

Sonoma County Community Development Committee



Human Services Dept. Representative: Oscar Chavez (Chair), Tenant Representatives: Jessica Vega, Judith Morgan
1st Dist: Betzy Chavez (Vice Chair) | 2nd Dist: Jake Mackenzie | 3rd Dist: Susan Adams | 4th Dist: *Vacant* | 5th Dist: Linda Garcia
Interim Director: Dave Kiff

Joint Public Meeting with Cities & Towns Advisory Committee Concurrent with Community Development Committee

Wednesday, August 18, 2021

10:00 am - 12:00 pm

Meeting Recording:

<https://www.youtube.com/watch?v=40DR2kalwPk>

MINUTES

1. Call to Order and Roll Call

Chair Chavez opened the joint meeting, welcomed the committee members and public. Lori Houston initiated roll call.

Community Development Committee

Attendees:

Betzy Chavez (1st District)
Jake Mackenzie (2nd District)
Susan Hollingsworth-Adams (3rd District)
Linda Garcia (5th District)
Oscar Chavez (Human Services Department)
Judith Morgan (Tenant Representative)

Vacant:

4th District

Absent:

Jessica Vega (Tenant Representative)

Cities & Towns Advisory Committee

Attendees:

Cloverdale – Kevin Thompson
Cotati – Noah Housh
Healdsburg – Stephen Sotomayor
Rohnert Park - Jenna Garcia
Sebastopol - Kari Svanstrom

Absent:

Sonoma – David Storer
Town of Windsor – Jessica Jones



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Before public comment, the Chair of the CD Committee informed the group that there was a change in the agenda. Item 6 of the agenda concerning the CDBG-DR reports was postponed to the next meeting. Marc Chandler, CDC staff member, provided an explanation for this change. He explained that he discovered some inconsistencies in some of the staff reports in the funding analysis. The reports will be revised and presented at the next meeting.

2. Public Comments for Items Not on the Agenda

There was no public comment.

3. Approval of July 21, 2021 Meeting Minutes by CTAC

Stephen Sotomayor moved to approve the minutes; Kari Svanstrom seconded the motion.

Ayes:

Rohnert Park - Jenna Garcia
Sebastopol - Kari Svanstrom
Healdsburg - Stephen Sotomayor
Cotati – Noah Housh
Cloverdale - Kevin Thompson

Absent:

Town of Windsor - Jessica Jones
Sonoma - David Storer

Approval of July 21, 2021 Meeting Minutes by CD Committee

Jake Mackenzie moved to approve the minutes; Susan Hollingsworth-Adams seconded the motion.

Ayes:

Betzy Chavez
Jake Mackenzie
Susan Hollingsworth-Adams
Linda Garcia
Oscar Chavez
Judith Morgan

Absent:

Jessica Vega



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4. Interim Director's Report

Dave Kiff, Interim Executive Director, provided the committees with a monthly progress report regarding the Emergency Rental Assistance Program (ERAP). He discussed the amount of funds that have been disbursed, covered the most recent meeting between CDC staff and several community-based organizations, and showed a graphic with the geographic distribution of assistance based on ZIP codes. He said he would send it to all committee members. Dave responded to questions from the committees regarding this topic.

Dave informed the committees about a recipient who did not use an award of \$600,000 funded by County Fund for Housing (CFH). He asked if the committees would like to have a special meeting to discuss how to use the outstanding balance of \$600,000 from County Fund for Housing (CFH). CDC could use the funds as soon as possible, or wait until the next Notice of Funding Availability (NOFA) is released. Susan Hollingsworth-Adams stated she would like a special meeting to discuss using the funds. Multiple committee members also indicated interest in a special meeting.

Jenna Garcia asked about allocating funds sooner rather than later and asked what the timeline is for the CFH NOFA. Dave Kiff responded that it would be best to use the funds on projects that are "shovel ready." CDC staff member Maria Contreras responded that staff plans to release it at the end of the month and explained the typical timeline process for the NOFA.

Jake Mackenzie asked about normal committee procedures related to matters not on the agenda. Chair Chavez explained that the committee normally makes a motion and votes to have an item placed on the agenda. Chair Chavez called for a motion to vote on the \$600,000 CFH funds item being placed on the agenda as soon as possible. Susan Adams made the first motion and Jake Mackenzie seconded. All CD Committee members voted in favor, except Jessica Vega, who was absent.

Judith Morgan asked if it was possible for committee members to be notified of upcoming NOFAs. Dave Kiff replied that CDC's goal is to provide a general schedule regarding NOFA release to the public. He also mentioned there are multiple NOFAs coming down from the state-level, including the NOFA for Project Homekey.

There was no public comment on the Interim's Director Report.



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5. Review of Federal Funding Policies

Veronica Ortiz-De Anda presented an overview of federal funding policies that are going to be updated for the upcoming fiscal year of 2022-23. Veronica explained that policies are updated every year, and they provide criteria and guidance to staff and the committees to fund projects, whether for housing or non-housing. She also shared how the policies are related to the Five-Year Consolidated Plan and explained the eligibility/ranking criteria. She explained that staff is not proposing major changes to funding policies. Staff requested the committees review the policies and provide feedback.

The committees had questions for staff regarding funding projects in pre-development phase; eligibility and ranking criteria; giving priority to housing versus non-housing projects; high opportunity areas and a map of these areas; and geographic equity showing how many awards have been made within and outside of the “Urban County.” Clarification was made by the CTAC committee that given the current ranking policy, an eligible affordable-housing project within the Urban County would be prioritized over a general infrastructure project.

There was no public comment on the federal funding policies. Jenna Garcia asked if CTAC members had any last questions, then adjourned CTAC at 10:51 am.

6. Review and Approval of CDBG-DR MHP Funding Recommendations – POSTPONED

Marc Chandler provided a brief explanation for the postponement; staff reports contained inconsistencies that could not be addressed before distribution of the meeting agenda. This item will be covered during the September 15, 2021 meeting instead.

7. Approval of Public Housing Authority ADA Transition Plan and Section 504 Self-Evaluation

Martha Cheever introduced the plan with some background and context. Two obligations of this agreement are the Section 504 Self-Evaluation and the ADA Transition Plan. The 504 Self-Evaluation looks at potential barriers to accessibility related to our services. The ADA Transition Plan identifies physical barriers to accessibility within the CDC’s office space. Both plans were released for public comment. Staff recommends the committee accept the plan. Once the plan is accepted, it is just a matter of mitigating potential barriers. Martha then opened for questions.

Linda Garcia moved to approve the Section 504 Self-Evaluation Plan and the ADA Transition Plan; Betzy Chavez seconded. Chair Chavez opened for public comment. There was no public comment. Jake Mackenzie asked if there was significant public comment related to the transition plan. Martha responded that four public comments were submitted prior to the meeting, nothing of significance.



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Ayes:

Betzy Chavez
Jake Mackenzie
Susan Hollingsworth-Adams
Linda Garcia
Oscar Chavez
Judith Morgan

Absent:

Jessica Vega

Note: The following public comment was received via email during the meeting: "After reading the 2021 ADA Transition Plan, I have a couple of questions related to the survey findings. The access compliance surveys of Commission facilities cover 1 leased facility maintained by the Commission. The surveys identified approximately 105 different accessibility related barriers within the Commission facility and that the financial cost to mitigate all barriers identified in the surveys to be approximately \$219,075. I understand that the Commission will establish a \$50,000/year Fund for Facilities to be dedicated solely to the mitigation of barriers identified in this Transition Plan and the Commission will continue to seek out a variety of grants to assist in ADA mitigation each year. What are the timelines to complete the mitigation of barriers for this building? How will the commission keep track of progress of mitigation stages throughout the project?"

A reply was issued the same day by Martha Cheever, Housing Authority Manager.

Before adjournment: Judith Morgan asked if there was a difference between CDBG-DR funding policies and the federal funding policies that were reviewed during the meeting. Marc Chandler explained that CDBG-DR funding is reserved for the most impacted and distressed area associated with the natural disaster that prompted the funding – in our case, this funding is for the Tubbs fires, and all of Sonoma County is eligible. The County is allowed to spend CDBG-DR on affordable housing projects within Santa Rosa, because the entire county is designated as most-impacted by the recent fires.

Jake Mackenzie mentioned there is an upcoming release in the Press Democrat about a specific project. Jake asked if committee members would receive information about this project. Martha Cheever responded that it was possible to provide information if the committee so chooses, but that it had not been provided in the past.

Chair Chavez adjourned the CD Committee meeting at 11:01 am.



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