

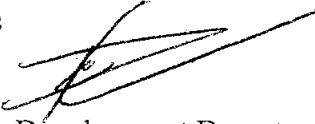
**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 10/16/03
Department Name: HCD
Department No.: 990
Agenda Date: 10/28/03
Placement: Departmental
Estimate Time: 1 hour
Continued Item: YES
If Yes, date from: 9/22/03

TO: Board of Supervisors

FROM: Ed Moses, Director 
Housing Community Development Department

STAFF CONTACT: Will Reed, Mangement, Assessment, and Planning Manager x1095
Housing and Community Development Department

SUBJECT: Approval and Adoption of Housing Advisory Committee, Housing Advisory Committee Sub-Committee Members, Steering Committee Members, Housing Advisory Committee By-laws, Code of Ethics, Organizational Structure, Origination Plan, and Implementation Time Line.

Recommendation(s):

That the Board of Supervisors:

1. Approve the Housing and Community Development Department's creation of the Housing Advisory Committee.
2. Approve and Adopt the proposed: By-Laws for Housing Advisory Committee (Attachment C); the Housing Advisory Committee Origination Plan (Addendum 1); the Housing Advisory Committee Code of Ethics (Attachment H); the Housing Advisory Committee Organizational Structure (Attachment F); and the Housing Advisory Committee Implementation Time Line (Attachment I).
3. Appoint those Other Key County Stakeholder persons listed on Attachment B to the Steering Committee of the Housing Advisory Committee.
4. Appoint those persons listed on Attachment E to the Housing Advisory Committee as general members.

Alignment with Board Strategic Plan:

The recommendations are primarily aligned with Goal No. 5. Quality of Life: A high quality of life for all residents, and Goal No. 7. Families and Children: A community that fosters the safety and well-being of families and children.

Executive Summary and Discussion:

The Housing and Community Development Department (HCD) has moved forward in its process of designing, recruiting, and implementing a Housing Advisory Committee (HAC). The purpose of the HAC is to advise the HCD on its formation of housing policies in a manner that respects local decision making, but also allows the County to accomplish its goals in making provisions for attainable housing for every economic strata throughout the County. The process began with HCD's county-wide retreat held in May of 2003, with more than 100 individuals representing various businesses, organizations, and municipalities in attendance. During this three (3) day event, participants collaboratively designed both the Vision and Mission Statements for the Department. It was at this time that many of the participants completed interest forms to become members of the HAC pending its approval by the Board of Supervisors (BOS).

On July 15, 2003, the BOS adopted both the HCD Mission and Vision Statements, conceptually approved HCD's request to form the HAC, and approved the HCD recruitment and outreach strategy of obtaining support and official representation for the HAC from cities and other governments as well as other key stakeholders within the County. The recruiting process allowed for HCD to attend city council meetings of the eight incorporated cities within the county and make a formal presentation to each, requesting their acknowledgement of, and participation on the HAC (See Attachment A).

Steering Committee Membership

All participating municipalities were reserved a seat on the HAC and were asked to appoint an official city representative to sit on the Steering Committee. Other County governmental entities and key County stakeholders were afforded the same opportunity to serve on the HAC Steering Committee. The acceptance and appointment of each city, government and key stakeholders are listed in the table (Attachment B).

The Steering Committee will be made up of one (1) appointee from each of the eight (8) governing jurisdictions within the County, additional selected governmental and private institutions, organizations, and businesses, and one (1) elected member from each of the seven (7) HAC subcommittees. Steering Committee members of the HAC shall be reasonably representative of both North County and South Coast organizations, institutions and businesses. The Steering Committee shall meet at least monthly as outlined in the By-laws (Attachment C). Any action taken by the HAC would be subject to the full review and consideration of the Steering Committee. Committee reports shall be made to the BOS on an as needed basis.

Legislative Committee

A Legislative Committee will be established and made up of appointees from the Steering Committee and others from the HAC General Membership as assigned by HCD. The purpose of the Legislative Committee is to monitor the activities of federal, state, local legislative and administrative bodies and their activities, identify and/or create bills, and recommend amendments to bills that have a direct impact on housing and community development issues pertaining to the County of Santa Barbara and the mission of HCD. The Legislative Committee shall meet bi-monthly, or as needed, to conduct necessary business delegated by HAC between regular HAC meetings. Because the Legislative Committee is made up of members of the Steering Committee and other selected individuals, there shall be no appointee to the Steering Committee from its Executive Committee. Legislative reports shall be made to the Steering Committee and General Membership on an as needed basis. All legislative recommendations approved by the HAC shall be vetted through the County's legislative review and approval process.

General Membership

The general membership on the HAC is open to all members of the community subject to appointment by the Board of Supervisors. The General Membership shall make up the following subcommittees: Multifamily Housing, Senior Housing, Homelessness, Special Needs Housing, Farmworker Housing, Homeownership, and Workforce Housing.

The remainder of this document will outline the implementation of the HAC upon its formal approval by the BOS. The process shall include the orientation to be held at the first meeting of all members, the election process, the flow of information, possible trainings, meeting schedule format, and anticipated goals and objectives for the first year of inception.

Orientation Meeting

There will be four major goals to accomplish at the Orientation Meeting, which will also be the first meeting for the Housing Advisory Committee (HAC). The goals are to:

- 1) Provide a broad view of the purpose and structure of the HAC;
- 2) Establish each subcommittee and the members for each;
- 3) Conduct elections for the Chair Person, Vice Chair Person and Secretary for the HAC, each subcommittee and the Steering Committee; and
- 4) Establish the next meeting's logistics for the Steering Committee and each subcommittee.

HAC Purpose

The purpose of the HAC is to assist in and make recommendations regarding the development of housing within the County, and affordable housing in particular, through the development of policies, projects, strategies, and programmatic goals and objectives. The HAC subcommittees will serve initially as focus groups to set forth a range of possible ideas, which the assigned HCD staff would then consult to create written proposals, charts, financial and programmatic plans that the Steering Committee could review and respond to. The subcommittees are: Multifamily Housing, Senior Housing, Homelessness, Special Needs Housing, Farmworker Housing, Homeownership, and Workforce Housing. The HAC shall act as synthesizers, providers of expert technical support, and facilitators to planning and decision making by HCD and the County Board of Supervisors.

The HCD shall strongly consider the recommendations of the HAC in preparing its final recommendations to the Board of Supervisors (BOS) on housing policies, projects, and programmatic goals and objectives, and shall include, in the final submission to the BOS, a copy of the recommendations and a description of the manner in which the recommendations were made. Furthermore, the HAC will provide program technical assistance, related resources and project/program advocacy to the County of Santa Barbara Housing and Community Development Department in carrying out agreed upon policies, projects, strategies and programmatic goals and objectives. Any and all policies and projects generated from the work of the HAC shall be developed with long-term vision in mind, i.e., how a decision will have an impact on the County ten, twenty, thirty years from now.

HAC Operations

Each subcommittee will work directly with the assigned lead staff person(s) from one or more of the following departments; HCD, Planning and Development, and Public Works (see Organizational Chart – Attachment F). This method of operation will ensure HCD is apprised of the ideas and concerns of each subgroup. Each subcommittee is directly responsible to its membership, the Steering Committee, HCD and

the BOS. The Legislative Committee, which also is assigned a lead staff person from HCD, will be comprised of Steering Committee members and other valuable stakeholders. The Steering Committee and the general membership work directly with the HCD lead staff person, which is the Housing Finance Division Manager. All sub-committees will report directly to the Steering Committee, which will then advise the HCD Director who will then make policy and programmatic recommendations to the Board of Supervisors. This format also represents the directional flow of information (see Informational Flow Chart – Attachment G).

All subcommittees will meet not less than bi-monthly, and the meetings shall rotate throughout the County, i.e. the North County will host meeting #1, the South Coast will host meeting #2, etc. The entire HAC membership, including Steering Committee Members, will meet quarterly, or as needed. The logistics of all meetings will be discussed by the members of each subcommittee prior to the adoption of any official meeting schedule. Any and all meetings of any HAC subcommittee or the membership as a whole will be open to the public and properly noticed in accordance with the Brown Act. Notices of additional, cancelled, or rescheduled meetings shall be given in accordance with the Brown Act, Government Code §§ 54950-54962.

When voting on issues, each member shall cast no more than one vote. When an issue presents a possible conflict of interest to a member, the member shall abstain from voting and participating in discussion(s) on the issue. Subject to the Brown Act, members may vote and participate by telephone or videoconference. A quorum of each committee or subcommittee shall consist of not less than 51% of the members.

The proposed Code of Ethics for HAC members is attached to this Board letter as Attachment C.

Election Of Officers

Initial elections for officers of the HAC, Steering Committee, and all subcommittees shall be held at the first meeting of the HAC. Procedures to govern elections of all committees and subcommittees shall be as follows:

1. For each open position, the HCD Lead Staff person for each committee or subcommittee shall ask for nominations from the membership of that Committee or subcommittee. The names of all nominated members for each position shall be posted in plain view of the membership.
2. Each committee member shall vote for one candidate for each position.
3. The candidate with the most votes for a position shall win the election for that position.
4. All terms shall be for a period of no more than three (3) years, which shall end at the first scheduled meeting on December of the last calendar year of the term.
5. The elected Vice-Chairperson shall automatically become the Chairperson the following term, and the position of Vice-Chairperson and Secretary shall be the only positions up for election.
6. In the event the Vice-Chairperson assumes the position of Chairperson prior to the expiration of the Chairperson's term, the following shall apply:
 - A. If the change occurs prior to the beginning of the seventh (7th) month of

the first calendar year of the term, then both positions of Chair and Vice-Chairpersons shall be up for election at the end of the term.

B. If the change occurs after the beginning of the seventh (7th) month of the first calendar year of the term, then the Vice-Chairperson shall complete the term as Chairperson and shall remain the Chairperson for the following term.

7. The elected Chairperson of each of the seven (7) subcommittees shall serve on the Steering Committee. In the event he/she is unable to fulfill the duties required, the Vice-Chairperson shall assume all roles and responsibilities

Duties of Elected Officers

Unless otherwise noted, the following shall apply to the officers of the HAC, the Steering Committee, the Legislative Committee and the subcommittees.

The Chairperson - shall attend and preside at all meetings. The Chairperson shall coordinate with the HCD Lead Staff person on the location, date, and times of all future meetings as the location of each meeting shall rotate throughout the County. The Chairperson shall be responsive to the direction of the other committee and/or subcommittee members and shall ensure all recommendations regarding housing and community development are forwarded to the Director of the Housing and Community Development Department. The Chairperson shall serve a three (3) year term, which, for the first term, shall begin immediately upon election, and shall end at the first scheduled meeting of December of the last calendar year of the term. In changeover years, the Chairperson shall be elected before December if feasible and use the month of December to become apprised of all HAC proceedings.

The Chairperson, with the approval of the HAC, may appoint as necessary from among the members, one or more ad-hoc committees. At the discretion of the Chairperson, individuals who are not HAC members may be appointed to serve on ad-hoc committees, but the Chairperson of any ad-hoc committee shall be an HAC member. Such Committees shall be advisory to HAC.

The Vice-Chairperson - shall attend all committee meetings and serve in the role of the Chairperson in the event the Chairperson is unable to attend. The Vice-Chairperson shall assist the Chairperson in reviewing recommendations to be submitted by the HAC to the Director of Housing and Committee Development. In the event the Chairperson has to exit his/her position, the Vice-Chairperson shall be installed as the Chairperson effective immediately. In such event, a new Vice-Chairperson shall be elected. The Vice-Chairperson shall serve a term of no more than three (3) years, and shall become the Chairperson at the end of his/her term, which shall end at the first scheduled meeting in December of the last calendar year of the term.

The Secretary - shall ensure all notices for their respective committee or subcommittee by the Director of Housing and Community Development and the Chairperson are communicated effectively. The Secretary shall ensure the minutes of all meetings are documented and reviewed for accuracy. The Secretary shall serve a term of no more than three (3) years, which shall end at the first scheduled meeting on December of the last calendar year of the term.

Flow of Information

Information shall flow both laterally and upwards. Housing ideas and issues shall be presented to the HAC either by HCD staff, the Steering Committee, or the subcommittees. Upon presentation of the issue(s), the appropriate subcommittee will accept the task and begin to conduct the research necessary to address the issue. Findings will be presented to the Steering Committee and the general membership for comments and feedback. In the event more research needs to be conducted to complete the project, the subcommittee will proceed. If not, the information will be submitted to HCD staff to develop the ideas and policies to either govern or direct the issue. A status report is then presented to the Steering Committee for further feedback and/or acceptance. The HCD Director then receives the information. Upon finalization of the concept, the HCD Director shall docket the item for presentation to the Board of Supervisors.

Training

HCD staff will identify various training opportunities for HAC members. Training components will create learning opportunities to effectively develop consensus-building skills, deal with issues at a grassroots level, and maintain current knowledge on housing legislation, grant programs, and other policies that have an immediate impact on what the HAC is trying to accomplish. HCD staff will give at least one month's notice for up coming training opportunities. It is not mandatory that members attend the trainings, but they will be highly encouraged to do so. HCD will try to identify local and/or other training opportunities that will not require overnight stays or travel more than 100 miles away. In the event either of these scenarios does occur, HCD shall endeavor to cover all training related costs.

First Year Assignments

The Regional Housing Needs and the Housing Element have established the "needed" number of housing units for the County, broken down by income levels, and the concept that these units must be planned for. The first year strategy for the HAC subcommittees will be to look beyond the State mandated numbers, and to concentrate on specific areas of need. All committees will complete a county-wide audit of what is available for each housing group and what are the real needs for each group which will serve as a "baseline" for growth. HCD will take these numbers and do four (4) things: 1) review current resources to address the proposed housing needs, 2) work closely with P&D to assure the developable land is available 3) have each group scale back their numbers to adequately align them with the resources available, and 4) identify additional resources to accommodate such projects. These findings will be presented to the Board of Supervisors for their consideration and direction.

These processes should carry the HAC through its initial startup phase and well into the first year of existence (see Implementation Timeline, Attachment H). During months nine and ten of the first year, the strategy for year two will be presented to the Board of Supervisors. The lead staff shall initiate and complete the documentation to support the second year, including election of officers and training. This format should allow for a comprehensive working committee and the establishment of policies to govern the operation and designation of programs under HCD.

As mentioned above, on July 15, 2003, the BOS conceptually approved HCD's request to form the HAC, and approved the HCD recruitment and outreach strategy of obtaining support and official representation for the HAC from cities and other governments as well as other key stakeholders within the County. Staff has successfully completed the follow-up items necessary to form the HAC and is herein recommending the BOS approval of the above "Recommendation(s)" and:

1. The Housing Advisory Committee Origination Plan (*Addendum 1*), which outlines HCD's implementation strategy and goals and objectives for the first year.
2. Appoint those Other Key County Stakeholder persons listed on *Attachment B* to the Steering Committee of the Housing Advisory Committee who represent non-governmental private institutions, organizations, and businesses.
3. The proposed: By-Laws for Housing Advisory Committee (*Attachment C*), which govern the purpose, operations and activities of the HAC.
4. Appoint those persons listed on (*Attachment E*) to the Housing Advisory Committee as general members.
5. The Housing Advisory Committee Organizational Structure (*Attachment F*), which identifies the reporting requirements of the organization, and the Informational Flow Chart (*Attachment G*) which describes the flow of information and decision making process within the HAC.
6. The Code of Ethics (*Attachment H*), which identifies the expected conduct of the members relative to conducting HAC business.
7. The Housing Advisory Committee Implementation Time Line, which identifies anticipated key dates for program implementation (*Exhibit I*).

Mandates and Service Levels:

All positions within the HAC are volunteer positions.

Fiscal and Facilities Impacts:

There are no impacts to the General Fund or any other source of HCD funds. As required by the United States Department of Housing and Urban Development's: (I) HOME Investment Partnerships Program (HOME); 24CFR92.207(c) and (f), and (II) the State Community Development Block Grant Program (State CDBG) sponsored under Title 25 HCD, Division 1, Chapter 7 Subchapter 2, Article 2, Section 7068; and HUD's 24CFR570.486(a) and (b), HCD has incorporated in its FY 03/04 budget monies to provide for citizens input and participation. These are the sources of funds designated to cover HAC related costs.

Special Instructions:

None

Addendum 1 - Origination Plan

Attachments

- A. Housing Advisory Committee Outreach Presentation
- B. Proposed Housing Advisory Committee Steering Committee Members to be Appointed by the Board
- C. Housing Advisory By-Laws
- D. Housing Advisory Committee Declaration of Interest
- E. Proposed general membership Housing Advisory Committee Board Appointees
- F. Housing Advisory Committee Organizational Structure
- G. Housing Advisory Committee Informational Flow Chart
- H. Housing Advisory Committee Code of Ethics
- I. Housing Advisory Committee Implementation Timeline

DRAFT

SANTA BARBARA COUNTY
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING ADVISORY COMMITTEE
BY-LAWS

ARTICLE I – NAME

The name of the organization is the Santa Barbara County Housing Advisory Committee, herein referred to as the HAC. The HAC was created by and is an advisory body to the Santa Barbara County Housing and Community Development Department (HCD) and Board of Supervisors (BOS).

ARTICLE II – PRINCIPLE OFFICE

The principle office of the HAC shall be located at the Santa Barbara County Housing and Community Development Office, 105 East Anapamu Street, Suite 105.

ARTICLE III – PURPOSE

Section 1. The HAC is formed to assist in and make recommendations regarding the development of housing in the unincorporated areas of Santa Barbara County; affordable housing in particular, in regards to its policies, projects, strategies and programmatic goals and objectives in one of the seven (7) specified areas of interest; Multifamily Rental Housing, Senior Housing, Homelessness, Special Needs Housing, Farmworker Housing, Homeownership, and Attainable (Workforce) Housing. Local housing needs in incorporated cities within the County shall remain the responsibility of each individual city, but they may draw input and solutions from the HAC.

Section 2. The HAC is a designated advisory body to BOS and the HCD for housing and community development activities for Santa Barbara County. Examples of housing and community development activities include recommendations on housing policies, projects, and programmatic goals and objectives, and shall include, in the final submission to the BOS, a copy of the recommendations and a description of the manner in which to address them.

Section 3. The HAC shall provide program technical assistance, related resources, and project/program advocacy to the County of Santa Barbara HCD/BOS in carrying out agreed upon policies, projects, strategies, and programmatic goal and objectives.

ARTICLE IV – MEMBERSHIP

Section 1.1 The HAC will be made up of General Members and Steering Committee Members. The purpose of General Membership is to provide a forum in which Members may raise, discuss, and research matters of housing and community development policy

affecting the interests and goals of the County. HCD shall at all times keep a list of the current membership of the HAC, the Steering Committee and all subcommittees.

Section 1.2 General Members:

General Members will be appointed by the Board of Supervisors. General Membership is open to County residents who:

- A. Demonstrate a positive commitment to the development of housing that serves every economic segment of the County, and the Mission and Goals of HCD to stimulate the development of the housing necessary to the vitality of the County.
- B. Demonstrate a comprehensive and current knowledge of a specific area of interest, possess the character traits that will allow themselves to be open to the ideas of others, and strong interpersonal skills.
- C. Demonstrates a desire to commit personal time and analysis, attend trainings necessary to effectively carry out the purpose of the HAC.
- D. Demonstrates a commitment to a positive team approach to problem solving and consensus building.

Section 1.3 The Steering Committee Membership:

The Steering Committee Membership shall be made up of the HCD Director or designee, one (1) representative from each City in Santa Barbara County, one (1) representative from each additional entity that is selected by the Director of HCD based upon the entity's regional jurisdiction and relationship to housing issues, the Chairperson of each HAC Subcommittee, other key County stakeholders as defined by the County based on their ability to craft complete, well thought out programs and projects around regional housing and community development matters for BOS consideration. Steering Committee members of the HAC shall be reasonably representative of both North County and South Coast organizations, institutions, and businesses. Steering Committee membership includes all of the rights, responsibilities, and duties of the General Membership (except membership on a subcommittee is not required) in addition to those specific to the Steering Committee. The Steering Committee shall meet monthly to conduct necessary business delegated by the HAC. Any action taken by the HAC would be subject to the full review and consideration of the Steering Committee. The Steering Committee reports shall be made to the BOS on an as needed basis.

Section 1.4 The primary responsibilities of the HAC General Membership are:

- A. To act as a resource to provide information regarding the specific needs of their represented population.

- B. To keep informed on related issues that affect the department.
- C. To work with other committee members and to ensure the Committee is an effective body acting in the interest of the current and future citizens of the County, the Department, and its beneficiaries.
- D. To attend meetings, independently review committee materials and background information, contribute to discussions, advocate, give advice and counsel as required.
- E. To utilize personal perspective/experiences to make recommendations over the course of goal setting, project identification, and development.
- F. To make recommendations to the BOS and other entities within the County on housing and community development matters.
- G. To identify methods to foster on-going citizen/neighborhood input and/or support for proposed projects.
- H. To participate in three (3) to ten (10) hours each month of activities, depending on program requirements and members' level of participation.
- I. To serve on a subcommittee.

Section 1.4.1 In addition to the above, the primary responsibilities of the HAC Steering Committee Members are:

- A. To act as a resource to provide information regarding the specific housing needs of their constituents.
- B. To keep informed on related issues that affect the Department.
- C. To work with other Committee members and to ensure the Committee is an effective body acting in the interest of the current and future citizens of the County, the Department, and its beneficiaries.
- D. To attend meetings, independently review committee materials and background information, contribute to discussions, give advice and counsel as required.
- E. To utilize personal perspective/experiences to make recommendations over the course of goal setting, project identification, and development.
- F. To identify methods to foster on-going citizen/neighborhood input for proposed projects.

- G. To participate in at least three (3) hours of activities each month, depending on program requirements and members' level of participation

Section 1.5 Appointment of HAC General Members:

County residents interested in serving as a General Member must complete a Declaration of Interest form. Upon completion of a Declaration of Interest form, screening and certification of eligibility to serve by HCD, their name will be submitted by HCD to the BOS for consideration for appointment to the HAC General Membership. At the time of their appointment, members may be appointed to one or more HAC subcommittee(s) by the HCD. Any candidates completing a Declaration of Interest form after the BOS has officially adopted the HAC may be forwarded to the BOS for consideration at the earliest possible convenience.

Because there is no fixed number established for the general membership, there is no special process to replace a General Member who resigns from or otherwise leaves the HAC.

- A. The Board of Supervisors shall appoint General Members for a term of three (3) years. Appointment of General Member shall generally take place in March, but can be made at any time on an ad hoc basis.
- B. In the year of changeover, the incoming replacement committee member will be designated by March 1, with the understanding that the outgoing committee member will serve as their coach in the position until June 30th of the changeover year. Former General Members however will have no right to vote on matters coming before the HAC or subcommittees during that time that they are expected to serve as a coach.

Section 1.6 Appointment of Steering Committee Members:

Representatives of cities and other stakeholder organizations that are selected by HCD to be represented on the Steering Committee shall be appointed by their respective city or organization. In the event a member of the Steering Committee is unable to serve out his or her term for any reason, the city or organization that members represents on the Steering Committee shall have the sole responsibility and discretion to appoint another representative to fill its seat on the HAC Steering Committee for the remainder of the unfinished term.

- A. Steering Committee Members shall be appointed for a term of three (3) years.
- B. In the year of changeover, the incoming replacement committee member will be appointed by March 1. The former Steering Committee Members will act as coaches to the new member who has replaced them and continue to attend Steering Committee and general HAC meetings until June 30th of the changeover year. Former Steering Committee Members however will have no

right to vote on matters coming before the HAC or the Steering Committee or subcommittees during that time that they are expected to serve as a coach.

- C. There shall be no minimum or maximum number of Steering Committee Members.

Section 1.7 Removal of Board of Supervisors Appointed Members:

The Board of Supervisors has the sole and absolute discretion to remove those General and Steering Committee Members that it appointed. Removal from General or Steering Committee membership shall automatically terminate that member's subcommittee membership.

- A. HCD may recommend to the Board of Supervisors that such members be removed because of excessive absences, for other cause or without cause.

Section 1.8 Removal of Members:

Removal of Members of the Steering Committee who serve on the Steering Committee as a representative or an organization that appointed him or her to the Steering Committee can be removed at any time by their appointing organization with or without cause. In such event, the organization shall immediately notify the HCD in writing.

Section 1.9 Resignation of member(s):

Any General Member or Steering Committee Member may resign at any time by giving written notice to the HCD Director. Any resignation shall take effect on the date of receipt of that notice or at any later time specified in that notice and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.

ARTICLE V – MEETINGS

Section 1. The HAC shall normally meet at least once each quarter (every three months), beginning no later than 60 days after BOS approval of the HAC. The Steering Committee shall meet monthly. Each subcommittee shall meet no less than bi-monthly. All meetings shall rotate throughout the County, i.e. November – South Coast, January - North County, etc. The Committee and subcommittee chairpersons may call additional meetings or cancel or reschedule regular meetings as they deem necessary or convenient. Notices of such additional, cancelled, or rescheduled meetings shall be given in accordance with the Brown Act, Government Code Secs. 54950-54962.

Section 2. HAC meetings shall be open to the public and properly noticed in accordance with the Brown Act.

Section 3. Committee and subcommittee Secretaries shall take minutes of all meetings either via voice or data recorder, and make available to the public for their viewing.

Section 4. Voting:

- i.) Each member shall cast one vote.
- ii.) When an issue presents a possible conflict of interest to a member, the member shall abstain from voting on the issue.
- iii.) For the purpose of voting, telephone meetings are acceptable and must be documented as such and shall be made a part of the minutes for the next meeting.

Section 5. Quorum:

For the HAC and all HAC committees and subcommittees, a quorum shall consist of not less than 51% of the committee or subcommittee members.

ARTICLE VI - LEGISLATIVE COMMITTEE AND SUBCOMMITTEES

A Legislative Committee shall be established, made up of appointees from the Steering Committee and others from the HAC General Membership as appointed by HCD. The purpose of the Legislative Committee is to monitor the activities of federal, state, local legislative and administrative bodies and their activities, identify and/or create bills, and make amendment recommendations to bills that have a direct impact on housing and community development issues pertaining to the County of Santa Barbara and the mission of HCD. The Legislative Committee shall meet bi-monthly, or as needed, to conduct necessary business delegated by HAC between regular HAC meetings. Because the Legislative Committee is made up of members of the Steering Committee and other selected individuals, there shall be no appointee to the Steering Committee from its Executive Committee. Legislative reports shall be made to the Steering Committee and General Membership on an as needed basis. All legislative recommendations approved by the HAC shall be vetted through the County's legislative review and approval process.

Section 1. The Subcommittees shall be called:

- i) Multifamily Housing
- ii) Senior Housing
- iii) Homelessness
- iv) Special Needs Housing
- v) Farmworker Housing
- vi) Homeownership
- vii) Workforce Housing

Subcommittees shall meet least bi-monthly to identify challenges, legalities, processes, etc. in regards to the above titled Committee areas. Subcommittee reports, both written and oral, shall be made at each meeting of the HAC.

ARTICLE VII –OFFICERS DUTIES

Section 1. The HAC, the Steering Committee, the Legislative Committee, and all subcommittees shall have the following officers: a Chairperson, a Vice-Chairperson, and a Secretary. All officers shall be elected for three-year terms.

Section 2. Election and Term of Officers of HAC: Officers shall be elected at the first orientation meeting of the General Membership. Officers shall hold office until the election of their successor. If for any reason a November meeting is not held in the election year, or the officers are not elected at the November meeting of the election year, the officers shall be elected at the next scheduled monthly meeting.

ARTICLE VIII – ELECTED POSITIONS AND COMMITTEES

Unless otherwise noted, the following shall apply to the officers of the HAC, the Steering Committee, the Legislative Committee and the Subcommittees.

Section 1. The Chairperson shall attend and preside at all meetings. The Chairperson shall coordinate with the HCD Lead Staff person on the location, date, and times of all future meetings as the location of each meeting shall rotate throughout the County. The Chairperson shall be responsive to the direction of the other committee and/or subcommittee members and shall ensure all recommendations regarding housing and community development are forwarded to the Director of the Housing and Community Development Department. The Chairperson shall serve a three (3) year term, which shall begin immediately upon election, and shall end at the first scheduled meeting of December of the last calendar year of the term. In changeover years, the Chairperson shall use the month of December to ensure the incoming Chairperson is apprised of all HAC proceedings.

The Chairperson, with the approval of the HAC, may appoint as necessary from among the members, one or more ad-hoc committees. At the discretion of the Chairperson, individuals who are not HAC members may be appointed to serve on ad-hoc committees, but the Chairperson of any ad-hoc committee shall be an HAC member. Such Committees shall be advisory to HAC.

Section 2. The Vice-Chairperson shall attend all committee meetings and serve in the role of the Chairperson in the event the Chairperson is unable to attend. The Vice-Chairperson shall assist the Chairperson in reviewing recommendations to be submitted by the HAC to the Director of Housing and Committee Development. In the event the Chairperson has to exit his/her position, the Vice-Chairperson shall be installed as the Chairperson effective immediately. In such event, a new Vice-Chairperson shall be

elected. The Vice-Chairperson shall serve a term of no more than three (3) years, and shall become the Chairperson at the end of his/her term, which shall end at the first scheduled meeting in December of the last calendar year of the term.

Section 3 The Secretary shall ensure all notices for their respective committee or subcommittee by the Director of Housing and Community Development and the Chairperson are communicated effectively. The Secretary shall ensure the minutes of all meetings are documented and reviewed for accuracy. The Secretary shall serve a term of no more than three (3) years, which shall end at the first scheduled meeting on December of the last calendar year of the term.

ARTICLE IX – ELECTION OF OFFICERS

Initial elections for officers of the HAC, Steering Committee, and all subcommittees shall be held at the first meeting of the HAC. Procedures to govern elections of all Committees shall be as follows:

- A. For each open position on a committee, the HCD Lead Staff person for each Committee or subcommittee shall ask for nominations from the membership of that Committee or subcommittee. The names of all nominated members for each position shall be posted in plain view of the membership.
- B. Each committee member shall vote for one candidate for each position.
- C. The candidate with the most votes for a position shall win the election for that position.
- D. All terms shall be for a period of no more than three (3) years, which shall end at the first scheduled meeting on December of the last calendar year of the term.
- E. The elected Vice-Chairperson shall automatically become the Chairperson the following year, and the position of Vice-Chairperson and Secretary shall be the only positions up for election.
- F. In the event the Vice-Chairperson assumes the position of Chairperson prior to the expiration of the Chairperson's term the following shall apply:
 - i) If the change occurs prior to the beginning of the seventh (7th) month of the first calendar year of the term, then both positions of Chair and Vice-Chairpersons shall be up for election at the end of the term.
 - ii) If the change occurs after the beginning of the seventh (7th) month of the first calendar year of the first term, then the Vice-Chairperson shall complete the term as Chairperson and shall remain the Chairperson for the following term.

- G. The elected Chairperson of each of the seven (7) Sub Committees shall serve on the Steering Committee. In the event he/she is unable to fulfill the duties required, the Vice-Chairperson shall assume all roles and responsibilities.

ARTICLE X – AMENDMENTS

Section 1. Amendments by Members: New Bylaws may be adopted or these Bylaws may be amended or repealed by a majority of the members present at a regularly scheduled HAC meeting subject to approval by the HCD and the County Board of Supervisors.

ARTICLE XI – GENERAL PROVISIONS

Section 1. Nothing in these Bylaws shall be construed to take precedence over federal, state, or local laws or regulations.

Section 2. The rules contained in the current edition of *Robert's Rules of Order* shall serve as a guide to the Chairperson of the HAC, the Steering Committee, the Legislative Committee, and the subcommittees except in cases where those rules are inconsistent with these bylaws and any special rules of order the HAC may adopt and with federal or local laws or regulations.

ARTICLE XII – BOARD OF SUPERVISORS APPROVAL

These Bylaws shall become effective upon approval by the Board of Supervisors.

DRAFT

**COUNTY OF SANTA BARBARA
HOUSING AND COMMUNITY DEVELOPMENT
HOUSING ADVISORY COMMITTEE
ORIGINATION PLAN**

EXECUTIVE SUMMARY

The Housing and Community Development Department (HCD) has moved forward in its process of designing, recruiting, and implementing a Housing Advisory Committee (HAC). The purpose of the HAC is to advise the HCD on its formation of housing policies in a manner that respects local decision making, but also allows the County to accomplish its goals in making provisions for attainable housing for every economic strata throughout the county. The process began with HCD's county-wide retreat held in May of 2003, with more than 100 individuals representing various businesses, organizations, and municipalities in attendance. During this three (3) day event, participants collaboratively designed both the Vision and Mission Statements for the department. It was at this time many of the participants completed interest forms to become a member of the HAC pending its final approval from the Board of Supervisors (BOS).

On July 15, 2003, the BOS officially adopted both the Mission and Vision Statements, conceptually approved HCD's request to form the HAC, and approved the HCD recruitment and outreach strategy of obtaining support and official representation for the HAC from cities and other governmental organizations as well as other key stakeholders within the County. The recruiting process allowed for HCD to attend city council meetings of the eight cities in the County and make a formal presentation to each, requesting their acknowledgement of, and participation on the HAC (*See Presentation Attachment A*).

HAC Purpose

The purpose of the HAC is to assist in and make recommendations regarding the development of County housing, affordable housing in particular, policies, projects, strategies and programmatic goals and objectives. The HAC subcommittees will serve initially as focus groups to set forth a range of possible ideas, which the assigned HCD staff would then consult to create written proposals, charts, financial and programmatic plans that the Steering Committee could review and respond to. The subcommittees are: Legislative Committee, Multifamily Housing, Senior Housing, Homelessness, Special Needs Housing, Farmworker Housing, Homeownership, and Workforce Housing. It is important to point out that HCD views the role of the HAC as synthesizers, providers of expert technical support, and facilitators to planning and decision making by HCD and the County Board of Supervisors.

The HCD shall strongly consider the recommendations of the HAC in preparing its final recommendations to the Board of Supervisors (BOS) on housing policies, projects, and programmatic goals and objectives, and shall include, in the final submission to the BOS,

a copy of the recommendations and a description of the manner in which the recommendations were addressed. Furthermore, the HAC will provide program technical assistance, related resources and project/program advocacy to the County of Santa Barbara Housing and Community Development Department in carrying out agreed upon policies, projects, strategies and programmatic goals and objectives. Any and all policies and projects generated from the work of the HAC shall be developed with long-term vision in mind, i.e., how a decision will have an impact on the county ten, twenty, thirty years from now.

Steering Committee Membership

All participating municipalities were reserved a seat on the HAC and were asked to appoint an official city representative to sit on the Steering Committee. Other County governmental entities and key stakeholders were afforded the same opportunity to serve on the HAC Steering Committee. The acceptance and appointment of each city, government and key stakeholders are listed in the table (*Attachment B*).

A Steering Committee shall be established and made up of one (1) appointee from each of the eight (8) cities within the County, additional selected County institutions, organizations, and businesses, and one (1) elected member from each of the seven (7) HAC subcommittees. Steering Committee members of the HAC shall be reasonably representative of both North County and South Coast organizations, institutions and businesses. The Steering Committee shall meet at least monthly as outlined in the By-laws (*Attachment C*). Any action taken by the HAC would be subject to the full review and consideration of the Steering Committee. Committee reports shall be made to the BOS on an as needed basis.

Legislative Committee

A Legislative Committee will be established and made up of appointees from the Steering Committee and other selected stakeholders. The purpose of the Legislative Committee is to monitor the activities of federal, state, local legislative and administrative bodies and their activities, identify and/or create bills, and make amendment recommendations to bills that have a direct impact on housing and community development issues pertaining to the County of Santa Barbara and the mission of HCD. The Legislative Committee shall meet bi-monthly, or as needed, to conduct necessary business delegated by HAC between regular HAC meetings. Because the Legislative Committee will be made up of members of the Steering Committee and other selected individuals, there shall be no Legislative Committee appointee to the Steering Committee. Legislative reports shall be made to the Steering Committee and HAC on an as needed basis. All legislative recommendations approved by the HAC shall be vetted through the County's legislative review and approval process prior to submission to the state or other governmental institution.

HAC General Membership

The general membership on the HAC is open to all members of the community subject to appointment by the Board of Supervisors. The General Membership shall make up the following subcommittees: Multifamily Housing, Senior Housing, Homelessness, Special

Needs Housing, Farmworker Housing, Homeownership, and Workforce Housing. The process through which individual members will be assigned to subcommittees is set forth below.

The remainder of this document will outline the implementation of the HAC upon its formal approval by the BOS. The process shall include the orientation to be held at the first meeting of all members, the election process, the flow of information, possible trainings, meeting schedule format, and anticipated goals and objectives for the first year of inception.

Orientation Meeting

There will be four major goals to accomplish at the Housing Advisory Committee (HAC) Orientation Meeting. The goals are to:

- 1) Provide a broad view of the purpose and structure of the HAC;
- 2) Establish each subcommittee and the members for each;
- 3) Conduct elections for the Chair Person, Vice Chair Person and Secretary for each subcommittee and the Steering Committee; and
- 4) Establish the next meeting's logistics for the Steering Committee and each subcommittee.

During and since the retreat, potential members completed a form declaring their interest to participate. More than fifty (50) individuals completed the form titled "Housing Advisory Committee Declaration of Interest" (Attachment D). This form allowed individuals to request a subcommittee preference. HCD staff then drafted proposed subcommittee membership lists based on the choices listed and the needs of each subcommittee. The proposed subcommittee membership lists is set forth in Attachment E. (*See Attachment E*)

At the initial orientation, the names of individuals proposed to be on each subcommittee will be reviewed and changes will be made according to individual requests and the need in each area. Members may serve on more than one subcommittee, but it will be strongly recommended that members serve on no more than two. The purpose of serving in no more than two areas is to prevent over-commitment of volunteer members. At the conclusion of the subcommittee selection and review process, each of the subcommittees will proceed to breakout sessions where they will be with their County Lead staff person and asked to conduct elections of officers, receive their first assignment, and determine the logistics of their next meeting(s). The meetings for each subcommittee will be no less than bi-monthly, the dates, times, and locations will be determined by the individual subcommittee members.

HAC Operations

Each subcommittee will work directly with the assigned lead staff person(s) from one or more of the following departments; HCD, Planning and Development, and Public Works (see Organizational Chart – Attachment F). This method of operation will ensure HCD is apprised of the ideas and concerns of each subgroup. Each subcommittee is directly responsible to its membership, the Steering Committee, HCD and the BOS. The

Legislative Committee, which also is assigned a lead staff person from HCD, will be comprised of Steering Committee members and other valuable stakeholders. The Steering Committee and the general membership work directly with the HCD lead staff person, which is the Housing Finance Division Manager. All sub-committees will report directly to the Steering Committee, who advises the HCD Director who then makes policy and programmatic recommendations to the Board of Supervisors. This format also represents the directional flow of information (see Informational Flow Chart – Attachment G).

All subcommittees will meet not less than bi-monthly, and the meetings shall rotate throughout the County, i.e. the North County will host meeting #1, the South Coast will host meeting #2, etc. The entire HAC membership, including Steering Committee Members, will meet quarterly, or as needed. The logistics of all meetings will be discussed by the members of each subcommittee prior to the adoption of any official meeting schedule. Any and all meetings of any HAC subcommittee or the membership as a whole will be open to the public and properly noticed in accordance with the Brown Act. Notices of additional, cancelled, or rescheduled meetings shall be given in accordance with the Brown Act, Government Code Secs. 54950-54962.

When voting on issues, each member shall cast no more than one vote. When an issue presents a possible conflict of interest to a member, the member shall abstain from voting and participating in discussion(s) on the issue. Subject to the Brown Act, members may vote and participate by telephone or videoconference. A quorum of each committee or subcommittee shall consist of not less than 51% of the members.

***The HAC and its members shall adhere to the established Code of Ethics**
(Attachment H).

Election Of Officers

Initial elections for officers of the HAC, Steering Committee, and all subcommittees shall be held at the first meeting of the HAC. Procedures to govern elections of all Committees shall be as follows:

1. For each open position on a committee, the HCD Lead Staff person for each Committee or subcommittee shall ask for nominations from the membership of that Committee or subcommittee. The names of all nominated members for each position shall be posted in plain view of the membership.
2. Each committee member shall vote for one candidate for each position.
3. The candidate with the most votes for a position shall win the election for that position.
4. All terms shall be for a period of no more than three (3) years, which shall end at the first scheduled meeting on December of the last calendar year of the term.

5. The elected Vice-Chairperson shall automatically become the Chairperson the following term, and the position of Vice-Chairperson and Secretary shall be the only positions up for election.
6. In the event the Vice-Chairperson assumes the position of Chairperson during the first year of the first term, the following shall apply:
 - A. If the change occurs prior to the beginning of the seventh (7th) month of the first calendar year of the first term, then both positions of Chair and Vice-Chairpersons shall be up for election at the end of the term.
 - B. If the change occurs after the beginning of the seventh (7th) month of the first calendar year of the first term, then the Vice-Chairperson shall complete the term as Chairperson and shall remain the Chairperson for the following term.
7. The elected Chairperson of each of the seven (7) Sub Committees shall serve on the Steering Committee. In the event he/she is unable to fulfill the duties required, the Vice-Chairperson shall assume all roles and responsibilities

Duties of Elected Officers

Unless otherwise noted, the following shall apply to the officers of the HAC, the Steering Committee, the Legislative Committee and the Subcommittees.

The Chairperson - shall attend and preside at all meetings. The Chairperson shall coordinate with the HCD Lead Staff person on the location, date, and times of all future meetings as the location of each meeting shall rotate throughout the County. The Chairperson shall be responsive to the direction of the other committee and/or subcommittee members and shall ensure all recommendations regarding housing and community development are forwarded to the Director of the Housing and Community Development Department. The Chairperson shall serve a three (3) year term, which shall begin immediately upon election, and shall end at the first scheduled meeting of December of the last calendar year of the term. In changeover years, the Chairperson shall use the month of December to ensure the incoming Chairperson is apprised of all HAC proceedings.

The Chairperson, with the approval of the HAC, may appoint as necessary from among the members, one or more ad-hoc committees. At the discretion of the Chairperson, individuals who are not HAC members may be appointed to serve on ad-hoc committees, but the Chairperson of any ad-hoc committee shall be an HAC member. Such Committees shall be advisory to HAC.

The Vice-Chairperson - shall attend all committee meetings and serve in the role of the Chairperson in the event the Chairperson is unable to attend. The Vice-Chairperson shall assist the Chairperson in reviewing recommendations to be submitted by the HAC to the Director of Housing and Committee Development. In the event the Chairperson has to exit his/her position, the Vice-Chairperson shall be installed as the Chairperson effective immediately. In such event, a new Vice-Chairperson shall be elected. The Vice-Chairperson shall serve a term of no more than three (3) years, and shall become the

Chairperson at the end of his/her term, which shall end at the first scheduled meeting in December of the last calendar year of the term.

The Secretary - shall ensure all notices for their respective committee or subcommittee by the Director of Housing and Community Development and the Chairperson are communicated effectively. The Secretary shall ensure the minutes of all meetings are documented and reviewed for accuracy. The Secretary shall serve a term of no more than three (3) years, which shall end at the first scheduled meeting on December of the last calendar year of the term.

Flow of Information

Information shall flow both laterally and upwards. Housing ideas and issues shall be presented to the HAC by HCD staff, the Steering Committee, and the subcommittees. Upon presentation of the issue(s), the appropriate subcommittee will accept the task and begin to conduct the research necessary to address the subject at hand. Findings will be presented to the Steering Committee and the general membership for comments and feedback. In the event more research needs to be conducted to complete a project, the subcommittee will proceed. If not, the information will be submitted to HCD staff to develop the ideas and policies to either govern or direct the issue. A status report is then presented to the Steering Committee for further feedback and/or acceptance. The HCD Director then receives the information. Upon finalization of the concept, the HCD Director shall docket the item for presentation to the Board of Supervisors for consideration and direction.

Training

HCD staff will identify various training opportunities for member participation. Training components will create learning opportunities to effectively develop informed consent, deal with issues at a grassroots level, and maintain current knowledge on housing legislation, grant programs, and other policies that have an immediate impact on what the HAC is trying to accomplish. HCD staff will give at least one month's notice, for upcoming trainings. It is not mandatory that members attend the trainings, but they will be highly encouraged to do so. HCD will try to identify local and/or other training opportunities that will not require overnight stays or travel more than 100 miles away. In the event either of these scenarios does occur, HCD shall endeavor to cover all training related costs.

First Year Assignments

The Regional Housing Needs and the Housing Element have established the "needed" number of housing units for the county, income levels, and the concept that these units must be planned for. The first year strategy for the HAC Sub Committees will be to look beyond the State mandated numbers, and to concentrate on their specific areas. All committees will complete a county-wide audit of what is available for each housing group and what are the real needs for each group which will serve as a "baseline" for growth. HCD will take these numbers and do four (4) things: 1) review current resources to address the proposed housing needs, 2) work closely with P&D to assure the developable land is available 3) have each group scale back their numbers to adequately

align them with the resources available, and 4) identify additional resources to accommodate such projects. These findings will be presented to the Board of Supervisors for their consideration and direction.

These processes should carry the HAC through its initial startup phase and well into the first year of existence (see Implementation Timeline, Attachment I). During months nine and ten of the first year, the strategy for year two will be presented to the Board of Supervisors. The lead staff shall initiate and complete the documentation to support the second year, including technical support and training. This format should allow for a comprehensive working committee and the establishment of policies to govern the operation and designation of programs under HCD.

DRAFT

**SANTA BARBARA COUNTY
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING ADVISORY COMMITTEE
CODE OF ETHICS**

HAC Statement on Its Code of Ethics

The HAC is formed to assist in and make recommendations regarding the development of housing in the unincorporated areas of Santa Barbara County; affordable housing in particular, in regards to its policies, projects, strategies and programmatic goals and objectives in one of the seven (7) specified areas of interest; Multifamily Rental Housing, Senior Housing, Homelessness, Special Needs Housing, Farmworker Housing, Homeownership, and Attainable (Workforce) Housing. Local housing needs in incorporated cities within the County shall remain the responsibility of each individual city, but they may draw input and solutions from the HAC.

Ethical dilemmas occur when values are in conflict. In order for the Housing Advisory Committee to foster and promote planned growth throughout Santa Barbara County, they must promote high ethical standards in the planning and housing profession. This Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of our profession in this changing housing environment.

We often influence the selection, organization, preservation, and dissemination of housing information. In a political system grounded in an informed citizenry, HAC members are committed to the distribution of housing information, education and services.

The principles of this Code are expressed in broad statements to guide ethical decision-making and professional conduct. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

HAC Code of Ethics

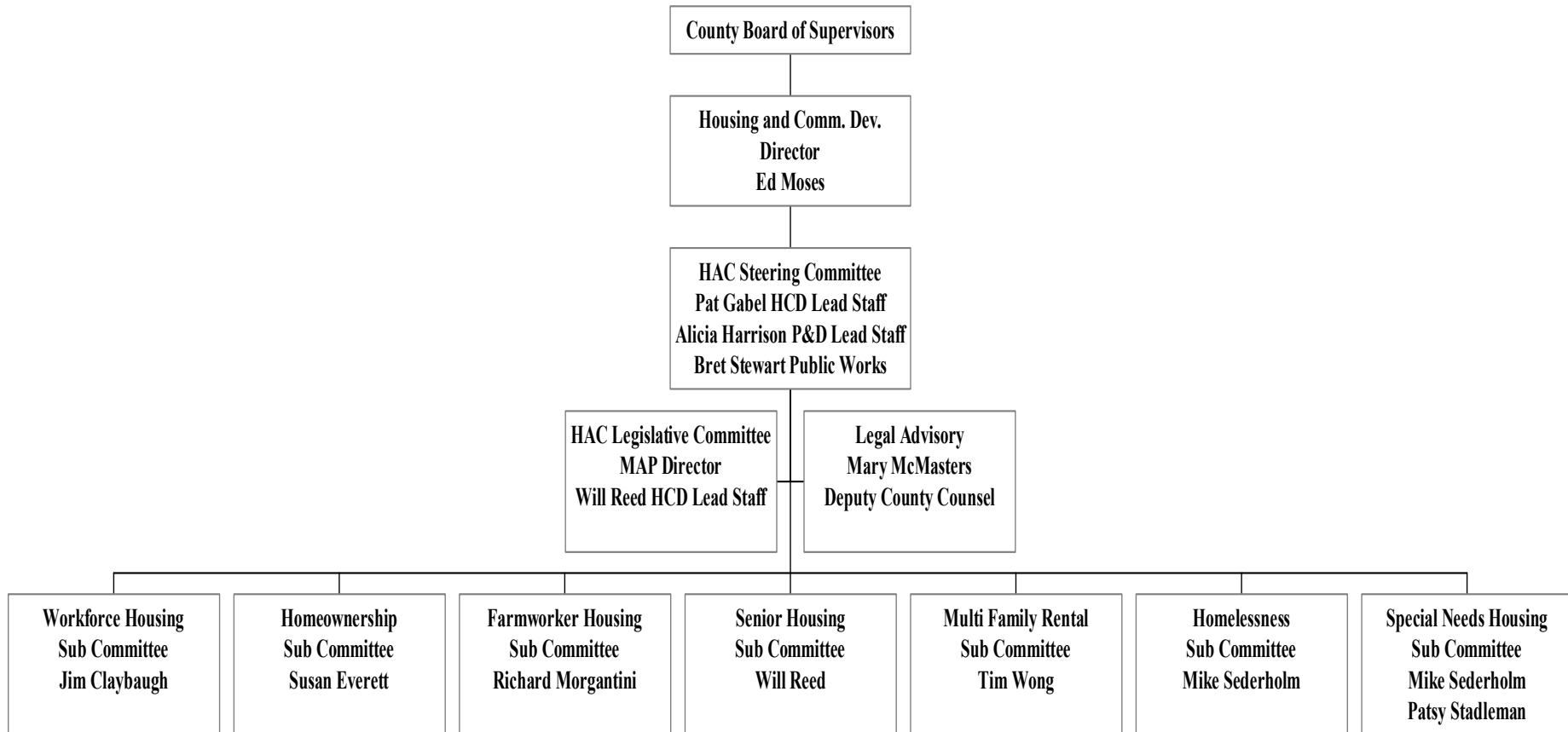
At all times, HAC members shall:

- Act according to the highest standards and visions of the organization and profession.
- Inspire others through their own sense of dedication and high purpose.
- Uphold the principles of quality housing, livable communities, and respect for the environment.
- Foster cultural diversity and pluralistic values, and treat all people with dignity and respect.
- Make no unauthorized commitments or promises of any kind purporting to bind the County or member jurisdictions.

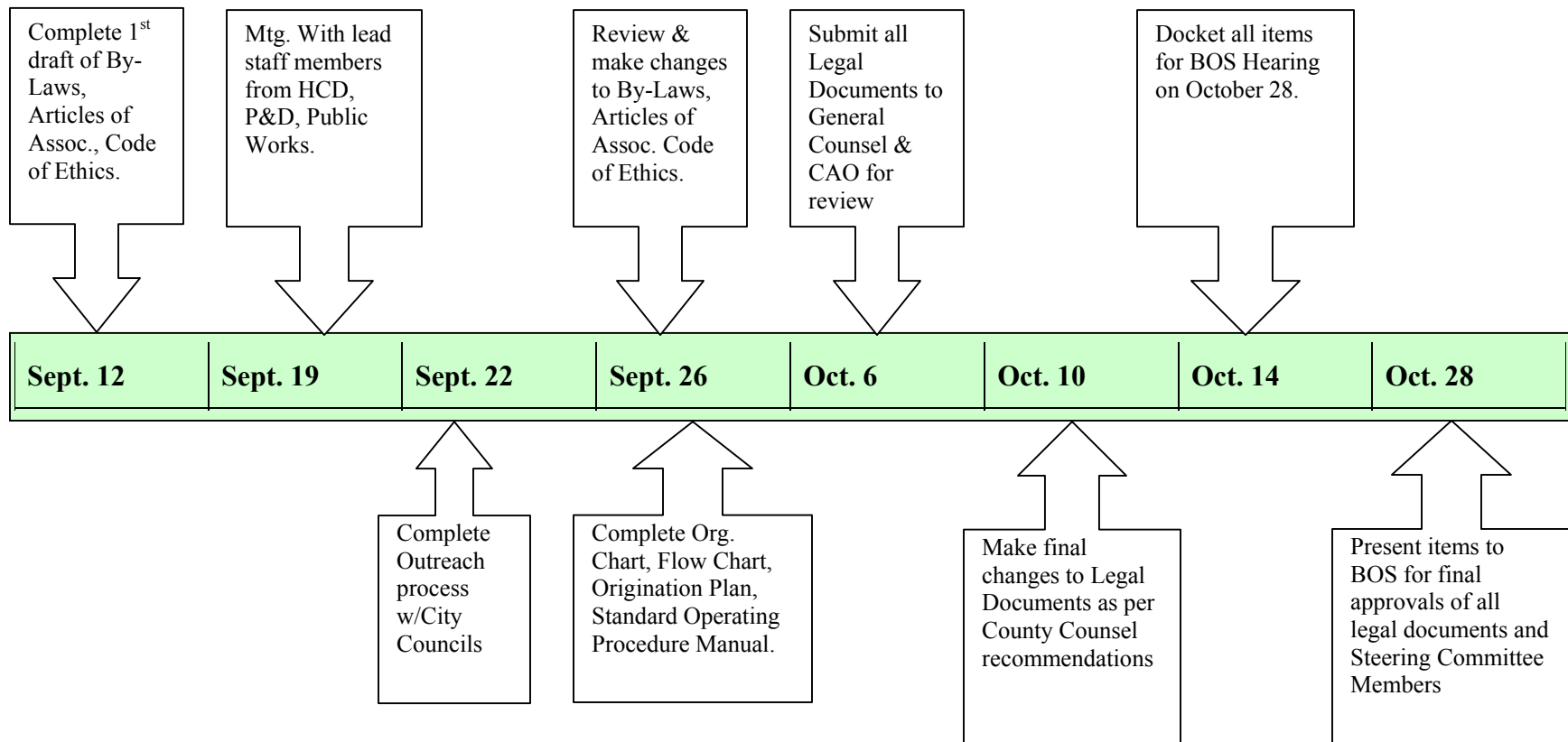
- Not accept compensation for participation on the HAC or for advocating for housing causes.
- Recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications.
- Strive for excellence in the housing and community development arena by maintaining and enhancing our knowledge and skills, educating the HAC members and county residents, and by fostering the aspirations of potential HAC members.
- Fully comply with all applicable County, State and Federal rules, regulations and laws regarding conflicts of interest.

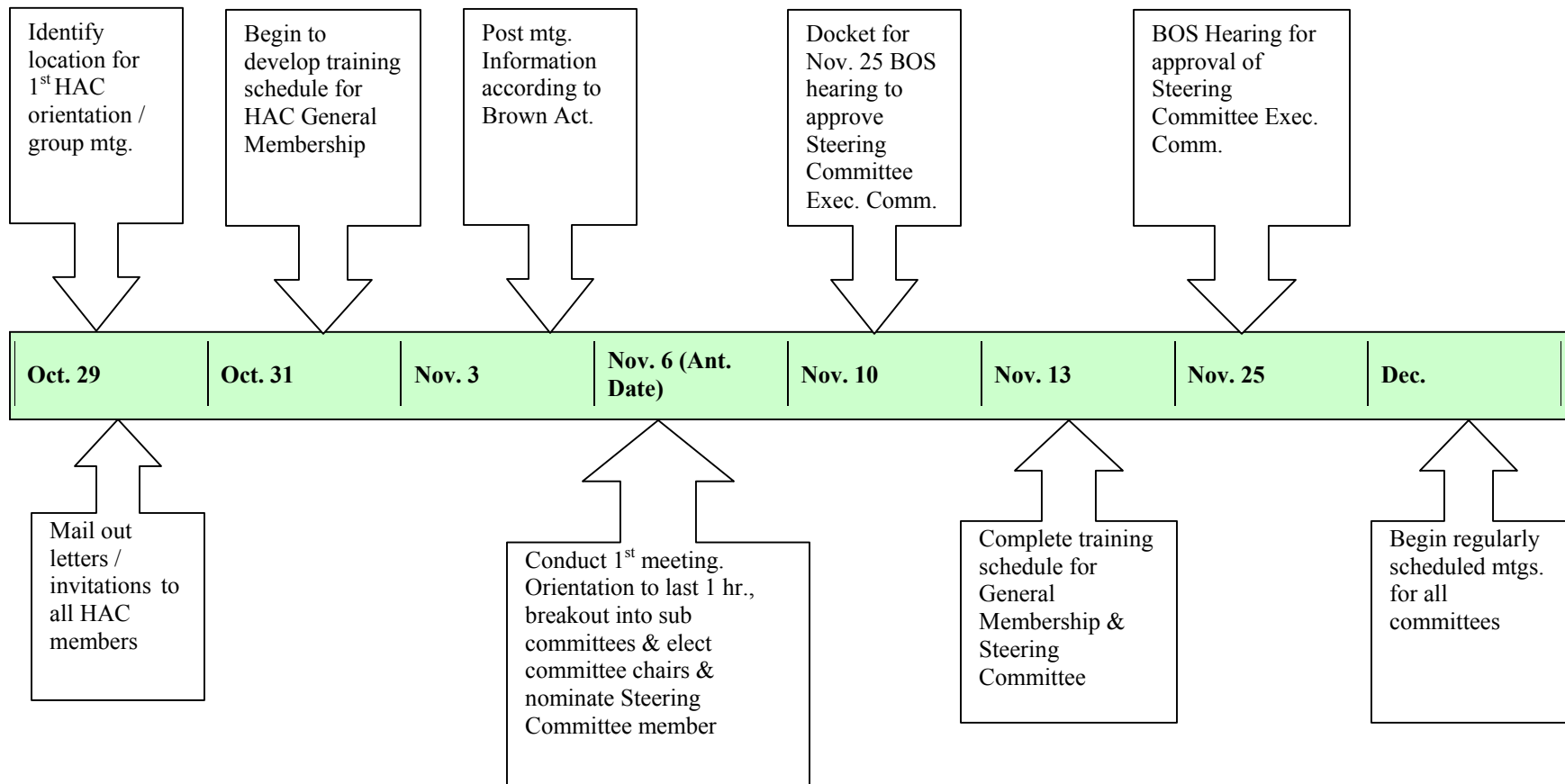
HOUSING AND COMMUNITY DEVELOPMENT

HOUSING ADVISORY COMMITTEE



HOUSING AND COMMUNITY DEVELOPMENT HOUSING ADVISORY COMMITTEE IMPLEMENTATION TIMELINES





PROPOSED HOUSING ADVISORY COMMITTEE MEMBERSHIP ROSTER

ORGANIZATION	FIRST	LAST	TITLE	SUB COMM. 1	SUB COMM. 2
Goleta Valley Chamber of Commerce	Kristen	Amyx	President	Workforce Housing	
LA Associates	Lynn	Aronson	President	Homelessness	Special Needs
Santa Barbara Association of Realtors	Donna	Bayet	Government Relations Chair	Homeownership	Workforce Housing
County of Santa Barbara	Sally	Blaine	Volunteer	Workforce Housing	Farmworker
Santa Barbara Community Housing Corporation	Hector	Briones	Executive Director	Multi Family	Homelessness
Residential Mortgage Corporation	David	Brown	Vice President	Multi Family	Homeowners hip
HomeBuilders Association of the Central Coast	Jerry	Bunin	Government Affairs Director	Homeownership	Workforce Housing
Bermant Development Company	John	Campanella	President, BDC Homes	Homeownership	Workforce Housing
CHANCE, Inc.	Shella	Comin-DuMong	Executive Director	Special Needs	
City of Goleta	Margaret	Connell	City Council Member	Multi Family	Homeowners hip
Transition House	Jill	Cordover	Director of Special Projects	Homelessness	
Volunteer	Jim	Downing		Multi Family	Workforce
Lompoc Housing Assistance Corporation	Sue	Ehrlich	Executive Director	Special Needs	Multi Family
Mental Health Association of Santa Barbara County	Ann	Eldridge	Chair	Homelessness	Special Needs
Santa Barbara County Action Network	Mickey	Flacks	South County V.P.	Workforce	Multi Family
Coastal Housing Partnership	Corby	Gage	Executive Director	Workforce	Homeowners hip
City of Lompoc	Kate	Griffith	Economic Development Coordinator	Workforce	Senior Housing
Coastal Housing Partnership	Jane	Helmer	Marketing Director	Workforce	Homeowners hip

Parent/Special Needs	Polly	Huffer		Special Needs	Homelessness
Penfield & Smith	Jessica	Kinnahan	Associate Planner	Homeownership	Workforce
Housing Authority, County of Santa Barbara	Fred	Lamont	Executive Director	Multi Family	Workforce
League of Women Voters	Joan	Leon	President	Workforce	Farmworker
City of Lompoc	Dinah	Lockhart	Community Development Program Manager	Workforce	Multifamily
County of Santa Barbara	Nancy	Madsen	Director of Human Services	Homelessness	Senior
St. Vincent's - Santa Barbara	Alicia	Martin, D.C.	Executive Director	Multifamily	Senior
Peoples' Self-Help Housing Corporation	Jill	Martinez	Government/Community Relations	Workforce	Multifamily
Urban Planning Concepts	Jason	McCoy	Associate Planner	Multifamily	Workforce
University of California, Santa Barbara	George	Pernsteiner	Vice Chancellor	Workforce	Homeownership
Housing Authority, County of Santa Barbara	John	Polanskey	Director of Housing Development	Multifamily	Special Needs
Los Padres Bank	Didi	Reynoso	Vice President, Community Development Officer	Workforce	Multifamily
County of Santa Barbara	Peggy	Rueda	Exec. Dir., Workforce Investment Bd.	Workforce	Farmworkers
Good Samaritan Shelter	Michael	Rylant	Shelter Supervisor	Homelessness	
Santa Maria Valley Economic Development Association	Bill	Snow	Executive Director	Farmworker	Homeownership
Tri-Counties Regional Center	Richard	Sochel	Resource and Program Development	Special Needs	Workforce

Bermant Development Company	Carl	Steinberg	Vice-President, Multi-Family Housing, BDC Homes	Multifamily	
City of Santa Maria	Ginnie	Sterling	Special Projects Manager	Farmworker	Workforce
Law Offices of Mike Stoker/SBIA	Mike	Stoker		Homeownership	Farmworker
Urban Planning Concepts, Inc.	Laurice	Tamura, AICP	Principal Planner	Homeownership	Workforce
Frank Thompson Housing Consultants	Frank	Thompson	President	Farmworker	Senior
The Towbes Group, Inc.	Michael	Towbes	Chairman of the Board	Multifamily	Workforce
Mental Health Association of Santa Barbara County	John	Van Aken	Chair, Public Policy	Special Needs	
County of Santa Barbara	Susan	Warnstrom	Executive Assistant	Homeownership	
Lenny-Yates-VanHoy Architecture, Inc.	Stephen	Yates	President/CEO	Homeownership	Workforce
The Towbes Group, Inc.	Craig	Zimmerman	President	Workforce	Homeowners hip
People's Self Help Housing	Karen	Seabury	Gov't & Community Relations	Multifamily	Workforce
SEIU Local 535	Reynaldo	Ybarra	Chapter President	Workforce	Homeowners hip
	Jerrie	Domingos	Carevgiver of Disabled	Special Needs	
California Special Districts Assoc.	John	Fox	Chapter President	Steering Committee	
SBC Flower & Nursery Growers Assoc.	Janice	Evans	Executive Director	Farmworkers	Multifamily
	Bob	Field		Multifamily	Homeowners hip
	Jherri	Domingoz		Special Needs	
PANA	Cecilia	Brown	Board Member	Workforce	Homeowners hip
Faith Initiative	Nancy	Hancock	Program Manager	Multifamily	Workforce
SBCAN	David	Fortson	Executive Director	Workforce	Multifamily
COLAB	Andy	Caldwell	Executive	Homeownership	Farmworkers

			Director		
Friends of Betteravia	James	May	Founding Director	Multifamily	Farmworkers
	Jeffery	Corlovsky			

**HCD ROAD SHOW PRESENTATION RESULTS
AND HAC STEERING COMMITTEE PROPOSED APPOINTMENTS**

DATE	ORGANIZATION	APPOINTEE	ALTERNATE	ACTION DATE
11-Aug	California Special Districts Assn.	John R. Fox		
18-Aug	City of Goleta	<i>declined participation</i>		
19-Aug	City of Santa Maria	Alice Patino	Marty Mariscal	n/a
20-Aug	City Housing Authority	David Tabor		
21-Aug	County Housing Authority	Mickey Flacks		
25-Aug	City of Carpinteria	Penny Bloodhart, Planning Commissioner		22-Sep
25-Aug	City of Solvang	Edwin Skytt		22-Sep
26-Aug	City of Santa Barbara	Roger Horton	Iya Falcone	n/a
28-Aug	Los Padres Bank	Didi Reynoso		
28-Aug	City of Buellton	Landon Neustadt	Mayor Victoria Pointer	
2-Sep	UCSB	George Pernsteiner		
2-Sep	City of Lompoc	DeWayne Holmdahl		
3-Sep	MTD	Gary Gleason		
8-Sep	Santa Barbara Bank and Trust	Tom Thomas		
9-Sep	City of Guadalupe	Virginia Ponce	Lupe Alvarez	
10-Sep	COLT	Ken Fulton		
12-Sep	County Agricultural Advisory Cmte	Rick Quandt		
22-Sep	Santa Maria Airport District	Gary Rice		
26-Sep	Towbes Group - South Coast Home Builders	Derek Hansen		
30-Sep	Santa Maria Area Transit	Harry Watson		
1-Oct	SBCAG	Brian Bresolin	Michael Powers	
2-Oct	LAFCO	<i>not yet decided</i>		6-Nov
3-Oct	Alan Hancock College	Ardis Neilsen, Interim Director of Economic Development		