



Human Services Department Representative: Oscar Chavez, Tenant Representatives: Judith Morgan, *Vacant*  
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 & Concurrent Public Hearing**

### **Meeting Minutes**

Wednesday, April 20, 2022

10:00 a.m. - 12:00 p.m.

Meeting Recording:

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

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

The meeting was called to order at 10:00 a.m. by Chair Hollingsworth Adams; Community Development Commission (CDC) staff initiated the roll call.

#### Community Development Committee Members Present

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)  
Oscar Chavez (Human Services Department)

#### Community Development Committee Member Absent

Betzy Chavez (1<sup>st</sup> District)

#### Vacant Seats

4<sup>th</sup> District  
Tenant Representative

#### CDC Staff Present

Dave Kiff, Interim Executive Director  
Kathleen Kane, Interim Assistant Executive Director  
Martha Cheever, Housing Authority Manager  
Michael Gause, Community Development Manager  
Marc Chandler, Community Development Acting Manager  
Rhonda Coffman, Community Development Assistant Manager  
Maria Contreras, Community Development Associate  
Chris Raschke, Administrative Aide

Krista Fotou, Senior Community Development Specialist  
Veronica Ortiz-De Anda, Community Development Associate  
Valerie Johnson, Community Development Associate  
Madison Murray, Senior Community Development Specialist  
Matthew Burns, Administrative Aide  
Susan Vahlstrom, Executive Secretary

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

There were no public comments.

**3. Approval of March 16, 2022, Meeting Minutes**

There was no discussion or correction to the minutes. Chair Hollingsworth Adams moved to approve the minutes; Committee Member Jake Mackenzie seconded the motion.

Ayes

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)  
Oscar Chavez (Human Services Department)

Absent

Betzy Chavez (1<sup>st</sup> District)

***Motion passed***

**4. Interim Director's Report**

An ERAP update will be presented separately.

**5. Substantial Amendments to FY 2019-20 and FY 2020-21 Action Plans**

Kathleen Kane, Interim Assistant Executive Director, summarized the changes to the two Action Plans. In order to submit the formal action plan amendments to HUD, the Committee's recommendation is needed before it goes to the Board of Commissioners for their approval.

Public comments: None at this time.

Committee Member Jake Mackenzie moved that the Committee recommend approval of the amendments to the FY 2019-20 and FY 2020-21 Action Plans to the Board of Supervisors with an addendum reflecting concerns raised by our Committee about the process, through which DHS and CDC staff moved quickly to address the evolving pandemic needs and did not consult with the Committee or the Continuum of Care Board before making changes in the use of funds; Committee Member Oscar Chavez seconded the motion.

Ayes

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)  
Oscar Chavez (Human Services Department)

Absent

Betzy Chavez (1<sup>st</sup> District)

***Motion passed***

**6. FY 2022-23 Action Plan and Substantial Amendment to FY 2021-22 Action Plan, including CDBG, CDBG-CV, HOME, and ESG Final Funding Recommendations**

Rhonda Coffman, Community Development Assistant Manager, requested the Committee's approval of the FY 2022-23 Action Plan, including the authorizations for staff adjustments to the CDBG, HOME, and ESG funding amounts based on the actual HUD grant allocations, and the FY 2021-22 Action Plan Substantial Amendment.

Public comments: Two written public comments were received and sent to Committee members via email. Steve Schneider with Homes 4 the Homeless, and Efren Carrillo with Burbank Housing, provided public comments.

Committee Member Jake Mackenzie moved the Committee recommends that the Board of Supervisors approve the FY 2022-23 Action Plan and the Substantial Amendment to the 2021-22 Action Plan, and if adjustments to the award amounts as presented by staff are necessary because of a change in funding amounts that the potential adjustments to the CDBG, HOME, and ESG funding for projects reflect recommendations by staff. Committee Member Linda Garcia seconded the motion.

Ayes

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)  
Oscar Chavez (Human Services Department)

Absent

Betzy Chavez (1<sup>st</sup> District)

***Motion passed***

**7. Emergency Rental Assistance Program Update**

Marc Chandler, Community Development Acting Manager, gave a presentation on ERAP funds that were allocated and disbursed to date, number of pending cases, and amount of estimated shortfall. The PowerPoint presentation will be sent to the Committee members and posted on the CDC webpage.

Chair Hollingsworth Adams had to leave the meeting; Oscar Chavez assumed the position of Chair at 11:21 a.m.

**8. Items Board Members Would Like Placed on a Future Agenda**

Acting Chair Chavez would like to discuss the process for federal ESG funding and the recommendation process for those funds before it goes to the Board of Supervisors.

Susan Vahlstrom thanked the Committee members for submitting their Statement of Economic Interests (Form 700). One Committee member needs to submit the form prior to May 1, 2022.

The meeting was adjourned at 11:31 a.m.