



Human Services Department Representative: Oscar Chavez, Tenant Representatives: Judith Morgan, *Vacant*

**1<sup>st</sup> District:** *Vacant* | **2<sup>nd</sup> District:** Jake Mackenzie | **3<sup>rd</sup> District:** *Vacant*

**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, September 21, 2022

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

[Meeting Recording](#)

**Approved November 16, 2022**

#### **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 (2<sup>nd</sup> District)  
Linda Garcia (5<sup>th</sup> District)  
Judith Morgan (Tenant Representative)  
Oscar Chavez (Human Services Department)

#### Vacant Seats

1<sup>st</sup> District  
3<sup>rd</sup> District  
4<sup>th</sup> 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.