



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 3/24/2026

To: Board of Supervisors

Department or Agency Name(s): County Executive's Office, Human Resources Department

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

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

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

Recommended Action:

Authorize the County Executive to execute the First Amendment to the Personal Services Agreement ("Agreement") with Michelle Whitman as the Executive Director of the Community Development Commission, adding a term to the Agreement, with an end date of April 18, 2029, at the "I" step in the position's salary range, and maintaining eligibility for other County benefits in accordance with Salary Resolution 95-0926.

Executive Summary:

The salary and fringe benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting, and 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 sections 54953, 54956).

Michelle Whitman was appointed as the Executive Director of the Community Development Commission on April 18, 2023. The recommended action amends the Agreement to add term of employment, through April 18, 2029, and a Notice of Nonrenewal Clause. The amended Agreement also updates the Termination Without Cause and Duties clauses.

Discussion:

The Executive Director of the Sonoma County Community Development Commission is appointed by and reports to the County Executive. The Board of Supervisors serves as the Board of Commissioners of the Community Development Commission. The Executive Director is responsible for organizing, directing, and coordinating the Community Development Commission'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 Community Development Commission administers a range of programs designed to assist low- to moderate-income

homeowners and tenants and to encourage community and commercial revitalization. The Community Development Commission’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 Community Development Commission 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 Community Development Commission has a budget of approximately \$123 million and staff of 52.5 full-time equivalent employees.

Ms. Whitman was appointed to the position on April 18, 2023 for a three-year term. This First Amendment to the Personal Services Agreement places Ms. Whitman’s salary at the “1” step of the salary range, which is \$240,186 annually, with a term ending on April 18, 2029. The amendment also includes the current classification specification of this position (see Attachment 1, Exhibit A) which was updated when the County Executive’s duties and responsibilities were revised on March 26, 2024 ([item 54; file ID number 2024-0240](#)). The amendment also includes the added language about productive time to the “Duties” paragraph, reduced the notice provision for termination without cause from 60 days to 30 days, and added Notice of Nonrenewal to the contract.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

April 18, 2023 ([item 56; file ID number 2023-0458](#)) - Initial Appointment

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$364,755	\$371,884	\$383,040
Additional Appropriation Requested			
Total Expenditures	\$364,755	\$371,884	\$383,040
Funding Sources			
General Fund/WA GF			
State/Federal	\$364,755	\$371,884	\$3383,040
Fees/Other			
Use of Fund Balance			

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General Fund Contingencies			
Total Sources	\$364,755	\$371,884	\$383,040

Narrative Explanation of Fiscal Impacts:

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

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

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

First Amendment of the Personal Services Agreement - Executive Director, Community Development Commission

Related Items "On File" with the Clerk of the Board:

None.