

**MINUTES  
GLENN COUNTY  
HOUSING & COMMUNITY DEVELOPMENT COMMITTEE**

**Thursday, July 26, 2018**

Present:

Leigh McDaniel, Supervisor  
Danielle Huguenard, HHS  
Di Aulabaugh, General Services

Ed Lamb, Finance  
Don Rust, Planning & Comm Dev Services  
Andy Popper, PCDS-Planning  
Jody Samons, PCDS-Comm Dev

**1. CALL TO ORDER**

In the absence of Chairperson Zoppi, Di Aulabaugh confirmed a quorum of members and called the meeting to order at 1:30 p.m.

**2. UNSCHEDULED MATTERS**

Proceedings: Di Aulabaugh introduced Danielle Huguenard, Program Manager for CAD within the Health and Human Services Agency.

**3. NEW BUSINESS**

Matter i.: Committee Bylaws

Documents: Committee Bylaws

Proceedings: Ed Lamb stated he reviewed the Bylaws and noticed they do not list who should run the meetings or a backup person. It was the consensus of the committee to add annual election of Chairperson and Vice Chairperson to Article IV, Officers and Membership. Clerical edit were pointed out in Article II, III, IV and V where "Glenn" was repeated. Di Aulabaugh stated the Bylaws could also be modified to include a statement which says "this is a public meeting under the Brown Act and minutes will be taken". It was the consensus of the committee to make corrections and present to the Board of Supervisors for approval.

Matter ii.: Housing Element

Documents: None

Proceedings: Andy Popper stated the Housing Element is in effect until 2019 and 3.81 acres remains required to be changed to Multi Family (total), with a 2.31-acre portion (of the 3.81) from the previous housing element cycle. According to State Regulations, the County is required to submit reports informing the State of how many homes are part of the program however, as of today, Glenn County is in compliance. Donald Rust stated there are new RHNA (Regional Housing Needs Allocation) figures to take into consideration. Discussion ensued about prospective properties that may fit the State's requirements. Jody Samons stated she is working on a White Paper with Grant Management Associates which is almost completed.

Matter iii.: Glenn County Strategic Plan

Documents: None

Proceedings: Di Aulabaugh stated this item would be continued to next meeting.

Matter iv.: Economic Development Priority List

Documents: None

Proceedings: Jody Samons stated the list was presented to the Board of Supervisors on April 17, 2018 and there were grant funds available to move forward with completing some of the items on the list. Ms. Samons also mentioned the City County Economic Development Committee meeting is scheduled for Thursday, August 23, 2018. Discussion regarding coordination of that meeting with this as some of the members attended both.

**4. COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES**

Matter a: Review of CDBG Revolving Loan Funds (RLF)

Documents: None

Proceedings: Di Aulabaugh advised due to Randy Royce not being present, this item will be continued to the next meeting.

Matter b: Status/Update on open Grant Activities

Documents: None

Proceedings: Jody Samons stated all of the grants overseen by HHS were now closed and staff was waiting for the next NOFA (Notice of Funding Availability) release. Donald Rust stated he had met with ADA consultant in regards to the Lions Club project and shared there may be USDA grant funding involved.

Matter c: Micro Enterprise Technical Assistance

Documents: None

Proceedings: Jody Samons was unsure of the status. Di Aulabaugh advised due to Randy Royce not being present, this item will be continued to the next meeting.

Matter d: Business Assistance Revolving Loan Funds

Documents: None

Proceedings: Jody Samons was unsure of the status. Di Aulabaugh advised due to Randy Royce not being present, this item will be continued to the next meeting.

Matter e: 16-CDBG-11149 Hamilton City Community Facility Improvements

Documents: None

Proceedings: Di Aulabaugh stated this project is ongoing, and items are being presented to the Board of Supervisors regarding the project. Donald Rust stated he had reviewed the revised plans for the Lion's Club gazebo and will be meeting with Ray Odom to discuss them further.

Matter f: Planning for Next Notice of Funding Availability (NOFA)

Documents: Eligibility by Census Tract Map

Proceedings: Di Aulabaugh shared an older eligibility by census tract map with Andy Popper. He indicated it may be able to be updated using GIS.

Matter f (i): Five-Year Plan

Documents: None

Proceedings: Jody Samons mentioned there was nothing new to report and an updated document would be brought forward at a future meeting.

Matter f (ii): CDBG Priority Project List-Priorities

Documents: None

Proceedings: Di Aulabaugh asked Ms. Samons if an updated Priority Project list could be brought to the next meeting for discussion.

Matter f (iii): Income Study

Documents: None

Proceedings: Di Aulabaugh referenced the eligibility by census tract map as a tool to be updated; and reported that discussions had been held at previous meetings regarding the age of the last door to door survey and the need to update it just prior to the next NOFA so it could be used in the County's next application.

**5. Call for Future Agenda Items**

Carry forward all items and add Other Grant Projects.

**6. Next Scheduled Meeting**

**August 23, 2018 at 1:30 p.m.**

Board of Supervisors Conference Room,

Willows Memorial Hall

525 W. Sycamore Street, Willows, CA

Meeting adjourned at 2:23 p.m.

~ Respectfully prepared and submitted by Tina Brothers, General Services/Clerk of the Board ~