



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

Sonoma County Community Development Committee Regular Meeting & Concurrent Public Hearing

DRAFT Meeting Minutes

Wednesday, March 16, 2022

10:00 am - 12:00 pm

[Meeting Recording](#)

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

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

Vacant Seats

4th District
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
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

Guests

Gail Lee, Luther Burbank Experiment Farm
Deborah Kravitz, Healdsburg
Efren Carrillo, Burbank Housing Development
Karen Massey, Burbank Housing Development
Mike Kelley, Burbank Housing Development
Kathy Kane, Community Action Partnership of Sonoma County
Courtney Klein, Sebastopol Regional Library
Juan Orantes, Disability Services & Legal Center
Toni Bertolero, GHD/City of Sebastopol
Steve Schneider, Homes 4 the Homeless

2. Public Comments for Items Not on the Agenda

There were no public comments.

3. Approval of February 16, 2022, Meeting Minutes

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

Ayes

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

Motion passed

4. Interim Director's Report

Staff (Valerie Johnson, Community Development Associate) provided an update on Affordable Housing Compliance Monitoring.

5. FY 2022-2023 Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and CDBG - Cares Act (CDBG-CV) Funding Applications

Rhonda Coffman, Community Development Assistant Manager, presented a review of the Action Plan process and funding recommended by staff:

Applicant	Project	\$ Request	Staff Funding Recommendation
CDBG			
Non-Housing Capital Projects			
City of Sebastopol	Luther Burbank Farm ADA Restroom Facility	\$146,000	\$146,000
Sweetwater Springs Water District	Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement	\$169,472	\$169,472
Housing Capital Projects			
Burbank Housing	Dry Creek Commons	\$900,000	\$866,476*
Disability Services & Legal Center	Housing Accessibility Modification Program	\$45,000	\$45,000
Sonoma County Community Development Commission	Countywide Housing Rehabilitation Programs	\$500,000	\$500,000
Total CDBG Capital Projects Amount Requested		\$1,760,472	\$1,726,948
Total CDBG Estimated Amount Available (FY 2022-2023 and Prior Year Funds)			\$1,726,948

**Funding up to the full amount requested is recommended if the actual CDBG grant from HUD is greater than the estimated amount, or if sufficient program income or reprogrammed funds become available.*

CDBG – Public Services Set Aside (Fair Housing Activities)			
Fair Housing Advocates of Northern California	Fair Housing Education and Enforcement	\$85,000	\$84,526*
Legal Aid of Sonoma County	HOME – Housing Justice Project	\$195,000	\$194,000*
Total CDBG Public Services Amount Requested		\$280,000	\$278,526
Total Estimated Amount Available (FY 2022-2023)			\$278,526
HOME Housing Projects			
Burbank Housing	Dry Creek Commons (Healdsburg)	\$400,000	\$400,000
Sonoma County Housing Authority	Tenant Based Rental Assistance	\$500,000	\$500,000
Total HOME amount requested		\$900,000	\$900,000
Total Estimated Amount Available (FY 2022-2023 and FY 2021-2022)			\$1,188,806
CDBG - CV			
Fair Housing Advocates of Northern California	Fair Housing Education and Enforcement	\$25,000	\$25,000
Housing and Economic Rights Advocates	Financial Stability Legal Services	\$25,650	\$25,650
Community Action Partnership	HCA Family Fund	\$33,000	\$33,000
Community Action Partnership	Sloan House Woman’s Shelter	\$57,367.87	\$57,367
Homes 4 the Homeless	Vocational Training (for construction of showers for the homeless)	\$994,000	No recommendation
Homes 4 the Homeless	Case Management Program	\$682,000	\$25,000
Total CDBG-CV Amount Requested		\$1,817,017.87	\$166,017
Total Estimated Amount Available (FY 2021-2022 and FY 2020-2021)			\$1,536,871

**Funding up to the full amount requested is recommended if the actual CDBG grant from HUD is greater than the estimated amount, or if sufficient program income or reprogrammed funds become available.*

Madison Murray, Senior Community Development Specialist, reviewed the 5-year plan for investments in member jurisdictions of the Urban County and funding requests for FY 22-23

Committee Member Linda Garcia moved to approve the staff's funding recommendations; Committee Member Jake Mackenzie seconded the motion.

Ayes

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

Motion passed

Committee Member Jake Mackenzie moved to approve staff conducting a mid-cycle NOFA for the funds remaining available; Committee Member Oscar Chavez seconded the motion.

Ayes

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

Motion passed

6. Items Board Members Would Like Placed on a Future Agenda

Committee Member Jake Mackenzie suggested a future workshop on the state of Black housing in Sonoma County. Chair Hollingsworth Adams will meet with Mr. Mackenzie to gather information to present at a future CD Committee meeting.

Committee Member Betzy Chavez requested an update on the community engagement report that previous staff member Felicity Gasser prepared regarding assisting non-profits with the NOFA process.

7. Public Hearing of Housing Authority's Annual Plan Update

Martha Cheever, Housing Authority Manager, provided the annual update on the Housing Authority's progress meeting the goals identified in the 5-Year Public Housing Agency Plan.

Chair Hollingsworth Adams open the public hearing. There were no comments.

Committee Member Jake Mackenzie moved to approve the Public Housing Authority's Annual Plan Update; Committee Member Betzy Chavez seconded the motion.

Ayes

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

Motion passed

The meeting was adjourned at 11:54 a.m.

DRAFT