



Human Services Department Representative: Oscar Chavez, Tenant Representatives: Judith Morgan, *Vacant*
1st District: *Vacant* | 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, September 21, 2022

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

[Meeting Recording](#)

1. Call to Order and Roll Call

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

Community Development Committee Members Present

Jake Mackenzie (2nd District)
Linda Garcia (5th District)
Judith Morgan (Tenant Representative)
Oscar Chavez (Human Services Department)

Vacant Seats

1st District
3rd District
4th District
Tenant Representative

CDC Staff Present

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

2. Public Comments for Items Not on the Agenda

None at this time.

3. Appointments of Eric McDermott and Christopher Borr

Rhonda Coffman introduced the new Tenant Representative Erin McDermott, who goes by Nicky, and Christopher Borr, who goes by Chris and will represent District 3. Both made brief statements. The Oath of Office was previously administered to Chris, and Noelle Francis, Deputy Clerk of the Board, administered the Oath of Office to Nicky McDermott.

4. Approval of August 17, 2022, Meeting Minutes

There is a correction to the voting on Item #3. Both Linda Garcia and Jake Mackenzie abstained on the motion to approve the minutes from the May 18, 2022, Meeting. Oscar Chavez moved to approve the corrected minutes; Judy Morgan seconded the motion.

Public comments:

None at this time.

Ayes

Jake Mackenzie
Linda Garcia
Judith Morgan
Oscar Chavez

Abstain

Chris Borr
Nicky McDermott

Motion passed

5. Interim Director's Report

Dave Kiff welcomed the 2 new Committee members. Rhonda Coffman reported on the timeline for the mid-year NOFA; funding recommendations will be presented to the committees at the November 16, 2022, meetings. A 30-day notice of these funding recommendations will be published, after which they will go to the Board of Supervisors on January 3, 2023, for approval. Madison Murray provided information on the timeline for the Commission to provide city monitoring services to interested cities once the Board of Supervisors approves an additional position at the CDC.

Public comments:

None at this time.

6. Election of Officers

Acting Chair Chavez opened nominations for Chair of the Community Development Committee. Linda Garcia nominated Jake Mackenzie; seconded by Chris Borr.

Ayes

Jake Mackenzie
Chris Borr
Linda Garcia
Judith Morgan
Nicky McDermott
Oscar Chavez

Motion passed

Incoming Chair Mackenzie opened nominations for Vice Chair of the Community Development Committee. Oscar Chavez nominated Linda Garcia; seconded by Jake Mackenzie. Linda Garcia thanked the members but declined. She nominated Oscar Chavez; seconded by Chris Borr.

Ayes

Jake Mackenzie
Chris Borr
Linda Garcia
Judith Morgan
Nicky McDermott
Oscar Chavez

Motion passed

7. Draft Fiscal Year 2021-2022 HUD Consolidated Annual Performance Evaluation Report (CAPER) - Public Hearing

Valerie Johnson shared a presentation on data from the 2021-2022 Fiscal Year CAPER and answered questions from Committee members. Rhonda Coffman reported no funds were recaptured by HUD.

Public comments:

None at this time.

8. Draft Fiscal Year 2023-2024 Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), and Emergency Solutions Grant (ESG) Funding Policies Approval

Veronica Ortiz-De Anda reviewed the proposed funding policies revisions and requested the Committee's approval before presenting to the Board of Supervisors.

Public comments:

Sunny Noh

Linda Garcia moved to approve the proposed revisions to the funding policies; seconded by Jake Mackenzie.

Ayes

Jake Mackenzie
Chris Borr
Linda Garcia
Judith Morgan
Nicky McDermott
Oscar Chavez

Motion passed

9. Amendments to Policies and Program Designs:

- a. County Fund for Housing Policies
- b. Permanent Local Housing Allocation's 5-Year Plan
- c. Low- and Moderate-Income Housing Asset Fund Policies
- d. CDC Loan Policies
- e. Sonoma County Homeownership Policies
- f. Housing Rehabilitation Program Design
- g. Earthquake Resistant Bracing Systems Program Design
- h. Commercial Rehabilitation Loan Program Design
- i. Flood Elevation Program Design

Kathleen Kane shared a presentation detailing the proposed revisions and answered questions from Committee Members.

Public comments:

None at this time.

Linda Garcia moved to recommend approval to the Board of Supervisors; seconded by Oscar Chavez.

Ayes

Jake Mackenzie
Chris Borr
Linda Garcia
Judith Morgan
Nicky McDermott
Oscar Chavez

Motion passed

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

Chair Mackenzie requested a letter to be signed by the Committee Chair to Susan Hollingsworth Adams thanking her for serving as the Committee Chair for the past year. He offered to draft the letter.

The meeting was adjourned at 12:01 p.m.

DRAFT