



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C9

For the meeting of: May 8, 2018

Date: April 30, 2018
To: Board of Supervisors
From: Clerk of the Board
Subject: Housing Trust Fund and Homeless Solutions Committee (HTFHSC) Appointments

RECOMMENDATION(S): That the Board of Supervisors receive, approve and file the appointments to the newly formed Housing Trust Fund and Homeless Solutions Committee.

SOURCE OF FUNDING: N/A

DISCUSSION: On February 27, 2018, the Board of Supervisors approved Resolution 18-14 establishing the Housing Trust Fund and Homeless Solutions Committee (HTFHSC). (Attachment #1)

Pursuant to California Government Code Section 54974, Notice of Vacancy (Attachment #2) for the HTFHSC was posted at the Humboldt County Library and the Clerk of the Board's office and applications were accepted.

Per the Resolution, the membership will be made up eleven (11) voting members. One (1) member from each Supervisorial District, appointed by the Supervisor thereof with notice to his/her fellow Supervisors. One (1) member to be appointed by the Board of Supervisors upon nomination of the Humboldt Housing and Homeless Coalition. One (1) member to be appointed by the Board of Supervisors upon nomination by the Planning and Building Director. One (1) member to be appointed by the Board of Supervisors upon nomination by the Department of Health and Human Services Director. One (1) member to be appointed by the Board of Supervisors with experience in developing affordable housing projects. One (1) member to be appointed by the Board of Supervisors representing the homeless or recently homeless community. (1) One member to be appointed by a majority vote of the Board of Supervisors.

Prepared by Tracy Damico

Signature

REVIEW:

Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Bass

Ayes Bass, Fennell, Sundberg, Bohn, Wilson
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 5/8/18

By:
Kathy Hayes, Clerk of the Board

The following appointments have been made;

District 1 – Nezzie Wade

District 2 – Fredrick Hoffman

District 3 – Elizabeth Matsumoto

District 4 – Andrew Rix

District 5 – George Wheeler

Humboldt Housing and Homeless Coalition – Lynn Martinez

Planning and Building Director – Paul Mushrush

Department of Health and Human Services Director – Sally Hewitt

The additional At-Large Appointments will be made on a separate Departmental Agenda item.

FINANCIAL IMPACT: N/A

OTHER AGENCY INVOLVEMENT: N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS: Attachment # 1 – Resolution 18-14
Attachment # 2 - Notice of Vacancy
Attachment #3 - Roster

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
 Certified copy of portion of proceedings, Meeting of February 27, 2018

RESOLUTION NO. 18-14

RESOLUTION ESTABLISHING A HOUSING TRUST FUND AND HOMELESSNESS SOLUTIONS COMMITTEE

WHEREAS, on Jan. 26, 2016 the Humboldt County Board of Supervisors received a report from Focus Strategies on Homeless Strategies and this report included a recommendation to adopt a Housing First approach county-wide and subsequently the Board of Supervisors adopted the Housing First approach; and

WHEREAS, the Focus Strategies report states the affordable housing inventory in Humboldt County is not adequate; and

WHEREAS, on Jan. 9, 2018, County staff and concerned citizens shared information on the state of homelessness and affordable housing opportunities in Humboldt County; and

WHEREAS, on Jan. 23, 2018 the Board of Supervisors directed staff to create an Affordable Housing Trust Fund; and

WHEREAS, the Board of Supervisors desires to establish a Housing Trust Fund and Homelessness Solutions Committee to set criteria for (1) the receipt of funds into the Housing Trust Fund; and (2) the expenditure of funds derived from the Housing Trust Fund; and (3) to make recommendations for expenditures from the Affordable Housing Trust Fund; and (4) make recommendations on homelessness solutions.

WHEREAS, the Board of Supervisors may appoint commissions or committees of citizens to study problems of general or special interest to the board and to make reports and recommendations to the board pursuant to Government Code §31000.1; and

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Committee

The Humboldt County Housing Trust Fund and Homelessness Solutions Committee is hereby established.

2. Purpose

The purpose of the Housing Trust Fund and Homelessness Solutions Committee (hereinafter the Committee) is to recommend criteria for the receipt and use of Affordable Housing Trust Fund monies, which shall be subject to Humboldt County Board of Supervisors approval. The criteria shall ensure that housing fund monies are used to assist the county in meeting its affordable housing goals with an emphasis on "bricks and mortar" projects.

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In making recommendations regarding funding sources, the Committee shall consider all applicable state and federal housing programs and funding sources including, but not limited to, the grants available to counties pursuant to Health and Safety Code section 50843.5.

Upon adoption of criteria governing revenue sources and expenditures from the Affordable Housing Trust Fund, the Committee shall make recommendations to the Board of Supervisors as to which of the proposals meeting criteria should be funded.

In making recommendations regarding homelessness solutions, the Committee shall consider all applicable state and federal supportive service programs and funding sources including, but not limited to, the grants available to counties pursuant to Health and Safety Code section 50843.5.

3. Duties

The duties of the Committee shall include:

- a. Ongoing review of the County's current and projected homelessness assistance and affordable housing revenues and expenditures.
- b. Ongoing review of federal, state, and local government funding sources for affordable housing and homelessness solutions and services.
- c. Maintaining a spreadsheet listing potential private funding sources for affordable housing and homelessness solutions.
- c. Becoming familiar with the County's role as a service provider.
- e. Providing a forum for public expression of desires regarding expenditure of funds derived from Affordable Housing Trust Fund and homelessness solutions.
- f. Working with the Department of Health and Human Services and members of the public to address potential public concerns about expenditure of funds derived from the Affordable Housing Trust Fund.
- g. Providing recommendations on ongoing sources of funding for the Affordable Housing Trust Fund.
- h. Providing recommendations on homelessness solutions.
- i. Prepare a draft ordinance or resolution setting forth criteria governing the Affordable Housing Trust Fund;
- j. Prepare formal draft bylaws to be adopted by the Committee.

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- k. Assume responsibility for making recommendations to the Board of Supervisors for expenditures from the Affordable Housing Trust Fund pursuant to the criteria adopted by the Board of Supervisors.
- l. Assume responsibility for making recommendations to the Board of Supervisors on potential shelter crisis projects utilizing the below criteria to assist with evaluation of projects:

Detailed Project description to include:

- Narrative of proposed project
- Site map
- Facility description
- Ownership or Interest in the site(s)
- Services provided and staffing plan, if any
- Security and safety plan
- Long-term schedule
- Compliance with Title II of the Americans with Disabilities Act
- Access to public transportation

Detailed Budget:

- Description of funding sources
- Detailed operational budget to include funding and expenses
- If applicable, budget should include all volunteer staffing associated with the proposal
- Budget shall not include County matching funds or any funding provided by the County

Insurance and Indemnity

- Proof of Liability Insurance
- Proof of ability to indemnify the County of Humboldt
- Execution of a hold harmless/release in favor of the county

4. Membership

The Committee shall be composed of eleven (11) voting members, who shall be appointed by the Board of Supervisors as follows:

One member from each Supervisorial District, appointed by the Supervisor thereof with notice to his/her fellow Supervisors.

One member to be appointed by the Board of Supervisors upon nomination of the Humboldt Housing and Homeless Coalition.

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One member to be appointed by the Board of Supervisors upon nomination by the Planning and Building Director.

One member to be appointed by the Board of Supervisors upon nomination by the Department of Health and Human Services Director.

One member to be appointed by the Board of Supervisors with experience in developing affordable housing projects.

One member to be appointed by the Board of Supervisors representing the homeless or recently homeless community.

One member to be appointed by a majority vote of the Board of Supervisors.

5. Term of Office

All appointments shall be for a term of four (4) years, except that at the first meeting of the committee four members shall be randomly selected to serve for only two (2) years so that appointments will thereafter be staggered.

Members appointed by individual Supervisors shall serve at the pleasure of their appointing Supervisor; the remaining four members shall serve at the pleasure of a majority of the Board of Supervisors. There shall be no restrictions on reappointment of members to successive terms.

6. Officers and Their Duties

The members of the Committee shall select a Chair and a Vice Chair. The Chair shall preside at all meetings and shall provide the agenda for such meetings. The Vice Chair shall preside in the absence of the Chair and shall assist the Chair in the conduct of his/her office.

A staff member designated by the Department of Health and Human Services shall serve as secretary to the committee and shall keep the minutes of all meetings, prepare correspondence under the direction of the Chair or Vice Chair, send notices of meetings, maintain membership lists, and maintain the files of the committee. This staff member shall not be a member of the Committee and shall have no vote on any item to come before the Committee.

7. Meetings

The Committee shall hold regular meetings at such time and place as shall be agreed upon by the Committee and such other special meetings as shall be required from time to time. Special meetings shall be called by the Chair or, in his/her absence from the County, by the Vice Chair. Special meetings shall be effective for the transaction of business only if notice has been given to each member at least forty-eight (48) hours in advance of the special meeting, and the notice shall contain the subject of the special meeting. No action taken at either regular or special meetings shall be valid

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unless approved by a majority of the members of the Committee present and voting, and unless a quorum is present.

A quorum shall consist of six members of the Committee. In the event that fewer than six of the designated voting members of the Committee are present, either or both of the alternates may be counted in determining the presence of a quorum. In any case in which an alternate is used to determine the presence of a quorum, he/she shall have a vote on any business to come before the Committee until he/she is no longer needed to determine a quorum.

8. Removal of Members for Failure to Attend Meetings

In the event that any member of the Committee shall absent himself/herself from three (3) consecutive regular meetings of the committee without showing good cause therefor to the Chair, at the fourth such consecutive regular meeting from which he/she is absent his/her place shall automatically become vacant. Such vacancy shall be reported to the Board of Supervisors, and the appropriate appointing authority (individual Board member, majority vote of Board, County Department Head) shall appoint another member for the unexpired term of the member whose absence gave rise to the vacancy.

9. Open Meeting Requirement

The Affordable Housing Committee on Affordable Housing Trust Fund Expenditures meetings shall be open to the public and subject to the Ralph M. Brown Act (Government Code commencing with Section 54950). The Affordable Housing Committee on Affordable Housing Trust Fund Expenditures shall carry out its functions in accordance with procedures established by the Board of Supervisors, or in the absence of such procedures, shall establish its own procedures consistent with State and local law and Robert's Rules of Order. The committee shall obtain input and advice from appropriate County staff in carrying out its duties.

10. Conflict of Interest Code

The Affordable Housing Committee on Affordable Housing Trust Fund Expenditures shall comply with all applicable laws regarding conflict of interest, including the Political Reform Act (Government Code commencing with Section 81000) and the Humboldt County Conflict of Interest Code.

11. Effective Date

This Resolution shall take effect thirty (30) days from and after its date of adoption.

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RESOLUTION NO. 18-14

Dated: February 27, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Fennell, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Bohn, Fennell, Sundberg, Bass, Wilson
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California



HUMBOLDT COUNTY BOARD OF SUPERVISORS

NOTICE OF VACANCY

PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54974

Date Posted: February 27, 2018

THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT, BEING THE APPOINTING BODY OF COUNTY COMMISSIONS/COMMITTEES/BOARDS AND COUNCILS, DOES HEREBY DECLARE THAT VACANCIES EXIST ON THE NEWLY FORMED **HOUSING TRUST FUND AND HOMELESSNESS SOLUTIONS COMMITTEE**.

APPLICATIONS MAY BE REQUESTED FROM THE BOARD OF SUPERVISORS OFFICE (476-2390) AND MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS IN ROOM 111 OF THE COUNTY COURTHOUSE, 825 5TH STREET, EUREKA

THE PERSON(S) APPOINTED TO THIS BOARD WILL BE REQUIRED TO FILE A STATEMENT OF ECONOMIC INTEREST AS REQUIRED BY THE FAIR POLITICAL PRACTICES COMMISSION OF THE STATE OF CALIFORNIA.

KATHY HAYES
Clerk of the Board

cc: Main Library

Housing Trust Fund and Homeless Solutions Committee (HTFHSC)

AUTHORITY: Board of Supervisors' Resolution No. 18-14 approved February 27, 2018

APPOINTING POWER: Board of Supervisors

MEMBERS: Eleven (11) total
 Five (5) District Appointed
 One (1) Department of Planning and Building Director
 One (1) DHHS Director
 One (1) Housing and Homeless Coalition
 One (1) At- Large – Experience in Housing Development
 One (1) At-Large – Representing the Homeless population
 One (1) At Large

TERM: Four Year Terms (staggered after 1st meeting)

FUNCTION: The purpose of the Housing Trust Fund and Homelessness Solutions Committee (hereinafter the Committee) is to recommend criteria for the receipt and use of Affordable Housing Trust Fund monies, which shall be subject to Humboldt County Board of Supervisors approval. The criteria shall ensure that housing fund monies are used to assist the county in meeting its affordable housing goals with an emphasis on "bricks and mortar" projects. (See Resolution 18-14)

DISCLOSURE TBD

CATEGORIES: TBD

<u>NAME</u>	<u>APPOINTED</u>	<u>REPRESENTING</u>	<u>EXPIRES</u>
Nezzie Wade	5/8/18	District 1	5/8/22
Fredrick Hoffman	5/8/18	District 2	5/8/22
Elizabeth <i>Matsumoto</i>	5/8/18	District 3	5/8/22
Andrew Rix	5/8/18	District 4	5/8/22
George Wheeler	5/8/18	District 5	5/8/22
Lynn Martinez	5/8/18	Housing/Homeless Coalition	5/8/22
Paul Mushrush	5/8/18	Planning & Building	5/8/22
Sally Hewitt	5/8/18	DHHS	5/8/22
VACANT		At-Large – Development	
VACANT		At-Large – Homeless	
VACANT		At-Large	