estimated using the projects we see in the pipeline as well as historical data over the last Consolidated Plan period. These projects only take into account the CDBG, HOME and ESG funds, not all funding sources.

**Willie Lamberson** – Page 136, last sentence, “If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the Plan.” Have we identified any properties?

**Holly Kelley** – We have the Water Agency property as well as the Hewitt Parcel. We are still gathering information on what the opportunities are as well as our role in these properties.

**Willie Lamberson** – Who is the go to person regarding these properties?

**Director Robinson** identified the Community Development Commission as the appropriate agency, and herself as the contact for parties interested in developing it themselves or entering into agreement or sale of the property.

**Willie Lamberson** – Page 140, second paragraph, 15% of HOME funds set aside for CHDOs, however this requirement was waived due to the COVID-19 emergency. Did the CD Committee



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discuss this waiver?

**Holly Kelley** – The CD Committee did not discuss this as the waiver, allows us to use the funds for Tenant Based Rental Assistance.

**Willie Lamberson** – Should that reallocation of funds have been discussed by the CD Committee for approval?

**Director Robinson** – This is part of the conversation we want to have, in the Ordinance language there is provision for emergency circumstances. That language could be construed as ambiguous and will be some of the discussion moving forward in her discussion with the Board of Supervisors clarifying these roles and responsibilities. Since we are in an emergency and the work is moving quickly. The reason HUD has these rules is to allow us to move as quickly as possible with the greatest flexibility under urgent circumstances.

**Willie Lamberson** – Page 148, not familiar with Sonoma County Affordable Housing, Inc., who are they?

**Felicity Gasser** – That agency is a subsidiary of EAH, Riverfield Homes is an existing property that we awarded funds to for rehabilitation. Often with affordable housing developments there is a subsidiary is for the completion of the project and property management thereafter.

**Willie Lamberson** -- Page 149, brings up a discussion about the Action Plan during the next year to address the needs of public housing. On the Water Agency property entered into an equity shared arrangement, is this policy going to be carried on from here on out because there is a statement that the Urban County does not own or operate public housing units?

**Holly Kelley** – There is a distinction between public housing that is operated and owned by the Housing Authority versus public land that we enter into an agreement with a developer to negotiate the financing or the construction of the units. Once units are completed we don't operate or own them.

**Kirsten Larsen** – Confirmed that public housing is owned by the Housing Authority, her understanding is that currently we will only hold properties and issue Requests for Proposals for developers, so not the same legal determination of public housing.

**Willie Lamberson** – So the shared equity arrangement was just a one-time deal. Page 158, says Housing Authority hired a landlord liaison?

**Holly Kelley** – Her name is Orbelinda Landaverde, and she was hired a couple of years ago. Her information is in the staff directory. Ms. Kelley will send Ms. Landaverde's contact information to Mr. Lamberson.

### Public comment

No public comments were made

Holly Kelley concluded by reminding everyone that the Consolidated and Action Plans are still in draft form and comments are still allowed until close of business May 31, 2020 and may be sent



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to her email at [holly.kelley@sonoma-county.org](mailto:holly.kelley@sonoma-county.org)

Betzy Chavez made the motion to recommend approval for the 2020 Consolidated Plan and One Year Action Plan. Michael Regan seconded.

**Ayes:** Betzy Chavez, Michael Regan, Willie Lamberson, Linda Garcia, Oscar Chavez

**Noes:** None

**Abstain:** None

**Absent:** Jessica Vega, Stephanie Hiller

### 6. Discussion: Proposed funding plan for CARES Act funding

Interim Director Barbie Robinson and County Counsel Alegria de la Cruz presented on this item. CARES Act funding falls under the CD Committee's responsibilities, but is emergency money and must be deployed quickly and may not always be possible to have meetings to respond in a timely matter. Ms. De La Cruz noted that some emergency meetings with the CD Committee and CTAC may be required to determine allocation of some of the funding that comes in from the CARES Act. The funding comes from more than just CDBG, so there may be some funding decisions that the consolidated committees will not need to weigh in on.

**Oscar Chavez** asked Director Robinson – since we're using existing channels to allocate these funds, do the Committees need to have more frequent meetings?

**Director Robinson** responded that she will follow up with HUD and our County Counsel on this question. For quick moving items the City and County elected officials may make the decisions and then come back to the Committees. For other items we may need to come to the Committee for input. The ultimate goal is to always bring it before the Committee, but may not always be possible.

**Willie Lamberson** attended a webinar with Congressman Huffman who stated that some of the funding will go to rental assistance. What do we think about that?

**Director Robinson** – This is part of the discussion we are having with each jurisdiction's elected officials want to utilize their funds for within the funding guidelines.

### Public Comment

No Public Comments were made.

### Item 4 resumed: Proposed Changes to the CD Committee Ordinance

Director Robinson mentioned in a prior Committee meeting that the Board of Supervisors want a better understanding of the roles and responsibilities of the Committees and Councils. One area of concern that is being worked on is the overlapping authorities for CD Committee and Leadership Council as well as with CDC staff work and recommendations. The ordinance language is being reviewed for clarity the scope of responsibilities being based on funding



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sources or the type of activities for each body. A draft of the ordinance will be brought for review to the next meeting. The CD Committee specifically engages around HUD funding currently, and some HUD funding is used for homelessness is part of the Leadership Councils role.

**Willie Lamberson** stated that when HOME Sonoma County formed basically took on the role as the Housing Authority for Sonoma County.

**Linda Garcia** asked would it be helpful for Leadership Council to have a member for CD Committee sit with them to improve communication? Also, was there also a review of the whole CDC as well as this committee.

**Director Robinson** – that is what we want to clarify. Any matter concerning the Commission will go before CD Committee; however, the Board of Supervisors likely did not envision such a broad scope of responsibility of the CD Committee. The review of the Commission is beyond the review requested by the Board at this time.

The Board is also looking at their role in HUD funding related to homelessness or affordable housing, etc.

**Oscar Chavez** thanked Director Robinson for her information and is interested in reviewing the proposed changes to the ordinance.

**Director Robinson** noted that it is the Commission's position to share as much information as possible, so it doesn't change the director's position to keep the CD Committee updated on activities happening across the Commission even if the activities do not require action from the Committee.

**Linda Garcia** – When the director gives the update please give some information on the proposed combining of departments and what the status is.

**Director Robinson** – Requested to answer later

**Betzy Chavez** echoes Linda Garcia' and Willie Lamberson's suggestions. She acknowledged that cutting staff's work would be helpful. She considers that each member of the Committee's voices contribute positive information to each issue and wants us to benefit from each other.

**Willie Lamberson** asked County Counsel Alegria de la Cruz about HUD rules for Housing Authority are for civilian oversight committee. Only concerned with Housing Authority requirements for using HUD money.

**Director Robinson** – This is one of the reasons we are reviewing, clarifying and operationalizing the ordinance to ensure that are in line with HUD regulations

**Alegria de la Cruz** confirmed that any ordinance changes will be in compliance with the HUD regulations.



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### Public Comment

No Comments made

**Director Robinson** returned to **Linda Garcia's** question regarding the status of combining of departments of Health, Human Services and the CDC.

Combination of departments is still moving forward through a consultant in the County Administrator's office. This pandemic has demonstrated the interrelationship of the impacts across the programs and departments in question and how we are responding to this crisis. Insofar as we know the consultant's report will still happen in the fall.

Betzy Chavez commented on the CARES agenda item about leveraging community resources. How is the CDC going to work with non-profits, such as La Luz Center? The intersection with the community leaderships working with homelessness and suicide prevention. How can we get our CDC staff involved in those trainings? Suggested more discussions around how we can work on community partnerships.

Director Robinson requested points of contact within the operations center that can help inform that.

### 7. CD Committee Adjournment

Oscar Chavez adjourned the meeting at 11:30AM

Respectfully Submitted,

Shelley Ticehurst, Administrative Aide





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Interim Executive Director: Barbie Robinson, CHC, JD, MPP

Special Meeting  
Wednesday, June 3, 2020  
10:00am-11:30am

## Minutes

### 1. Call to Order and Roll Call

Oscar Chavez called the meeting to order at 10:10 AM and roll was called.

Committee Members Present: Oscar Chavez, Betzy Chavez, Stephanie Hiller, Michael Regan, Willie Lamberson, Linda Garcia

Committee Members Absent: Jessica Vega

CDC Staff Present: Barbie Robinson, Interim Executive Director; Tina Rivera, Assistant Manager; Felicity Gasser, Equity and Compliance Manager; Martha Cheever, Housing Authority Manager; Kirsten Larsen, Environmental Compliance Manager; Darrin O'Hara, Administrative Aide; Holly Kelley, Equity and Compliance Program Specialist

Guests: Paul Sevy, Bridge Housing; Michelle Whitman, Renewal Enterprise District; Jim W.; Kristaf; Colleen Halbohm; Jessica Jones, Town of Windsor; Martin Leung; Mary Stompe, PEP Housing; Gant Bowman; D. Rogers; Jim Nameny; Craig Meltzner; Colin Birkenstock; R. Wallach; Belen Grady; Dominic Roybal; A. Chorley; Vasko; Mikhaela Alcasabas; J. Moline; Gus Wolter; Truth; Kay Trieseberg

### 2. Public Comments for Items Not on the Agenda

Committee Member Linda Garcia asked that agenda items be provided with packet materials on time, and that items being added to the agenda go through the chair to avoid surprises.

### 3. Public Hearing: Amendment to the 2019-2020 Action Plan and Citizen Participation Plan

Felicity Gasser, Equity and Compliance Manager, presented on the Substantial Amendment and revisions to the Citizen Participation Plan. The resolution has a broad range of program types, and the Commission has not yet defined how the dollars will be spent. The amendment will enable the Commission to receive approval from HUD to receive the dollars, and how the dollars will be spent will be determined after. Changes to the Citizen Participation Plan are those granted by HUD and the State through waivers to accommodate the changes to citizen participation during shelter-in-place (e.g. allowing for teleconferencing instead of in-person meetings, shortening the required noticing period for amendments to plans as new funding streams arise in short notice).

Committee members asked where Housing Authority gets authority to spend money and about



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the process the Commission will use to determine how the money is spent.

**Felicity Gasser** explained that the funds are block grant funds, which are designed to serve low-income people and can meet a variety of community-based needs. Funds flow through the Committee as a function of being an advisory body to the Board of Supervisors. These funds don't flow through the Housing Authority, they flow through the County as the entitlement jurisdiction.

Committee members also asked if there was a plan to use funds to assist the Latinx community, which has been disproportionately impacted by the COVID-19 crisis.

**Barbie Robinson, Interim Executive Director**, responded that the Commission is absolutely looking at how to deploy resources in a coordinated streamlined way especially for the Latinx and disproportionately affected communities.

**Stephanie Hiller:** Is there any way we can say for the individual needs for the Cities (like Sonoma) if there are individual needs to consider?

**Oscar Chavez:** The NOFA should identify the need and solicit proposals for that specific to the COVID emergency.

**Felicity Gasser:** Right, which the DHS would be most in tune with.

**Stephanie Hiller:** So the DHS is doing all the outreach?

**Director Robinson:** A number of needs have been identified, including a group working on how to mitigate and prevent COVID spread among Latinx community, whether it's outreach education or other. Teaching people to go to SSU to quarantine comes with a full planning process, including addressing the needs of the Latinx community. Could be financial assistance due to the fact that they would be out of work for 14 days. Planning is underway, and we need to make sure it's resourced. People are participating from all over the County, so any and everybody in the County can benefit from the programs being put in place. There are different buckets of money and plugging those buckets in to where the needs are. We are coming to you to say there are a lot of needs, and we want you to understand where the resources should go.

**Betzy Chavez** requested that the Commission include outreach partnerships and efforts in their reports, and consider perhaps looking into the undocumented folks that have not been able to pay rent over the last few months and how to support this community to prevent homelessness.

Linda Garcia moved to recommend the Substantial Amendment to the 2019 Action Plan.

Michael Regan seconded this motion

Ayes: Oscar Chavez, Betzy Chavez, Stephanie Hiller, Michael Regan, Willie Lamberson, Linda Garcia

Nays: None

Abstain: None

Absent: Jessica Vega



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### 4. Project-Based Voucher Request for Proposals

Martha Cheever, Housing Authority Manager, sought Committee's review and recommendation on the award of 100 Project Based Vouchers (PBV) to multiple housing developments throughout Sonoma County. Nine housing developments are being recommended for awards of various numbers of Project-Based Vouchers, which will make that number of units affordable.

**Willie Lamberson** asked what income levels would benefit from these vouchers.

**Martha Cheever** responded that the vouchers would mostly subsidize units for people at 30% (extremely low), and some at 50% (very low) incomes.

### Public Comment

Jason Turner, Vice Mayor of City of Cloverdale, emailed a public comment on item 4: "I just wanted to drop a quick email that I support Wallace House being provided the 23 vouchers that have been recommended for the Sonoma County Community Development Board. It was described to me that these vouchers will allow them to fund construction and provide services upon completion. I continue to believe this project will be an asset to the City of Cloverdale and these vouchers will go a long way to provide the resources needed to bring this project to reality."

Willie Lamberson moved to recommend the Housing Authority's awards for Project-Based Vouchers. Linda Garcia seconded this motion

Ayes: Oscar Chavez, Betzy Chavez, Stephanie Hiller, Michael Regan, Willie Lamberson, Linda Garcia

Nays: None

Abstain: None

Absent: Jessica Vega

### 5. Housing Authority CARES Act Administrative Fees – Martha Cheever

Martha Cheever, Housing Authority manager, explained that the Housing Authority has received funding through the CARES Act that needs to be spent by December 2020. Recommendations to utilize these funds are to create a \$500 signing bonus for all landlords that sign on to the program, backdated to May 1, 2020; and pay for administrative funding in place of using reserves to have a consultant help with administrative responsibilities of running the program.

**Linda Garcia** asked if consideration was given to hiring a new permanent employee rather than a consultant. **Interim Director Robinson** explained that in light of the budget concerns due to COVID, there will likely be a hiring freeze. At this point, the Housing Authority is trying to catch up on work that they are already understaffed to perform. If this source of funds was permanent and there was no concern of a hiring freeze, a permanent hire be the first choice.



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Linda Garcia moved to recommend the Housing Authority's proposed uses for CARES Act Funds to be used for landlord signing bonuses and administrative assistance. Betzy Chavez seconded.  
Ayes: Oscar Chavez, Betzy Chavez, Stephanie Hiller, Michael Regan, Willie Lamberson, Linda Garcia

Nays: None

Abstain: None

Absent: Jessica Vega

### 6. Proposed Changes to the CD Committee Ordinance and Bylaws

This item will be continued to July 15, 2020 Agenda.

### 7. Adjournment

Oscar Chavez adjourned the meeting at 11:13AM.

Respectfully Submitted,  
Holly Kelley, Equity and Compliance Program Specialist



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**Sonoma County Community Development Commission**  
 Sonoma County Housing Authority  
 1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the  
 Commission*

**Susan Gorin**  
 Chair

**Lynda Hopkins**  
 Vice Chair

**David Rabbitt**  
**Shirlee Zane**  
**James Gore**

**Barbie Robinson**  
**MPP, JD, CHC**  
 Interim Executive  
 Director

## MEMORANDUM

Date: July 15, 2020  
 To: Community Development Committee and  
 Cities & Towns Advisory Committee  
 From: Felicity Gasser, Equity and Compliance Manager  
 Subject: Proposed Uses for CDBG-CV and ESG-CV Funds

### Background

The Department of Housing and Urban Development is disbursing \$5 billion in CDBG-CV money and \$4 billion in ESG-CV through the CARES Act. Sonoma County has been allocated \$1,109,159 in CDBG-CV, \$564,000 in the first round of ESG-CV, and \$6,596,916 in the second round of ESG-CV funds. Funding must be used to prevent, prepare for, and respond to the coronavirus pandemic, including mitigation of economic impacts that have resulted from business closures. The Home Sonoma County Leadership Council will provide recommendations to the Board of Supervisors regarding awards of the ESG-CV funds.

### CDBG-CV

Examples of eligible uses for CDBG-CV funds include, but are not limited to:

- Providing short term emergency assistance to low-income households;
- Providing grants or revolving loan funds for small and medium enterprises;
- Supporting community non-profits performing essential services;
- Developing workforce and training services for displaced workers;
- Retrofitting community facilities for medical or quarantine uses;
- Essential supply deliveries to elderly and other vulnerable populations; and
- Supporting various interrupted or at-risk core governmental functions.

### Staff Proposal

In evaluating unmet needs in the community and examining methods to address the impacts of COVID-19 in a way that is geographically equitable, Commission staff proposes using CDBG-CV funds to provide a short term rental assistance program to households economically impacted by COVID-19 that do not have access to other financial resources (e.g. unemployment). This serves the most vulnerable households



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countywide and meets an immediate need for assistance, while also putting funds into the local economy as families are able to catch up on rent payments, improve their economic stability, and potentially prevent homelessness.

### Program Design

Funds would be channeled through non-profit partners who respond to a Request for Proposals.

## ESG-CV

ESG-CV uses are limited to core homeless services, and include:

Emergency Shelter (including Non-congregate Shelters)

- Shelter Operations

- Hotel/Motel Leases or Acquisition

- Rehabilitation or Renovation of Shelter

Rapid Re-housing

Homelessness Prevention

Street Outreach

### Staff Proposal

In evaluating unmet needs in the community and using the guidance from HUD, staff recommends using the majority of funds for Rapid Re-housing, to provide a bridge to permanent housing placement. Some funds are recommended for use in existing emergency shelters to ensure capacity to meet the increased demands due to COVID-19, and additional funds will be allocated to operation of non-congregate shelters, including operation of Los Guilicos.

### Program Design

**Rapid Rehousing Program:** All households would be referred through Coordinated Entry to the Housing Authority. Eligibility Screening and Housing Navigation would be completed by the Housing Authority, and then clients whose housing has been secured will be referred to experienced Rapid Re-housing non-profit providers to make ongoing rent payments and provide case management.

**Shelter Operations:** Existing contracts with current providers in the homeless system of care would be augmented to the degree possible. Additional shelter providers may be engaged as needed using approved procurement processes.





**Sonoma County Community Development Commission**  
 Sonoma County Housing Authority  
 1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the  
 Commission*

**Susan Gorin**  
 Chair

**Lynda Hopkins**  
 Vice Chair

**David Rabbitt**  
**Shirlee Zane**  
**James Gore**

**Barbie Robinson**  
**MPP, JD, CHC**  
 Interim Executive  
 Director

## MEMORANDUM

Date: July 15, 2020

To: Community Development Committee and Cities & Towns Advisory Committee

From: Felicity Gasser, Equity and Compliance Manager

Subject: Permanent Local Housing Allocation (PLHA) Guidelines

The California Department of Housing and Community Development (HCD) is announcing the availability of approximately \$195 million in funding for the Permanent Local Housing Allocation (PLHA) program. The PLHA program is funded from moneys deposited in the Building Homes and Jobs Trust Fund (Fund) in calendar year 2019. Sonoma County has been allocated \$899,393 in formula funds for 2019-2020, and an estimated \$5,396,358 over the next five years. An application for these funds must be submitted by July 27, 2020. On July 7, 2020, the Board of Supervisors approved a resolution authorizing the Commission to apply for these funds. In order to receive funds, the Commission must prepare a Plan for use of these funds, publish it for public comment and submit it to HCD.

The principal goal of this program is to make funding available to eligible local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities. Twenty percent of the funding is required to be expended for Affordable Owner-Occupied Workforce Housing (AOWH), and the balance of the program prioritizes investments that increase the supply of housing to households that are at or below 60 percent of the Area Median Income (AMI), adjusted for household size.

Funding will help cities and counties:

- Increase the supply of housing for households at or below 60% of area median income
- Increase assistance to affordable owner-occupied workforce housing (AOWH)
- Assist persons experiencing or at risk of homelessness
- Facilitate housing affordability, particularly for lower- and moderate-income households
- Promote projects and programs to meet the local government’s unmet share of regional housing needs allocation and,
- Ensure geographic equity in the distribution of the funds



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Staff proposes the attached plan for awarding PLHA funds. If this plan is accepted for this year, this rubric can be changed year-to-year depending on community need. Should more than 10% be shifted to a new category, the plan will undergo a public hearing process before your Committees.

<b>Category</b>	<b>Amount</b>	<b>Percent</b>
<b>First Year Amount</b>	<b>899,393</b>	<b>100%</b>
Administration	\$44,969	5%
Affordable Workforce Ownership Housing Projects/Programs*	\$179,878.60	20%
Low-Interest, deferred loans for development of rental affordable housing with scoring criteria that prioritize projects with deep income targeting	\$674,544.75	75%

\*As required by program guidelines

The NOFA for workforce housing and affordable housing development loans would run concurrently with the Commission’s annual County Fund for Housing (CFH) cycle.

**§302(c)(4)(A)** Describe the manner in which allocated funds will be used for eligible activities.

The Community Development Commission plans to use funds to develop, preserve, and accelerate the pace of multifamily and single family development of below market-rate housing for low-, very low-, and extremely low-income households through 1)predevelopment, development, acquisition, rehabilitation and preservation of ownership and rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households in the form of deferred payment loans to qualified developers, public entities, groups, and individuals to undertake activities which create, maintain, or expand the County's affordable housing stock.

**§302(c)(4)(B)** Provide a description of the way the Local government will prioritize investments that increase the supply of housing for households with incomes at or below 60 percent of Area Median Income (AMI).

One of the criterion used to weigh project applications is the creation or preservation of the greatest number of affordable housing units affordable to the lowest-income populations. The Commission uses scoring mechanisms that favor feasible projects with greater depth of affordability for extremely-low, very-low and low-income households.

**§302(c)(4)(C)** Provide a description of how the Plan is consistent with the programs set forth in the Local government's Housing Element.

The County's General Plan Housing Element lays out goals to increase the supply of affordable housing through new construction and preserve existing affordable housing stock for low-income and special needs populations through rehabilitation, flood and earthquake hazard mitigation measures, and performing modifications for people with disabilities. The goals of this Plan for PLHA funds will be:

Creation or preservation of the greatest number of affordable housing units, affordable to the lowest-income populations.  
 Creation of housing opportunities throughout the County, in incorporated cities as well as in the unincorporated County, so that housing is effectively distributed throughout the County. Specific locations may be prioritized based on the County's Regional Housing Needs Allocation or other needs assessments or market studies which may be periodically updated.

**Activities Detail (Must Make a Selection on Plan Instructions and Page 1 Worksheet)**

**§301(a)(1)** The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is Affordable to Extremely low-,Very low-, Low-, or Moderate-income households, including necessary Operating subsidies.

**§302(c)(4)(E)(i)** Provide a description of how allocated funds will be used for each proposed Affordable Rental Housing Activity.

The Community Development Commission issues an annual Notice of Funding Availability (NOFA) and requests funding proposals from eligible applicants for eligible affordable housing projects in Sonoma County. Staff holds a technical assistance session for any interested applicant to provide detailed application requirements and guiding principals for project eligibility. The funding is awarded through a competitive process which are consistent with the Sonoma County Loan Policies, County Fund for Housing Funding Policies, and intended to further the goals of the County's General Plan Housing Element and the Board of Supervisors Strategic Priorities. Applicants must attend a public hearing, at the conclusion of the hearing the Community Development Committee will make funding recommendations to the Sonoma County Board of Supervisors who makes the final funding decisions.

Complete the table below for each proposed Affordable Rental Housing Activity to be funded with 2019-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the Activity as many times as needed to capture all of the AMI levels that will be assisted, but only show the percentage of annual funding allocated to the Activity one time (to avoid double counting).

Funding Allocation Year	2019	2020	2021	2022	2023										
<b>§302(c)(4)(E)(i)</b> Percentage of Funds Allocated for the Proposed Affordable Rental Housing Activity	75%	75%	75%	75%	75%										
<b>§302(c)(4)(E)(ii)</b> Area Median Income Level Served	50%	50%	50%	50%	50%										<b>TOTAL</b>
<b>§302(c)(4)(E)(ii)</b> Unmet share of the RHNA at the AMI Level	120	108	108	108	108										552
<b>§302(c)(4)(E)(ii)</b> Projected Number of Households Served	120	108	108	108	108										552
<b>§302(c)(4)(E)(iv)</b> Period of Affordability for the Proposed Affordable Rental Housing Activity (55 years required for rental housing projects)	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	

**§302(c)(4)(E)(iii)** A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.

Each year, funds will be awarded through a Notice of Funding Availability, issued concurrently with the County Fund for Housing Notice of Funding Availability in late Summer. Staff will review project applications and prepare recommendations for review and consideration by the Community Development Committee, an advisory body made up of representatives from each Supervisorial District as well as Housing Choice Voucher Tenants, and review by the Cities and Towns Advisory Committee, an advisory body made up of cities and towns who are members of the Urban County entitlement jurisdiction. Implementation and completion of each individual project funded will vary. Priority will be given to projects that score well in readiness.

**§301(a)(2)** The predevelopment, development, acquisition, rehabilitation, and preservation of Affordable rental and ownership housing, including Accessory dwelling units (ADUs), that meets the needs of a growing workforce earning up to 120 percent of AMI, or 150 percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.

<b>§302(c)(4)(E)(i)</b> Provide a description of how allocated funds will be used for each proposed Affordable Rental and Ownership Housing Activity.	Percentage of Funds Allocated for Affordable Owner-occupied Workforce Housing	
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As required by the Permanent Local Housing Allocation Guidelines, at least 20% of funds will be set-aside for affordable workforce housing. Funds will be awarded through the same NOFA process described above but applicants will be asked to indicate if a project is designed to receive the set-aside funds.

Complete the table below for each proposed Affordable Rental and Ownership Housing Activity to be funded with 2019-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the Activity as many times as needed to capture all of the AMI levels that will be assisted, but only show the percentage of annual funding allocated to the Activity one time (to avoid double counting).

Funding Allocation Year	2019	2020	2021	2022	2023														
Type of Affordable Housing Activity	Owner	Owner	Owner	Owner	Owner														
<b>§302(c)(4)(E)(ii)</b> Area Median Income Level Served	120%	120%	120%	120%	120%														<b>TOTAL</b>
<b>§302(c)(4)(E)(ii)</b> Unmet share of the RHNA at AMI Level	1	1	1	1	1														5
<b>§302(c)(4)(E)(i)</b> Percentage of Funds Allocated for Each Affordable Housing Activity	20%	20%	20%	20%	20%														
<b>§302(c)(4)(E)(ii)</b> Projected Number of Households Served	1	1	1	1	1														5
<b>§302(c)(4)(E)(iv)</b> Period of Affordability for the Proposed Activity (55 years required for rental housing projects)	30 Years	30 years	30 Years	30 years	30 Years														

**§302(c)(4)(E)(iii)** A description of major steps/actions and a proposed schedule for the implementation and completion of each Affordable Rental and Ownership Housing project.

Each year, funds will be awarded through a Notice of Funding Availability, issued concurrently with the County Fund for Housing Notice of Funding Availability in late Summer. Staff will review project applications and prepare recommendations for review and consideration by the Community Development Committee, an advisory body made up of representatives from each Supervisorial District as well as Housing Choice Voucher Tenants, and review by the Cities and Towns Advisory Committee, an advisory body made up of cities and towns who are members of the Urban County entitlement jurisdiction. Implementation and completion of each individual project funded will vary. Priority will be given to projects that score well in readiness.

- §301(a)(3)** Matching portions of funds placed into Local or Regional Housing Trust Funds.
- §301(a)(4)** Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176.
- §301(a)(5)** Capitalized Reserves for Services connected to the preservation and creation of new Permanent supportive housing.

**§301(a)(6)** Assisting persons who are experiencing or At risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.

**§302(c)(4)(E)(i)** Provide a description of how allocated funds will be used for the proposed Activity.

Through the Notice of Funding Availability issued concurrently with the County Fund for Housing NOFA, projects that include homeless dedicated units as a portion of overall units and that include deep income targeting will be ranked highly in the applicable categories.

Complete the table below for each proposed Activity to be funded with 2019-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the Activity as many times as needed to capture all of the AMI levels that will be assisted, but only show the percentage of annual funding allocated to the Activity one time (to avoid double counting).

Funding Allocation Year	2019	2020	2021	2022	2023													
Type of Activity for Persons Experiencing or At Risk of Homelessness	Permanent	Permanent	Permanent	Permanent	Permanent													
<b>§302(c)(4)(E)(i)</b> Percentage of Funds Allocated for the Proposed Activity	75%	75%	75%	75%	75%													
<b>§302(c)(4)(E)(ii)</b> Area Median Income Level Served	30%	30%	30%	30%	30%													<b>TOTAL</b>
<b>§302(c)(4)(E)(ii)</b> Unmet share of the RHNA at AMI Level	13	12	12	12	12													61
<b>§302(c)(4)(E)(ii)</b> Projected Number of Households Served	13	12	12	12	12													61
<b>§302(c)(4)(E)(iv)</b> Period of Affordability for the Proposed Activity ( <b>55 years required for rental housing projects</b> )	55 years	55 years	55 years	55 years	55 years													

**§302(c)(4)(E)(iii)** A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.

Each year, funds will be awarded through a Notice of Funding Availability, issued concurrently with the County Fund for Housing Notice of Funding Availability in late Summer. Staff will review project applications and prepare recommendations for review and consideration by the Community Development Committee, an advisory body made up of representatives from each Supervisorial District as well as Housing Choice Voucher Tenants, and review by the Cities and Towns Advisory Committee, an advisory body made up of cities and towns who are members of the Urban County entitlement jurisdiction. Implementation and completion of each individual project funded will vary. Priority will be given to projects that score well in readiness.

**§301(a)(7)** Accessibility modifications in Lower-income Owner-occupied housing.

**§301(a)(8)** Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.

**§301(a)(9)** Homeownership opportunities, including, but not limited to, down payment assistance.

**§301(a)(10)** Fiscal incentives made by a county to a city within the county to incentivize approval of one or more Affordable housing Projects, or matching funds invested by a county in an Affordable housing development Project in a city within the county, provided that the city has made an equal or greater investment in the Project. The county fiscal incentives shall be in the form of a grant or low-interest loan to an Affordable housing Project. Matching funds investments by both the county and the city also shall be a grant or low-interest deferred loan to the Affordable housing Project.

<b>File Name:</b>	<b>Plan Adoption</b>	<b>§302(c)(4)(D)</b> Evidence that the Plan was authorized and adopted by resolution by the Local jurisdiction and that the public had an adequate opportunity to review and comment on its content.	Attached and on USB?	Yes
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**Sonoma County Community Development Commission**  
 Sonoma County Housing Authority  
 1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the  
 Commission*

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**Barbie Robinson**  
**MPP, JD, CHC**  
 Interim Executive  
 Director

## MEMORANDUM

Date: July 15, 2020  
 To: Community Development Committee  
 From: Barbie Robinson, Interim Executive Director  
 Subject: Item #7 Changes to Community Development Committee Ordinance

On July 7, 2020, the Board of Supervisors directed Commission leadership to make the following clarifications to the Community Development Committee bylaws and Ordinance. These changes do not change or limit the scope of the CD Committee’s review, but rather align the written documents with current practices since the formation of the Home Sonoma County Leadership Council.

The clarifications identify the functions of the CD Committee more specifically to review and make recommendations on all matters concerning:

- housing development, and affordable housing programs;
- fair housing and housing justice matters;
- infrastructure and community facility development;
- disaster recovery and mitigation;
- long term rental assistance coming before the Commission
- all policy matters and programs of the Housing Authority, including review and recommendation of the Public Housing Authority (PHA) Annual and Five Year Plans.

Specifically, the Community Development Committee will review and make recommendations on funding sources related to the aforementioned categories, including but not limited to: all HUD funded rental assistance programs, Community Development Block Grant, CDBG-DR, FEMA, HOME Investments Partnership, and County Fund for Housing. The Sonoma County Board of Supervisors has authority to determine additional applicable matters for Committee review and recommendation.

The proposed ordinance changes also include a definition for “emergency matters,” as any matter in which the time required to conduct the committee process would jeopardize the goal itself, and clarifies the Committee’s role as facilitator of the public hearing process outlined in the Commission’s Citizen Participation Plan.



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Barring additional changes or revisions that arise from Committee discussion, this draft Ordinance will be taken back to the Board of Supervisors for adoption at a subsequent meeting.

**BYLAWS OF THE SONOMA COUNTY COMMUNITY  
DEVELOPMENT COMMITTEE**

**ARTICLE I  
PURPOSE**

**Section 1.**

- (a) To review and make recommendations on matters concerning housing development, and affordable housing programs, fair housing and housing justice matters, infrastructure and community facility development, disaster recovery and mitigation, and long term rental assistance coming before the Commission and all policy matters and programs of the Housing Authority, including review and recommendation of the Public Housing Authority (PHA) Annual and Five Year Plans Specifically, the Community Development Committee will review and make recommendations on funding sources including but not limited to: all HUD funded rental assistance programs, Community Development Block Grant, CDBG-DR, FEMA, HOME Investments Partnership Program, and County Fund for Housing. It excludes emergency matters, matters involving the Sonoma County Successor Agency Consolidated Oversight Board and the leadership council for the Homeless System of Care, and matters which the Committee by resolution or other action excludes from Committee review and recommendation.
- (b) To perform such other functions as the Sonoma County Board of Supervisors or the Commission may, by ordinance, resolution or minute order delegate to it.
- (c) To perform other functions as the Sonoma County Board of Supervisors or Commission may delegate to it.

**ARTICLE II  
ORGANIZATION**

**Section 1.** The Committee shall be composed of eight (8) voting members. Seven (7) members shall be appointed by the Board of Supervisors, two of whom shall be tenants of the Sonoma County Housing Authority. One such tenant shall be at least 62 years of age. One member shall be appointed by the Sonoma County Human Services Department Director. Each member of the Board of Supervisors shall nominate one person from his or her Supervisorial district. The tenant members of the Committee shall also be nominated by the Sonoma County Board of Commissioners or Commission staff. Each tenant member shall, subject to conditions prescribed by law, serve for a term of two years or until a successor is appointed and qualified. Each of the other five (5) Board-appointed members of the committee shall serve at the pleasure of the Board of Supervisors, provided that unless sooner terminated by the Board, the term of each such member shall be coterminous for the term of the supervisor by whom he or she was nominated and until his or her successor is appointed and qualified. The Human Services Department Director appointee shall serve at the pleasure of the Department Director.

ARTICLE III  
MEETINGS

Section 1. Regular Meetings. There shall be one (1) regular meeting each month. The meeting shall be held on the third (3rd) Wednesday of the month. Whenever it is necessary to alter this schedule, the public shall be notified through mailings and notices to all media. The meetings will commence at 10:00 a.m.

Section 2. Special Meetings.

- (a) Special meetings shall be held on the call of the Chairperson of the Committee or upon the call of the majority of the group or upon the request of the Board of Supervisors following 48-hour written notice to each member of the Committee.
- (b) The Committee shall receive public testimony at a series of public hearings annually. The purpose of these hearings shall be to obtain the public's views and to respond to proposals and questions, and to review housing and community development needs, proposed policies and procedures and past program performance, per the requirements of the Community Development Commission's Citizen Participation Plan.

Section 3. Notification--Regular Meetings. Each member shall be notified of the time and place of each regular meeting. Said notice shall be given by the staff and shall be served in writing, emailed, mailed or hand-delivered to the last known address of each member or deposited in the post office at least three days prior to the date appointed for the meeting.

Section 4. Notification--Special Meetings. Each Committee member shall be notified of the time, place and purpose of each special meeting. Said notice shall be given by the staff and shall be served personally or in writing at least 48 hours before the time appointed for each meeting.

Section 5. Quorum. A quorum shall be required for official actions of the Committee. A majority of the voting members of the Committee shall constitute a quorum. If a Committee member's seat is vacant, it shall not be counted either way. Actions of the Committee shall be determined by a majority vote of the quorum present at any duly constituted meeting.

Section 6. Adjournment. The Committee may adjourn from time to time, absentees being notified thereof, and in event there shall be no quorum present on the day fixed for a regular, adjourned or special meeting, the Committee members present may adjourn from time to time until a quorum is obtained.

Section 7. State Laws. All provisions of the Government Code (including Sections 54950-54960, the Ralph M. Brown Act) shall be followed in the scheduling, notification and conduct of all meetings of the Committee.

Section 8. Unexcused Absences: After three unexcused absences from any 12 month period, written notice shall be sent to the appointing Supervisor(s) by the Executive Director. An unexcused absence is defined as when the person is absent without notifying the Community Development Commission, by no later than 5 o' clock in the afternoon on the day of the meeting.

#### ARTICLE IV OFFICERS

Section 1. The officers of the Sonoma County Community Development Committee shall consist of a Chairperson and a Vice-Chairperson, elected by a majority vote of the committee.

Section 2. Election of Officers. Election of officers shall take place annually on the third Wednesday of September or the next closest date on which the Committee meets. The elected officers will assume their positions beginning immediately or the next closest date on which the Committee meets.

Section 3. Term of Office. The officers shall hold office for twelve (12) months until their successors are appointed and qualify.

Section 4. Duties. The Chairperson shall chair the meetings. In the absence of the Chairperson, the Vice-Chairperson shall chair the meetings. In the absence of the Vice-Chairperson, a volunteer from among the Committee members present shall chair the meeting.

#### ARTICLE V CONDUCT OF BUSINESS

Section 1. Business at Special Meetings. No business shall be transacted at any special meeting other than that named in the call thereof.

Section 2. Meeting Attendance and Records. The staff shall be responsible for keeping a record of those Committee members present and those absent, and for recording the events of the meetings in the form of minutes.

Section 3. Meetings shall be conducted according to Rosenberg'ss Rules of Order.

#### ARTICLE VI AMENDMENTS

Section 1. Amending Bylaws. These Bylaws may be added to or amended at any regular meeting on motion, duly seconded and carried by at least five of the eight Committee members.

DULY ADOPTED AND PASSED by the Sonoma County Community Development Committee the 26<sup>th</sup> day of October 1993; amended the 27<sup>th</sup> day of February 1996; as further amended on the 24<sup>th</sup> day of August 1999; as further amended on the 14<sup>th</sup> day of September 1999; as further amended on the 8<sup>th</sup> day of November, 2005; as further amended on the 15<sup>th</sup> day of January 2013; as further amended on the 18<sup>th</sup> day of April 2018; as further amended on the 19<sup>th</sup> day of September, 2018; as further amended on the 16<sup>th</sup> day of January, 2019; as further amended on the XX day of XXXX, 2020.

SO ORDERED.

## ORDINANCE NO. XXXX

An Ordinance of The Board of Supervisors of The County of Sonoma, State of California, changing the functions of The Sonoma County Community Development Committee.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

**SECTION I.** Section VII of Ordinance 3257, enacted by the Board of Supervisors on March 20, 1984 to create the Sonoma County Community Development Commission and providing for its composition and duties, and establishing the Sonoma County Development Committee, is hereby amended to read as follows:

“SECTION VIII. The functions of the Community Development Committee shall be to review and make recommendations on ~~all~~ matters concerning housing development, and affordable housing programs, fair housing and housing justice matters, infrastructure and community facility development, disaster recovery and mitigation, and long term rental assistance coming before the Commission and all policy matters and programs of the Housing Authority, including review and recommendation of the Public Housing Authority (PHA) Annual and Five Year Plans Specifically, the Community Development Committee will review and make recommendations on funding sources including but not limited to: all HUD funded rental assistance programs, Community Development Block Grant, CDBG-DR, FEMA,HOME Investments Partnership, and County Fund for Housing. The Sonoma County Board of Supervisors has authority to determine additional applicable matters for Committee review and recommendation ~~to come before the Commission~~ The review and recommendations process shall be conducted prior to any Commission action, except for emergency matters (defined here as any matter in which the time required to conduct the committee process would jeopardize the goal itself), and matters which the committee, by resolution, excludes from committee review and recommendation. In addition, the Board of Supervisors shall provide for procedures for review and recommendation, and for further functions of the Committee, by ordinance or resolution, and may delegate any of its functions as the Community Development Commission to the Committee. In addition, the Committee will also review, facilitate public hearing processes as required by federal, state or local law or regulation.”

**SECTION II.** All other Sections and provisions of Ordinance 3257 shall remain in full force and effect.

**SECTION III.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.



**SECTION IV.** This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in the Sonoma County Press Democrat, a newspaper of general circulation published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the XX day of XXXXX, 2020, and finally passed and adopted this XX day of XXXX, 2020, on regular roll call of the members of said Board by the Following vote:

**Supervisors**

Gorin: Hopkins: Gore: Rabbitt: Zane:

Ayes: Noes: Absent: Abstain:

WHEREPON, the Chair declared the above and foregoing ordinance duly adopted and

**SO ORDERED.**

\_\_\_\_\_  
Chair, Board of Supervisors  
County of Sonoma

ATTEST:

\_\_\_\_\_  
**Clerk of the Board of Supervisors**

“SECTION VIII. The functions of the Community Development Committee shall be to review and make recommendations on all matters to come before the Commission prior to Commission action, except emergency matters and matters which the committee, by resolution, excludes from committee review and recommendation. In addition, the Board of Supervisors shall provide for procedures for review and recommendation, and for further functions of the Committee, by ordinance or resolution, and may delegate any of its functions as the Community Development Commission to the Committee.”