



Human Services Department Representative: Oscar Chavez, Tenant Representatives: Judith Morgan, Jessica Vega  
1<sup>st</sup> District: Betzy Chavez (Vice Chair) | 2<sup>nd</sup> District: Jake Mackenzie | 3<sup>rd</sup> District: Susan Hollingsworth Adams (Chair)  
4<sup>th</sup> District: *Vacant* | 5<sup>th</sup> District: Linda Garcia | Interim Executive Director: Dave Kiff

**Sonoma County Community Development Committee  
Regular Meeting  
Meeting Minutes**

Wednesday, October 20, 2021

10:00 am - 12:00 pm

**Meeting Recording:**

<https://www.youtube.com/watch?v=HUFKntgie2I>

**1. Call to Order and Roll Call**

The meeting was called to order at 10:02 a.m. by Chair Hollingsworth Adams. Community Development Commission (CDC) staff initiated roll call.

Community Development Committee Members Present

Betzy Chavez (1<sup>st</sup> District)  
Jake Mackenzie (2<sup>nd</sup> District)  
Susan Hollingsworth Adams (3<sup>rd</sup> District)  
Linda Garcia (5<sup>th</sup> District)  
Judith Morgan (Tenant Representative)

Vacant Seat:

4<sup>th</sup> District

Absent:

Oscar Chavez (Human Services Department)  
Jessica Vega (Tenant Representative)

CDC Staff Present

Dave Kiff, Interim Executive Director  
Kathleen Kane, Interim Assistant Executive Director  
Martha Cheever, Housing Authority Manager  
Marc Chandler, Acting Community Development Manager  
Rhonda Coffman, Community Development Assistant Manager  
Maria Contreras, Community Development Associate  
Veronica Ortiz-De Anda, Community Development Associate  
Valerie Johnson, Senior Community Development Specialist  
Matthew Burns, Administrative Aide  
Susan Vahlstrom, Executive Secretary

Guest Presenter

Adam Kuperman, Satellite Affordable Housing Associates

Guests

Jenna Garcia, CTAC Member  
 Noah Housh, CTAC Member  
 Josh Reed  
 Nikigiovonie Rogers  
 Nathan Smith  
 G. Martin  
 Karen M.  
 Natalie T.

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

There was no public comment.

**3. Introduction of CDC Staff**

Interim Director Dave Kiff introduced CDC staff that attended the meeting and briefly described their positions.

Committee Member Linda Garcia asked who in staff is the point contact person for the Committee. The Interim Director responded that Susan Vahlstrom and Matthew Burns are available to the Committee.

**4. Approval of September 15, 2021 Meeting Minutes**

Committee Member Jake Mackenzie moved to approve the minutes; Linda Garcia seconded the motion. There was no discussion or correction to the minutes.

The Chair asked if anyone in attendance wished to provide public comment. There was none.

## Ayes:

Betzy Chavez (1<sup>st</sup> District)  
 Jake Mackenzie (2<sup>nd</sup> District)  
 Susan Hollingsworth Adams (3<sup>rd</sup> District)  
 Linda Garcia (5<sup>th</sup> District)  
 Judith Morgan (Tenant Representative)

## Vacant Seat:

4<sup>th</sup> District

## Absent:

Oscar Chavez (Human Services Department)  
 Jessica Vega (Tenant Representative)

**5. Interim Director's Report**

Dave Kiff re-introduced Rhonda Coffman as the new Community Development Assistant Manager at CDC. Ms. Coffman spoke about her experience and background to the Committee. She also announced the promotion of Valerie Johnson to Community Development Associate within CDC. Martha Cheever, the Housing Authority Manager, informed the Committee about new staff on her team and shared that there

are various recruitments taking place for the Housing Authority. Marc Chandler, the Acting Community Development Manager, informed the Committee that interviews are taking place to replace Maria Contreras' old position [Affordable Housing Finance Specialist].

Committee Member Mackenzie asked Ms. Coffman if she arrived to CDC from within the county or outside of the area. Ms. Coffman clarified that she worked in Redwood City and the City of Menlo Park before joining CDC.

Mr. Kiff provided the Committee with an update on Emergency Rental Assistance Program (ERAP) and explained the different types of funds within the program. He informed the Committee that staff has been working with federal round one monies, for which CDC met the deadline of expending at least 65% (actual spent was 99%) of the funds by September 30<sup>th</sup>. CDC did not receive state funds for round one and staff is now focusing on receiving round two funds, which will be approximately \$4 million. Additionally, staff is preparing to secure round 2 federal funds, which have some deadlines for CDC to meet, but longer timelines to expend. This program will be available through 2024-25 depending on the funding sources.

At this time staff identified Committee Member Betzy Chavez as an attendee and she was promoted to panelist in Zoom to join the rest of the Committee.

Staff did not have an update on the HOME ARPA funds and it was noted as such.

The Interim Director then provided an update on the County ARPA funds by sharing that various community meetings have taken place to solicit public input on use of these funds, which amount to approximately \$90 million, and the County will continue to work on this until December. He mentioned that CDC submitted some suggestions to County leadership on use of these funds, of which one is to supplement the County Fund for Housing program with \$5 million.

Mr. Kiff then asked Marc Chandler to provide an update on the County Fund for Housing Notice of Funding Availability (NOFA) applications that were received for funding. Mr. Chandler provided an overview of the number of applications and the total amount requested, including a general timeline of review, and indicated that the applications would be presented to the CD Committee at the November meeting.

Committee Member Mackenzie asked if the applications received were from jurisdictions or non-profit organizations. Mr. Chandler clarified that the applications are from non-profit developers. Committee member Mackenzie asked what the geographical distribution of the applications was and Mr. Chandler responded accordingly.

Martha Cheever, Housing Authority Manager, then provided an update on the wait list lottery for housing vouchers. She indicated that, to date, there are 2,525 applicants who appear to be preliminarily eligible. She asked for the Committee's assistance to inform others about the open waitlist and stated that the application period will close on November 1<sup>st</sup>.

Chair Hollingsworth Adams asked Ms. Cheever to send the committee members the link to the application and she stated she would. Committee Member Betzy Chavez asked if there would be an extension to the application period to which Ms. Cheever responded that there would not.

In regards to the affordable housing compliance reports related to Vineyard Creek Apartments, Mr. Kiff informed the Committee that Kathleen Kane, Interim Assistant Executive Director, and Rhonda Coffman are working on a report to bring to the Board of Supervisors on November 16<sup>th</sup>. Ms. Coffman spoke about the report which will contain current and past procedures as well as recommendations to the Board about affordable housing compliance. In regards to monitoring, she explained that HUD issued a waiver on home monitoring visits due to the COVID pandemic and that the waiver expired at the end of September 2021. She indicated that all sites that were not being monitored during the waiver period must be monitored by March of 2022, per HUD. Additionally, she shared with the Committee that staff conducted a monitoring visit to Vineyard Creek Apartments and that the report is in the process of being completed.

Committee Member Mackenzie asked if the report will contain information about the Vineyard Creek Apartments monitoring. Mr. Kiff explained that he envisions the report to include information on how to move forward and it will not be an investigation of what occurred at apartment complex. Committee Member Mackenzie shared about his background in compliance at the U.S. Environmental Protection Agency and expressed his desire to receive a report on the findings of the monitoring at the complex adding that the Committee should be included in the process.

The Chair asked for public comment on the Interim Director's Report. There was none.

#### **6. Presentation by Satellite Affordable Housing Associates (SAHA) of Alta Madrone Apartments**

Adam Kuperman of SAHA presented to the Committee on the finished affordable housing project called Alta Madrone in the City of Sonoma, which received previous funding by CDC. He explained the affordability breakdown, pictures of the complex, and other project details. Members of the Committee asked Mr. Kuperman questions about the project and Mr. Kuperman responded accordingly. The Chair thanked Mr. Kuperman for his presentation.

#### **7. Nan McKay and Associates Agreement for Housing Authority Services**

Martha Cheever presented to the Committee and explained the need for additional support services in the Housing Authority. She shared that last year the Housing Authority observed a rise in workload and the shortage in staff made it difficult to comply with regulations. Staff released a request for proposal (RFP) and engaged with Nan McKay to expand their contract to the end of 2022, as well as increase the contract amount to \$250,000. Per CDC Procurement Policies, the Board of Commissioners will need to approve this level of procurement authority for the Executive Director to execute the agreement. Ms. Cheever asked that the Committee recommend to the Board of Commissioners approval of this contract.

The Committee asked questions related to staffing the Housing Authority and Ms. Cheever responded accordingly.

The Chair asked if there was anyone in attendance who wished to speak on this item. There was no public comment.

Jake Mackenzie moved to approve the request. This was seconded by Linda Garcia.

Ayes:

Betzy Chavez (1<sup>st</sup> District)  
Jake Mackenzie (2<sup>nd</sup> District)  
Susan Hollingsworth Adams (3<sup>rd</sup> District)  
Linda Garcia (5<sup>th</sup> District)  
Judith Morgan (Tenant Representative)

Vacant Seat:

4<sup>th</sup> District

Absent:

Oscar Chavez (Human Services Department)  
Jessica Vega (Tenant Representative)

Chair Adams thanked staff for their work and adjourned the meeting at 10:52 am.