



**Contra  
Costa  
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: March 2, 2021

Subject: Adoption of the Bylaws of the Affordable Housing Finance Committee

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**RECOMMENDATION(S):**

ADOPT the Bylaws of the Affordable Housing Finance Committee and APPROVE the membership roster, as recommended by the Internal Operations Committee.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Affordable Housing Finance Committee (AHFC) advises the Board on the annual allocation of HOME Investment Partnership Act (HOME), Community Development Block Grant (CDBG), and Housing Opportunities for Persons with AIDS (HOPWA) funds for affordable housing development and/or preservation in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. Potential state or local affordable housing development funds may be considered by the AHFC, as needed. It typically convenes once annually in the spring to review County staff's recommendations for project funding of applications received through a public Request for Proposals process. Occasionally there is a second special meeting midway through the fiscal year to reallocate funds.

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/02/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 2, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Kristin Sherk,  
925-674-7887



## BACKGROUND: (CONT'D)

With the approval of the attached draft bylaws, the AHFC Committee membership would contain seven members in three categories:

City Membership: Three members, one per each sub-region of the County, currently residing in an incorporated City within the County.

County Membership: Three members, one per each sub-region of the County, currently residing in an unincorporated area of the County.

Community Membership: One at large member, currently residing in the County, either incorporated or incorporated.

As proposed, all AHFC membership categories will be self-nominated with applications solicited by the Department of Conservation and Development and the Clerk of the Board in accordance with law and Contra Costa County policies and procedures. All appointments to the AHFC are reviewed by the Internal Operations Committee and appointed by the Board of Supervisors.

The proposed bylaws would appoint AHFC members to a three-year term and they may be reappointed to serve one additional consecutive three-year term, beginning on July 1st and ending on June 30th. As noted above, all AHFC members shall reside in Contra Costa County and any change of residence outside of the County will automatically terminate membership on the AHFC. Due to the technical nature of the committee's charge, all members are required to have experience in the field of affordable housing finance, design, development, or property management (whether retired or active).

Attachment B shows AHFC membership under the new bylaws. Members in good standing Frances Sorrondegui would fill the Central City #3 seat (moved from the proposed obsolete Community #2 seat) and Lisa Caronna would fill the Community #1/At-Large seat (from the proposed obsolete Community #3 seat), and the other two members in good standing will remain in their seats. In addition, there would be three vacancies: East City #1, West City #2, and East County #1.

## CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Affordable Housing Finance Committee will continue to operate without bylaws approved.

## ATTACHMENTS

Attachment A - Draft SHFC Bylaws

Attachment B - AHFC Member List