

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

**Thursday, August 23, 2018**

Present:

Christine Zoppi, HHS	Don Rust, Planning & Comm Dev Services
Danielle Huguenard, HHS	Mohammad Qureshi, Public Works
Di Aulabaugh, COB/General Services	Andy Popper, PCDS-Planning
Tina Brothers, COB/General Services	John Lanier, PCDS-Planning
Ed Lamb, Finance	Jody Samons, PCDS-Comm Dev

**1. CALL TO ORDER**

Christine Zoppi, Chairperson of the committee confirmed a quorum of members and called the meeting to order at 1:34 p.m.

**2. UNSCHEDULED MATTERS**

Proceedings: Ed Lamb advised the July minutes were not on the agenda. It was noted and agreed that they would be added to the September agenda.

**3. OLD BUSINESS**

Matter i.: Committee Bylaws

Documents: Committee Bylaws

Proceedings: Di Aulabaugh stated the corrections were approved at the last meeting, she brought the corrected version back for review prior to presenting to the Board of Supervisors for approval.

Matter ii.: Housing Element

Documents: Draft Housing Update and Housing Element Compliance Report

Proceedings: Donald Rust introduced Assistant Planner John Lanier who gave a summary of the Housing Element Compliance report. Mr. Lanier reported he is waiting for a response from HCD on a determination on the 2016/2017 numbers. Sr. Planner Andy Popper gave a summary of the draft housing update report. Donald Rust advised the County is in compliance. Mr. Lanier also stated a survey was performed which breaks down the percentage income level.

Matter iii.: Glenn County Strategic Plan

Documents: None

Proceedings: Di Aulabaugh advised that the focus areas related to Housing and Community Development would be added to the next agenda for discussion and possible action.

**4. NEW BUSINESS**

Matter: Economic Development

Documents: None

Proceedings: Di Aulabaugh stated it would be beneficial to track the efforts and accomplishments in this area.

Matter 1.: Other Grant Options

Documents: None

Proceedings: Jody Samons stated would be discussing opportunities at the City County Economic Development Committee meeting immediately following this meeting.

**5. COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES**

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

Documents: None

Proceedings: Jody Samons reported the cash on hand for the RLF Housing loan was \$398,060.00. Christine Zoppi stated she needed some insight on a situation with a client's loan going into foreclosure and filed for bankruptcy. Donald Rust stated the benefits of staying the course and holding all participants to the program requirements. Ed Lamb stated bankruptcy procedures are very strict, cautioned that the client may not be in a position to renegotiate their loan terms if they've already filed a bankruptcy claim. Mr. Lamb further suggested that staff needed to find out where the client was in that process, and file a petition with the court to ensure collection.

Matter b: Status/Update on open Grant Activities

Matter b(i): Micro Enterprise Technical Assistance

Documents: None

Proceedings: Consensus of the committee was to remove this item from agenda and there is no longer an open grant.

Matter b(ii): Business Assistance Revolving Loan Funds

Documents: None

Proceedings: Jody Samons reported the cash on hand for the Business Assistance Loan was \$24,476.00 and at this time, there is no activity.

Matter b(iii): 16-CDBG-11149 Hamilton City Community Facility Improvements

Documents: None

Proceedings: Di Aulabaugh stated Randy Royce and herself participated in a monitoring visit with CDBG staff, reviewed procedures and documents. Ms. Aulabaugh further reported that the annual report was sent to CDBG, reported received with a minor requested change. Christine Zoppi inquired about use of funds held prior to other grant and RLF funds. It was consensus to address this again at the next meeting so staff could look into it further.

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

Matter c (i): Five-Year Plan

Documents: None

Proceedings: Christine Zoppi stated she has not received any notice.

Matter c (ii) CDBG Priority Project List-Priorities

Documents: Priority List

Proceedings: Discussion was held regarding the priority List. The consensus of the committee was to combine the various priority, project and CDBG application plans together onto a single tracking report. Ms. Samons reported she would bring it to the next meeting.

Matter c (iii): Income Study

Documents: None

Proceedings: Ms. Aulabaugh asked if Planning staff could update the census tract data report. Mr. Popper suggested it could be done in the GIS system and brought to a future meeting.

**6. Call for Future Agenda Items**

Carry forward all items and add strategic plan focus areas, July minutes and election of Officers.

**7. Next Scheduled Meeting**

**September 27, 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 ~