

# 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, September 16, 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**

**Zoom:** <https://bit.ly/comdev0916>

**Passcode:** 943651

**Phone:** +1 669 900 9128

**Webinar ID:** 923 5939 7411

## Agenda

- 1. Call to Order and Roll Call**
- 2. Public Comments for Items Not on the Agenda**
- 3. Public Hearing: 2020 Action Plan Substantial Amendment (page 3)**

Staff proposes moving \$134,401 in currently unallocated HOME set-aside funds to supplement the Tenant-Based Rental Assistance program and provide two additional years of rental assistance for 16 vulnerable senior households.

  - a) Open Public Hearing
  - b) Close Public Hearing
  - c) Committee Discussion and Comment
  - d) Recommendation
- 4. Update: CARES Act Emergency Rental Assistance Awards**

Staff will present a summary of applications and recommendations for the CARES Act Emergency Rental Assistance Notice of Funding Availability
- 5. Discussion: CD Committee Ordinance Changes (page 6)**

Staff will present a synthesis of the conversation to date regarding the CD Committee Ordinance and reasons for the proposed changes to the Ordinance



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FAX (707) 565-7583 • TDD (707) 565-7555



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**Next Regular Meeting**  
**Concurrent with Cities & Towns Advisory Committee**  
**October 21, 2020**  
**10:00 am**  
Virtual

**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 BOARD 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.

Language Services are available upon request if made at least 48 hours in advance of the meeting to help ensure availability. For more information or to request services: Contact (707) 565-7520

Servicios de idiomas se pueden consultar previa solicitud si se solicita por lo menos 48 horas antes de la reunión. Para más información o para solicitar servicios, de traducción llame al (707) 565-7520.



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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**

**MEMORANDUM**

Date: September 16, 2020

To: The Community Development Committee and Cities & Towns Advisory  
Committee

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

From: Martha Cheever, Housing Authority Manager &  
Holly Kelley, Equity and Compliance Program Specialist

Subject: Item #4 – Action Plan Amendment

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The Community Development Commission is proposing an amendment to the U.S. Department of Housing and Urban Development (HUD) 2020 Consolidated Plan FY 2020-21 One Year Action Plan.

As you know, the Consolidated Plan and subsequent one year Action Plans are the Board approved planning documents for the use of CDBG, HOME, and ESG funds to meet community priorities in the areas of affordable housing, homelessness and community development. When the 2020-21 Action Plan was recommended by your Committees and approved by the Board of Supervisors, \$134,401 in HOME Funds had been set-aside for Community Housing Development Organizations (CHDOs) per HUD requirement. Because no CHDO's had applied for funding, this amount was set in reserve for future CHDO applications.

A waiver from HUD was issued in light of the COVID-19 pandemic that enables the Commission to utilize this set-aside for Tenant Based Rental Assistance (TBRA). Because the amount is more than 10% of the total HOME award for 2020, the Commission must submit a substantial amendment for the recently approved 2020 Consolidated Plan and Action Plan.

In 2018, HOME TBRA was provided to 16 low-income, elderly residents of an apartment complex in Rohnert Park when the affordability covenant on the complex was not renewed. This rental assistance was committed for two years and is set to expire December 31, 2020. HUD rules allow for the continuation of assistance if the need remains and funding is available. The above described infusion of funds will allow for the Housing Authority to provide continued assistance to these elderly, low-income seniors for an additional two years.



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# County of Sonoma

## State of California

Date: October 6, 2020

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

4/5 Vote Required

### **Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, and the Board of Commissioners of the Sonoma County Community Development Commission,**

**Whereas**, as a condition of receiving housing and community development funds from the U.S. Department of Housing and Urban Development, the Board approved the 2020 Consolidate Plan on June 2, 2020, which describes how community development priorities for the County will be addressed, and

**Whereas**, the Board of Commissioners approved the One Year Action Plan for HOME Investment Partnerships Program Funds (HOME) for FY 2020-21, and

**Whereas**, at least 15 percent of HOME funds must be set aside for specific activities to be undertaken by a special type of nonprofit called a Community Housing Development Organization (CHDO), and

**Whereas**, no CHDOs applied for funding in FY 2020-21, leaving \$134,401 to be held in reserve for future CHDO applicants, and

**Whereas**, in the wake of the COVID-19 emergency, the U.S. Department of Housing and Urban Development has waived certain regulatory requirements for Consolidated Planning Grants, including the HOME program's 15% CHDO Set-Aside which enables funds to be used for other HOME-eligible purposes including Tenant-Based Rental Assistance (TBRA) and

**Whereas**, the additional \$134,401 for TBRA would enable twelve senior households who were slated to lose their rental assistance in December 2020 to continue receiving housing assistance for an additional two years.

**Now, Therefore, Be It Resolved** The Board of Commissioners of the Sonoma County Community Development Commission approves the proposed amendments to the 2020 Consolidated Plan and One-Year Action Plan, adding \$134,401 to the existing allocation for Tenant-Based Rental Assistance and bringing the total amount for HOME-funded TBRA to \$171,441.

Resolution #20-

Date:

Page 2

**Supervisors:**

Rabbitt:

Zane:

Gore:

Hopkins:

Gorin:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

DRAFT



**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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Chair

**Lynda Hopkins**  
Vice Chair

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**Shirlee Zane**  
**James Gore**

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

**MEMORANDUM**

Date: September 16, 2020  
To: The Community Development Committee  
From: Tina Rivera, Interim Assistant Director  
Subject: Item # 6: Changes to the CD Committee Ordinance

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The Board of Supervisors directed the Commission at their July 7<sup>th</sup> meeting to move forward with certain changes to the CD Committee Ordinance. These changes were meant to clarify the role of the Committee in relationship to other committees and the functions of Commission staff.

At your July and August meetings, the Committee and staff have discussed these changes and, specifically, how the removal of the word “all” in respect to matters coming before the Commission will impact the future of your Committee work. This memo will hopefully provide further clarity about the purpose of the changes in light of the Board’s instruction and the vision prior Commission Directors had for the role of the Committee.

It is first important to note that the proposed wording changes will not have any impact on the existing responsibilities of your Committee. Rather, it will create room to expand your role into what Margaret Van Vliet and Geoffrey Ross intended: that of an advisory body on programs within your purview, and a bridge to be advocates and educators in the community. The specifying of language in the Ordinance serves several important purposes to this effect:

**1. It defines the scope of the CD Committee for the sake of staff and future committee members**

The problem with leaving “all” matters related to the federal and local funding sources is that it becomes unclear where the administrative burden to be placed on the Committee stops. For example, there are CDBG-funded projects that undergo Committee review for recommended awards. There is also staff work that is paid for by CDBG administrative funds, underwriting of loans for CDBG-funded housing developers, and monitoring of projects to ensure that they are in compliance with CDBG regulations. Even though all aforementioned activities are funded from the same source and are all “Commission business,” to make all the purview of the Committee would be



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unnecessarily burdensome for your Committee and for staff. The attached Policy for Advisory Bodies Roles and Relationships issued by the County Administrator further delineates the distinction of advisory and administrative roles. The purpose here isn't to withhold information or decision-making ability from the Committee, but rather to prevent the Committee's role from becoming overseers of all of the routine work that staff is trained to do.

**2. It distinguishes the roles of the CD Committee from the Home Sonoma County Leadership Council and Consolidated Oversight Board**

As already outlined in your Ordinance and Bylaws, Committee purview excludes emergency matters, matters involving the Sonoma County Successor Agency Consolidated Oversight Board and the Leadership Council for the Homeless System of Care. Though your Committee and current staff liaisons know what this means, this statement on the surface does not provide explanation for future Committee members or staff what matters of business should be excluded or included. The Ordinance wording is an attempt to memorialize the delineation between each of the various Committees by specifying their role by program type and funding source.

**3. The goal is to have the Committee have more space to be advocates and liaisons to the community rather than a body that performs rote administrative functions**

In August of 2018 when the Leadership Council was created, the Community Development Committee was given an increased role in decision making on how the Commission invests in affordable housing production, rehabilitation and amenities that bring opportunities to lower-income communities. This has come to bear in a significant way in the wake of COVID-19, as your Committee has spent much more time in meetings reviewing new emergency funds for housing and development, uses of waivers and flexibilities, and helping staff shape the design of a new rental assistance program. This is all part of the body of work that the Committee will continue to do. As part of the vision of the Commission's former Executive Directors and current Interim Directors, we also want to be able to spend meeting time equipping you to be advocates and educators in the community about the work your Committee does and the priorities of the Commission.



## ADMINISTRATIVE POLICY 1-1:

# Policy for Advisory Bodies Roles and Relationships

Approved: Board of Supervisors

Authority: County Administrator

Clerk of the Board

Resolution: 89-2131

Revised Date: 7/27/04

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## I. Purpose

To describe the role and establish guidelines for advisory bodies to the Board of Supervisors. In addition, this policy describes typical duties of staff support for advisory bodies and outlines the duties of the County Clerk with respect to the advisory bodies. Advisory bodies serve to increase public access to the decision-making process, thereby expanding interest, participating in, and understanding of public issues.

## II. Policy

### A. Roles of Advisory Bodies:

1. To review, assess, make recommendations and provide comment to the Board of Supervisors regarding policy issues or funding allocations.
2. To conduct such studies as deemed appropriate by the Board of Supervisors.
3. To hold fact-gathering meetings with the public to better identify issues and problems, thus identifying community points of view.
4. To identify issues and document needs for action by the Board of Supervisors.
5. To perform other functions as required by Statute or as approved by the Board of Supervisors.
6. A member of an Advisory Body, or the Body as a whole, shall not take a position on legislation or a policy issue on behalf of the County without prior approval of the Board of Supervisors.
7. The following actions are the responsibility of county department heads and therefore, are not within the purview of advisory bodies:
  - a. Appointment, removal or disciplining of an employee.
  - b. Assignment and supervision of personnel and establishment of work schedules.
  - c. Preparation of the annual budget unless mandated by federal or state statute or local ordinance.
  - d. Negotiation of leases, contractual services, purchase, disposal, or property.
  - e. Daily management of agency operations.
  - f. Direction/supervision of staff services to advisory bodies.



B. Types of Advisory Bodies:

1. Permanent and on going – This type of Advisory Body has a purpose and function which is ongoing in nature, and no designated date of termination.
2. Temporary or Ad-Hoc – This type of Advisory Body is established for a specified term or until completion of a particular task.

C. Legal Authority to Establish:

1. Advisory Bodies can be required by State Statute or County Ordinance, discretionary to the Board with some provision in State Statute, or established at the complete discretion of the Board of Supervisors.

D. Information Required to Establish and Advisory Body:

1. Legal Authority to establish (i.e., State Statute or discretionary);
2. Type of body (on-going or if temporary, length of time);
3. Clearly stated purpose;
4. Number of members and conditions/length of term, including:
  - a. Are members required to file a conflict of interest form?
  - b. Are members appointed by supervisorial district or category of representation?
  - c. If appointed by District, are terms coterminous with the appointing supervisor?
5. Role of department assigned to staff the Advisory Body and budget implications, if any (i.e., mileage reimbursement, staff support, postage, travel).

E. Requirements for Ongoing Advisory Bodies:

1. Adopt By-laws within the first six months of operation. By-laws should include, but are not limited to:
  - a. Manner of governance.
  - b. Frequency, time, and location of meetings.
  - c. Purpose and goals of Body per establishing resolution adopted by the Board of Supervisors Terms and condition of membership per establishing resolution adopted by Board of Supervisors.
  - d. Process for amending By-laws.
  - e. Existence of Sub-Committees.
2. Adopt an annual work plan with specified goals and objectives.
3. Submit bi-annual progress reports to the Board of Supervisors.
4. Notify the Board of Supervisors of any resignations or potential applicants.

5. Comply with any statutes or administrative requirements, which pertain to Advisory Bodies such as the Open Meeting Act (Brown Act).
6. Encourage public participation by holding regularly scheduled meetings in accessible, public buildings.

F. Staff Support to Advisory Bodies may include:

1. Preparation of agendas, minutes, and routine correspondence.
2. Research and studies for the Advisory Body to the extent such activities do not interfere with daily operation of the department. Major, time-intensive studies or projects should be included in the annual work plan and have the concurrence of the Board of Supervisors.
3. Advice and assistance on complying with applicable state laws (e.g. Brown Act) and county policies. County Counsel should be consulted, if staff deems it necessary, for interpretation of legal requirements.

**III. Responsibilities**

A. The Clerk of the Board shall:

1. Maintain the official roster of boards, commissions, councils, and districts as required by Statute.
2. Post all Advisory Body vacancies per statutory requirements.
3. Notify appropriate persons of Board appointments.