



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

---

**Agenda Date:** 4/18/2023

---

**To:** County of Sonoma Board of Supervisors

**Department or Agency Name(s):** County Administrator, Human Resources

**Staff Name and Phone Number:** Christina Rivera, 707-565-2048; Janell Crane, 707-565-2885

**Vote Requirement:** Majority

**Supervisory District(s):** Countywide

**Title:**

Department Head Personal Services Agreement - Executive Director, Community Development Commission

**Recommended Action:**

Authorize the County Administrator to execute a Personal Services Agreement with Michelle Whitman as the Executive Director, Community Development Commission for a three-year term, beginning April 18, 2023, at the "A" step in the position's salary range, including other County benefits and compensation as provided in Salary Resolution 95-0926.

**Executive Summary:**

The salary and benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting. Further, an oral summary of the recommended action to be taken on the salary and benefits must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

After a successful nationwide recruitment and extensive selection process, it is recommended the County Administrator appoint Michele Whitman as the new Executive Director of the Community Development Commission, and the Board authorize the County Administrator to execute the Personal Services Agreement effective April 18, 2023, for a three-year term through April 17, 2026. The Executive Director reports to the County Administrator, and the agreement places Ms. Whitman at the "A" step of the salary range for the job classification. In addition to the annual salary, other benefits and compensation are provided as prescribed by Salary Resolution 95-0926.

**Discussion:**

Reporting to the County Administrator and working closely with the Board of Supervisors, who serve as the Board of Commissioners of the Community Development Commission (CDC), the Executive Director is responsible for organizing, directing, and coordinating the CDC's programs and operations. The Executive Director also provides leadership and administrative policy direction for the Housing Authority of the County of Sonoma and community development programs, and the Redevelopment Housing Successor and Successor Agency.

Established in 1978 as Sonoma County's public housing authority, the Sonoma County Community Development Commission is a separate public and corporate entity with the Board of Supervisors serving both as the Board of Commissioners and as the governing board of the Housing Authority. The CDC administers a

range of programs designated to assist low to moderate-income homeowners and tenants and to encourage community and commercial revitalization. The CDC’s programs include rental assistance, development loans, homebuyer loans, grants, and activities to improve commercial centers in unincorporated areas, including streets, sidewalks, sewer, and drainage systems, in conjunction with other agencies.

In addition, the CDC manages the assets and obligations of the Successor Agency and the Housing Successor Agency, which were established as a result of the dissolution of redevelopment agencies in 2012. The Successor Agency is authorized to continue the implementation of projects that were in progress at the time of dissolution. The Housing Successor Agency manages all encumbered housing assets for the County of Sonoma and the cities of Sebastopol and Sonoma.

The CDC has a budget of approximately \$100 million and staff of 52 full-time equivalent employees.

An extensive nationwide recruitment was conducted to fill this position. Candidates were invited to interview with a diverse group, consisting of subject matter experts, community stakeholders, and County department heads. At the conclusion of the process, the County Administrator selected Michele Whitman as the next Executive Director.

Ms. Whitman specializes in equity-centered housing production and interjurisdictional, cross-discipline, multisector community development. Since 2019, Ms. Whitman has served as the executive director of the Renewal Enterprise District Joint Powers Authority, where she earned a reputation for innovation and collaboration that resulted in more \$100 million in grant awards and investments in local housing development. She is recognized regionally as a housing finance expert with a proven track record of operationalizing a housing-focused Joint Powers Authority, designing and launching a 501(c)(3) nonprofit loan fund with \$21 million in lending capital to accelerate affordable multi-family housing production, and establishing a regionally respected, creative model as the visionary solution for the area’s housing crisis.

Ms. Whitman has a Master of Public Administration and a Bachelor of Science in Conversation and Resources Studies, as well as certifications on Diversity and Inclusion and City Management. In 2021, she was named as a Hidden Hero of the Greenbelt by the Greenbelt Alliance for promoting abundant climate-smart housing. From 2011-2019, she was the District Director for the Third Supervisorial District, making her well-equipped and knowledgeable of County business, policies, and procedures.

The Personal Services Agreement executes the salary at the “A” Step of the salary range, which is \$163,275 annually, with the term of April 18, 2023, to April 17, 2026. It includes all other benefits and compensation as prescribed in the County’s Salary Resolution 95-0926.

**Strategic Plan:**

N/A

**Prior Board Actions:**

None.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY 24-25 Projected</b>
---------------------	-----------------------------	------------------------------	-------------------------------

Agenda Date: 4/18/2023

Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

There is no anticipated fiscal impact to the Community Development Commission’s budget for approving the recommended action. The salary and benefit costs of the Executive Director are already programmed within the departmental budget.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Personal Services Agreement - Executive Director, Community Development Commission

**Related Items “On File” with the Clerk of the Board:**

None.