



**SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION
1440 GUERNEVILLE ROAD, SANTA ROSA, CA 95403**

Community Development Committee
Public Hearing and Retreat

April 18, 2018
Rowan Court
2051 W Steele Lane, Santa Rosa 95403
10:00 am

AGENDA

1. Call to Order and Roll Call

2. Public Comments for Items Not on the Agenda

3. Approval of Minutes from the February 27, 2018 and March 13, 2018 meetings

The Committee will discuss and may take action to approve these minutes, or may recommend changes to the minutes from February 27, 2018 and March 13, 2018.

4. Amend Bylaws

The Committee will discuss and may take action to amend the bylaws to change the regular meeting date to third Wednesdays from 10:00AM to 11:30AM.

5. Retreat

The Committee will debrief on the FY 18-19 Funding Cycle, discuss the committee role for the upcoming year including discussion of bylaw amendments and identify ways that staff can best support the committee's role.

6. Adjournment

NEXT REGULAR MEETING & PUBLIC HEARING

**May 16, 2018
10:00 am**

Public Hearing Room
1440 Guerneville Road
Santa Rosa, CA

Any writings or documents presented to a majority of the Community Development Committee regarding any item on this agenda will 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.



**SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION
1440 GUERNEVILLE ROAD, SANTA ROSA, CA 95403**

Community Development Committee
Public Hearing

February 27, 2018
Public Hearing Room
1:30 pm

MINUTES

1. Call to Order and Roll Call

Oscar Chavez called the meeting to order at 1:30PM and roll was called.

CD Committee Members Present: Betzy Chavez, Gonzalo Romo, Willie Lamberson, Linda Garcia, Stephanie Hiller, Jessica Vega, Oscar Chavez

CD Committee Members Absent: Karin Davis

CDC Staff Present: Margaret Van Vliet, Executive Director; Geoffrey Ross, Assistant Executive Director; Jenny Abramson, Homeless & Community Services Manager; Felicity Gasser, Policy and Communications Liaison; Benjamin Wickham, Affordable Housing Manager; Angela Morgan, Affordable Housing and Finance Specialist; Nina Bellucci, Senior Community Development Specialist; Diedre Duncan, Senior Community Development Specialist; Holly Trujillo, Senior Community Development Specialist; Darrin O'Hara, Community Development Specialist II; Valerie Johnson, Community Development Specialist II; Suzanne Whipple, Office Assistant II.

Guests:

Richard Mucci, Resident
Nancy Mucci, Resident
Isela Vigil, Lilliput
Debbie McKay, Resident
Elizabeth Tiree, Sonoma County Regional Parks
Jeff Kelly, California Community Lender
Adrian Chorley, California Human Development
Estelle, Resident
Liz Rental, Habitat for Humanity
V. Causby, EAH Housing
Jennifer Estrella, Habitat for Humanity
Adam Kuperman, SAHA
Scott Johnson, SWJ Housing
John Haig, Resident
Shirlene Giln, Resident
Dorothy Hughes, Resident
Paula Cook, CHSC

2. Public Comments for Items Not on the Agenda

Jeff Kelly introduced himself as part of a newly formed non-profit lender for the North Bay, seeking CDFI certification.

Margaret Van Vliet introduced the CDC's new Assistant Executive Director, Geoffrey Ross.

3. Approval of Minutes

December 12, 2017 Linda moved to approve the December 12, 2017 minutes as presented, seconded by Betzy Chavez, and the vote was:

Ayes: Gonzalo Romo, Jessica Vega, Oscar Chavez, Willie Lamberson, Stephanie Hiller

Noes: None

Abstain: None

Absent: Karin Davis

4. Housing Authority Program Updates

A draft of these updates was released in January and did not receive any public comments. In October 2015, Commission received board approval for a policy change to set aside 141 project based vouchers for people exiting homelessness. After a few years of trying to deploy these, they found some operational problems. The policy revisions reduce the set aside to 50 vouchers for people exiting homelessness, but opens up the pool of project based vouchers to general population of eligible low income applicants.

There was committee discussion about tenant eligibility.

Committee member Gonzalo Romo raised the question of whether this policy change was spurred by the fires. Staff responded that this policy change was being considered prior to the fires.

Public Comment

Public comment on this item was given by Robert Morgan, encouraging support for the American Seniors Act.

Scott Johnson and Verna Causby offering support for the Housing Authority's proposed policy change. Ms. Causby asked if project based vouchers could be for existing housing and the length of time they will be contracted. Staff responded that there will a competition for vouchers and parameters and contract terms have not yet been determined. An email comment submitted by Mark Krug was also read aloud voicing support for the proposed change.

Linda Garcia moved to approve the Housing Authority program updates, seconded by Gonzalo Romo, and the vote was:

Ayes: Betzy Chavez, Jessica Vega, Oscar Chavez, Willie Lamberson, Stephanie Hiller

Noes: None

Abstain: None

Absent: Karin Davis

5. CDBG/HOME Housing and Non-Housing Projects

The Committee discussed and made recommendations on the funding for affordable housing development and rehabilitation projects and non-housing capital and economic development

projects. Recommendations included contingencies if disaster waivers are granted and if funding is more or less than estimated.

A. FY 2018-2019 CDBG County-Sponsored Projects

Staff recommended awarding the full \$165,000 to the sole applicant for the County-Sponsored Projects, Regional Parks, for ADA improvements at Gualala Point.

Elizabeth Tyree was present representing Regional Parks and responded to committee questions about the project.

No public comment was offered on this item.

Linda moved to approve the staff recommendation to award Regional Parks the full \$165,000 allocation. Jessica Vega seconded, and the vote was:

Ayes: Betzy Chavez, Gonzalo Romo, Oscar Chavez, Willie Lamberson, Stephanie Hiller

Noes: None

Abstain: None

Absent: Karin Davis

B. FY 2018-2019 CDBG Countywide and Unincorporated Area Projects

Staff recommended awarding the sole applicant, California Human Development, \$156,750 to expand their micro-enterprise assistance program.

Representative for the program, Adrian Chorley responded to committee questions, particularly about how success would be measured.

No public comment was offered on this item.

Willie Lamberson moved to approve the staff recommendation, seconded by Stephanie Hiller, and the vote was:

Ayes: Betzy Chavez, Jessica Vega, Oscar Chavez, Linda Garcia

Noes: Gonzalo Romo

Abstain: None

Absent: Karin Davis

C. FY 2018-2019 HOME Development Projects

Staff recommended splitting the \$221,000 allocation evenly with \$110,500 for each project.

Jennifer Estrella was present representing Habitat for Humanity and Adam Kuperman was present representing for SAHA.

Both parties responded to questions regarding project timing and the impact of receiving partial awards.

Staff reported that the Commission is awaiting HUD's decision on a disaster waiver request that could release \$102,000 from the CHDO set aside. Staff proposed that if the waiver were granted, this funding be split evenly between Habitat and SAHA.

Gonzalo Romo proposed a motion to give the full \$221,000 to SAHA for Altamira Apartments and giving the full \$102,000 to Habitat should HUD approve the Commission's disaster waiver request.

Public Comment

Debbie McKay expressed concerned that the Committee was talking about spending money it doesn't yet have available and encouraged the Committee to approve the staff recommendation.

Gonzalo moved to give the full \$221,000 to SAHA and give Habitat for Humanity the potential waiver money, seconded by Willie Lamberson, and the vote was:

Ayes: Betzy Chavez

Noes: Linda Garcia, Jessica Vega, Oscar Chavez

Abstain: Stephanie Hiller

Absent: Karin Davis

On a 3-3 vote, this motion failed.

Jessica Vega then moved to support the original staff recommendation to split the current award money between the two applicants, seconded by Linda Garcia, and the vote was:

Ayes: Willie Lamberson, Oscar Chavez, Jessica Vega, Stephanie Hiller

Noes: Gonzalo Romo

Abstain: None

Absent: Karin Davis

Since the motion to split the award carried through, the Committee then had to decide how to handle the potential \$102,000 should the waivers be granted. Gonzalo added that if the waiver money came through after SAHA's tax credit application was due it would no longer benefit them, and so suggested that the Committee consider splitting the \$102,000 between the two agencies if it was guaranteed prior to the July 2nd tax credit application deadline, but giving Habitat for Humanity the full \$102,000 should it be granted after this date. The Committee agreed to this and Linda moved to approve the adjusted contingency ruling, seconded by Jessica Vega, and the vote was:

Ayes: Betzy Chavez, Oscar Chavez, Gonzalo Romo, Willie Lamberson

Noes: Stephanie Hiller

Abstain: None

Absent: Karin Davis

D. FY 2018-2019 HOME Community Housing Development Organizations Operational Support

Staff recommended awarding \$34,000 to the sole applicant for the CHDO funding, Community Housing Sonoma County.

Paula Cook was present to represent Community Housing Sonoma County and responded to committee questions.

There was no public comment.

Willie Lamberson moved to approve the staff recommendation, seconded by Gonzalo Romo.

Ayes: Betzy Chavez, Oscar Chavez, Stephanie Hiller, Jessica Vega

Noes: None

Abstain: None

Absent: Karin Davis

6. **Adjournment**

Chair Chavez adjourned the meeting at 3:31PM.

Respectfully submitted,

Holly Trujillo, Senior Community Development Specialist



**SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION
1440 GUERNEVILLE ROAD, SANTA ROSA, CA 95403**

Community Development Committee

Public Hearing

March 13, 2018

Public Hearing Room

8:30 am

MINUTES

Call to Order and Roll Call

Oscar Chavez called the meeting to order at 8:32AM and roll was called.

CD Committee Members Present: Willie Lamberson, Linda Garcia, Gonzalo Romo, Oscar Chavez, Jessica Vega, Stephanie Hiller (arrived 8:38 am) Betzy Chavez (arrived 8:38am)

CD Committee Members Absent: Karin Davis

CDC Staff Present: Margaret Van Vliet, Executive Director; Geoffrey Ross, Assistant Executive Director; Jenny Abramson, Homeless & Community Services Manager; Felicity Gasser, Policy and Communications Liaison; Chuck Mottern, Public Services Funding Coordinator; Valerie Johnson, Community Development Specialist II.

Guests Present:

Lyn Van Tighem, COTS
Colleen Carmichael, Reach for Home
Ana Rangel, Reach for Home
Dawn Holman, YWCA
Danielle Danforth, West County Community Services
Katherine Patton, CSN-TAY
Caroline Peattie, Fair Housing Advocate of Sonoma
Brian Bricker, COTS
Len Marabella, Catholic Charities
Debbie McKay, resident
Jessica Nunn Prevost, YWCA
Cindy Strauch, Community Support Network
Elizabeth Goldman, Social Advocates for Youth
Lisa Fatu, Social Advocates for Youth
Susan Upchurch, 5th District Supervisor's Office
Cheryl Parbeus, TLR
Tom Bier, Community Support Network
Colleen Halbohm, COC/Wallace House
Mary Watts, CAP Sonoma
Kathy Kane, CAP Sonoma
Ariana Bricker, COTS
Amanda Silva, Verity
Chris Castillo, Verity
Katrina Thurman, Social Advocates for Youth

Guests Present, continued:

Madeleine O'Connell, YWCA
Kathy King, SOS
Cindy Vrooman, SOS
Elena Alioto, SOS
Elece Hempel, PPSC
Devin Castles, PPSC
Amy Appleton, SHARE
Ronit Rubinoff, Legal Aid
Pamela Swan, Catholic Charities
Juana Garcia, OTV
David France, West County Community Services

1. Public Comments for Items Not on the Agenda

None.

2. Approval of Minutes from the February 27, 2018 meeting

February 27, 2018 The Committee did not approve the minutes from February 27 because not all of them received the minutes in their packets. They will receive for their next meeting.

3. Public Hearing—Public Service Funding Proposals for Fiscal Year 2018-19

A. Fair Housing

Jenny Abramson provided a brief summary of the staff report and answered questions from the Committee.

Public Comment

None.

Deliberation and Preliminary Funding Recommendation

The Committee discussed funding changes over the years and deliverables for the Fair Housing funding. The Committee agreed on the staff recommendation to allocate \$70,000 to Fair Housing Advocates of Sonoma.

B. Permanent Supportive Housing

Jenny Abramson provided a brief summary of the staff report and answered questions from the Committee.

Public Comment

None

Deliberation and Preliminary Funding Recommendation

Willie Lamberson proposed taking \$5,000 from the staff recommended \$120,000 for Catholic Charities and increasing Reach for Home's allocation to \$35,000.

C. Rapid Re-Housing

Jenny Abramson provided a brief summary of the staff report and answered questions from the Committee. The Committee called applicants forward to respond to questions.

Public Comment

Deborah McKay expressed support for putting extra money into Rapid Re-housing and urged that the Committee accept staff recommendation because each program is serving a unique population. Each group has put together the best program to serve the population. The best way to further this is to honor successful track records, not penalize good performance.

Deliberation and Preliminary Funding Recommendation

Betsy Chavez recommended moving \$5,000 from Catholic Charities and \$5,000 from COTS and giving the \$10,000 to SAY. Linda Garcia and Willie Lamberson agreed with this. Jessica Vega recommended following staff recommendations.

D. Year-Round Emergency Shelters

Jenny Abramson provided a brief summary of the staff report and answered questions from the Committee. Committee members asked each applicant to describe their program and discussed outcomes.

Public Comment

Deborah McKay voiced her support of the YWCA's domestic violence program.

Colleen Halbohm, representing Wallace House thanked the county for previous funding. They didn't apply and were committed to working with Coordinated Entry but are clean and sober and therefore do not adhere to Housing First. Wallace House wishes to stick to its core mission – focusing on domestic violence and treatment programs.

Deliberation and Preliminary Funding Recommendation

Gonzalo Romo, Jessica Vega and Oscar Chavez agreed with the staff recommendation. Linda Garcia, Betsy Chavez and Willie Lamberson suggested reducing Catholic Charities' \$175,000 for Samuel Jones Hall to \$170,000 and the \$211,809 recommended for COTS' Mary Isaak Center to \$206,809.

E. Street Outreach & Day Services

Jenny Abramson provided a brief summary of the staff report and answered

questions from the Committee. Committee members asked each applicant to describe their program and discussed outcomes.

Public Comment

None

Deliberation and Preliminary Funding Recommendation

The Committee agreed with staff recommendations.

(Lunch Break)

F. Homelessness Prevention

Jenny Abramson provided a brief summary of the staff report and answered questions from the Committee. Committee members asked each applicant to describe their program and discussed outcomes.

Public Comment

Deborah McKay suggested committee read a book called Evicted, which gives a good lens on the cycle of evictions. Encouraged funding for Legal Aid who did work to prevent eviction.

Ronit Rubinoff asked if it were possible for the Committee to move funding between categories. Oscar Chavez responded that this was possible within limits. Ronit added that the City of New York has legislated a right to council to move people out of the shelter system.

Deliberation and Preliminary Funding Recommendation

Committee members discussed funding Legal Aid and what funding could be moved from other programs to accomplish this. Jessica encouraged the Committee to follow staff recommendations but recused herself from the vote being a member of one of the organizations being funded.

G. Winter Shelters –

Jenny Abramson provided a brief summary of the staff report and answered questions from the Committee. The Committee asked questions of the applicants and staff, especially regarding staff recommendations for funding.

Public Comment

Jed Heibel of West County Community Services noted that shelters are not eligible for the pot of \$1,000,000 set aside for a Russian River area shelter. There were 13 deaths from exposure in 2016 – but none occurred during the time that the Winter Shelter was open. There is a need to address that General Services is charging \$30,000 to rent the space for the Guerneville Winter Shelter.

Susan Upchurch responded to statements about the space rent for the Winter Shelter by stating that annualized costs of maintenance are being backed by the County General Fund. An investment was made to add on-demand shower and has to be paid for.

Jed Heibel clarified that the County is actually a good partner in that it is actually allowing use of the building.

Dannielle Danforth added that the Winter Shelter protected people from dying because they were in shelters when they experienced seizures or heart attacks.

Stephanie Hiller commented that a property owned by government shouldn't charge for use – it should be redefined in our community. Margaret Van Vliet responded saying that the General Services Agreement was not within the control of the Community Development Committee and that the rent being charged is Board policy and any change would need to be taken up with the Board

Deborah McKay proposed that the Board of Supervisors make an in-kind contribution for Guerneville and give the difference to SOS Emergency Shelter. She suggested that it be pointed out to the board that if they didn't do this, they wouldn't have a shelter in a part of the community (Sonoma).

Deliberation and Preliminary Funding Recommendation

Oscar Chavez stated that the Committee would consider preparing a letter to the Board of Supervisors regarding the hardships for the Guerneville Winter Shelter and understands that staff will work with SOS to remediate misunderstanding and programmatic challenges.

The Committee tentatively accepted staff recommendations.

(Break)

H. Final Recommendations & Contingencies

On Fair Housing

Public Comment

None.

Funding Recommendation

Jessica moved to approve staff recommendation, Gonzalo seconded, and the vote was:

Ayes: Betzy Chavez, Linda Garcia, Willie Lamberson, Oscar Chavez, Stephanie

Hiller
Noes: None
Abstain: None
Absent: Karin Davis

The motion carries.

On Permanent Supportive Housing

Linda suggested putting \$10,000 into Legal Aid. Willie recommended moving \$5,000 from Catholic Charities to Reach for Home's Permanent Supportive Housing. Betzy and Stephanie supported this recommendation.

Public Comment

Len Marabella and Jennielynn Holmes emphasized that the Palms Inn is a model program that is working. Catholic Charities is creative, but there is a limit to far dollars can stretch. Catholic Charities has stepped up to do Housing First and Coordinated Entry.

Brian Bricker (COTS) told the Committee they were in a tough spot – making recommendations without complete information. He urged the Committee to follow the staff recommendation.

Funding Recommendation

Gonzalo Romo moved to approve Willie's suggestion to move \$5,000 from Catholic Charities to Reach for Homes' Permanent Supportive Housing. Willie Lamberson seconded, and the vote was:

Ayes: Linda Garcia, Betzy Chavez,
Noes: Oscar Chavez
Abstain: Stephanie Hiller, Jessica Vega
Absent: Karin Davis

The motion carries.

On Rapid Rehousing

The Committee deliberated on staff recommendation.

Public Comment

None.

Funding Recommendation

Gonzalo moved to follow the staff recommendation. Jessica seconded, and the vote was:

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

Abstain: None
Absent: Karin Davis

The motion carries.

On Emergency Shelter

The committee deliberated on moving funds from Catholic Charities', CAPSC and YWCA's allocations to increase funding for SHARE and Legal Aid.

Public Comment

Katrina Thurman of SAY reminded the Committee of what had been discussed about the youth. \$50,000 is insufficient to allow for shelter to be open all year. Youth don't go to adult shelters because they feel unsafe.

Jennielynn Holmes of Catholic Charities said this is one of the only funding sources for emergency shelter – moving it to other categories isn't helpful to the system of care. There isn't evidence that shows that prevention is effective. Every \$5,000 that gets taken results in people without shelter.

Mary Watts of CAP Sonoma said that Sloan House is for chronically homeless women who wouldn't be helped by a prevention program.

Ronit Rubinoff of Legal Aid argued that New York and Boston saved money by investing in a prevention program.

Amy Appleton of SHARE stated that the SHARE program is preventing homelessness.

Brian Bricker of COTS said COTS serves transition-age youth.

Mike Johnson of COTS stated that Emergency shelter is the best bang for buck.

Funding Recommendation

Jessica Vega moved to support the staff recommendation. Stephanie Hiller seconded, and the vote was:

Ayes: Oscar Chavez, Jessica Vega, Stephanie Hiller
Noes: Betzy Chavez, Willie Lamberson, Linda Garcia, Gonzalo Romo.
Abstain: None
Absent: Karin Davis

The motion did not carry.

Willie Lamberson then moved to move \$5,000 from Sam Jones Hall and \$10,000 from Mary Isaak Center to the Homeless Prevention category. Linda Garcia seconded, and the vote was:

Ayes: Willie Lamberson, Linda Garcia, Betzy Chavez
Noes: Gonzalo Romo, Oscar Chavez, Stephanie Hiller.
Abstain: Jessica
Absent: Karin Davis.

On a 3/3 vote, the motion did not carry.

Willie then moved to take \$5,000 from Sam Jones and from Mary Isaak Center to provide \$10,000 for Homeless Prevention. Gonzalo Romo seconded and the vote was:

Ayes: Willie Lamberson, Gonzalo Romo, Linda Garcia
Noes: Oscar Chavez
Abstain: Betzy Chavez, Stephanie Hiller, Jessica Vega
Absent: Karin Davis

The motion carries.

On Street Outreach

Public Comment

None.

Funding Recommendation

Gonzalo Romo moved to approve the staff recommendation. Betzy Chavez seconded, and the vote was:

Ayes: Gonzalo Romo, Betzy Chavez, Linda Garcia, Oscar Chavez, Stephanie Hiller, Willie Lamberson, Jessica Vega
Noes: None
Abstain: None
Absent: Karin Davis

The motion carries.

On Homeless Prevention Projects

Public Comment

None

Funding Recommendation

Gonzalo Romo moved to accept the staff recommendation with the addition of allocating the \$10,000 from the Emergency Shelter category to fund Legal Aid. Linda Garcia seconded, and the vote was:

Ayes: Gonzalo Romo, Linda Garcia, Stephanie Hiller, Oscar Chavez, Willie

Lamberson, Jessica Vega
Noes: None
Abstain: None
Absent: Karin Davis

The motion carries.

On Winter Shelter

Public Comment
None

Funding Recommendation

Gonzalo Romo moved to accept the staff recommendation. Stephanie Hiller seconded, and the vote was:

Ayes: Gonzalo Romo, Stephanie Hiller, Oscar Chavez, Jessica Vega

Noes: Willie Lamberson, Linda Garcia

Abstain: Betzy Chavez

Absent: Karin Davis

The motion carries.

4. Adjournment

Oscar Chavez offered closing remarks and adjourned the meeting at 4:25PM.

Respectfully submitted,
Felicity Gasser, Policy and Communications Liaison



BYLAWS OF THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMITTEE

ARTICLE I PURPOSE

Section 1.

- (a) To review and make recommendations on all matters to come before the Sonoma County Community Development Commission prior to Commission action, except: emergency matters; matters involving the Russian River Redevelopment Oversight Committee, and Sonoma Valley Redevelopment Advisory Committee; and matters which the Committee by resolution or other action excludes from Committee review and recommendation.
- (b) To perform such other functions as the Board of Supervisors or the Commission may, by ordinance, resolution or minute order delegate to it.
- (c) To perform other functions as the 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 be nominated by the six members first appointed by the Board and Human Services Director. 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 ~~second-third~~ (~~2nd~~~~3rd~~) Tuesday 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 ~~3:30 p.m~~ 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 aid the Committee in setting priorities for the Consolidated 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, 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 in advance, by no later than noon 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 second Tuesday of June or the next closest date on which the Committee meets. The elected officers will assume their positions beginning with the second Tuesday of July 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 Robert's 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 26th day of October 1993; amended the 27th day of February 1996; as further amended on the 24th day of August 1999; as further amended on the 14th day of September 1999; as further amended on the 8th day of November, 2005; as further amended on the 15th day of January 2013.

SO ORDERED.

Community Development Committee Retreat

April 18, 2018

10am-1pm

Staff attendees: Margaret, Geoffrey, Felicity, Holly

10am-10:30am Committee Business

10:30am-11am Icebreaker Exercise & Goals for the Day

Icebreaker: Share something from your personal life that led you to serve on this committee or become involved in community work.

Goal for the Day: Gain clarity on committee role for next year's Funding Cycle & how staff can effectively support that role

Staff and Committee debrief on FY 18-19 Funding Cycle Process

Committee Role for the upcoming year: CDC Staff presents current bylaws and proposed role matrix for discussion about what is the best role for the committee to play...

Review Bylaws

11am-11:30am Supporting the Committee

How can staff most effectively support Committee work?

Present proposed changes to Committee Calendar

Brainstorm future Committee Policy Education:

- Brown Act, Form 700, Robert's Rules of Order

- What Upstream Investments Means for The Homeless System of Care

- Commission obligations related to Fair Housing

- Commission obligations related to Continuum of Care

- Commission obligations to further the Board Priorities

11:30am-12:30am Tour of Rowan Court Apartments

12:30pm-1pm Lunch

Role Matrix

Ideal Committee Role

Bring personal and professional knowledge to inform policy and advise

Make policy recommendations to the Board of Supervisors

Review staff reports on contractor work and provide feedback as necessary

Set goals for performance of Commission

Review Reports and data to determine how it compares to set goals

Serve as liaisons between Commission and Supervisorial Districts or Section 8 tenants

Ideal Staff Role

Use expertise to make decisions that effectively implement policy set by the Committee

Implement policy set by the Board of Supervisors and ensure compliance with federal, state and local regulations

Perform due diligence to ensure that contractors meet performance metrics

Define what success looks like by using specific metrics that rely on good data collection

Collect data that is able to measure performance on set goals

Communicate clearly and often with committee on progress toward agreed upon goals using collected and analyzed data