

**First Amendment to Agreement for Personal Services**  
**Executive Director of the Sonoma County Community Development Commission**

This First Amendment to the Agreement for Personal Services by and between, the Sonoma County Community Development Commission, a California public and corporate entity (hereinafter “Commission”) and Michelle Whitman (hereinafter called “Employee”) is entered into this 24<sup>th</sup> day of March 2026. (Commission and Employee shall collectively be referred to as the “Parties.”)

Whereas, Commission and Employee entered into a personal services agreement (the “Agreement”) for the position of Executive Director of the Sonoma County Community Development Commission dated April 18, 2023; and

Whereas, the Parties desire to amend the exiting Agreement.

Now, Therefore, Be It Agreed by and between the Parties as follows:

1. Paragraph 1 “Term of Employment” of the Agreement is deleted in its entirety and replaced with the following:

“1. Term of Employment. Commission hereby employs Employee in the position of Executive Director, Sonoma County Community Development Commission, commencing on April 18, 2023, and ending on April 18, 2029, subject, however, to termination as herein provided.”

2. Paragraph 2 “Duties” of the Agreement is deleted in its entirety and replaced with the following:

“2. Duties. Employee shall devote her productive time, ability and attention to perform the duties of Executive Director of the Sonoma County Community Development Commission as set forth in the Commission job specification, attached hereto as Exhibit A, as it now provides or may hereafter be amended, and such other duties as may be prescribed by Commission.”

3. Paragraph 5(a) “Termination Without Cause” of the Agreement is deleted in its entirety and replaced with the following:

“5. Termination.

- (a) Termination Without Cause:

Termination of Employee’s employment without cause may be affected by the Commission giving at least thirty (30) days’ prior written notice to Employee stating the date of Employee’s termination (“Termination Date”). Notice is accomplished by the Commission depositing a written notice in the United States mail that is addressed to Employee at Employee’s last known address.

Severance. Upon such Termination Date, Employee shall be entitled a lump sum equivalent to sixty (60) calendar days of salary following termination and to be computed by the County Auditor-Controller at the rate applicable on the day of termination plus the cash equivalent of all accumulated vacation as of the day of termination. In addition to the foregoing, Employee shall also be entitled to be compensated for any floating holiday balance or any other compensation or benefits as allowed by the Sonoma County Salary Resolution, as it may be amended from time to time. Employee's health benefits and the Commission's portion of the premium contribution shall continue to remain in effect for a period of three (3) calendar months from the date regular employee benefits end, which is the last day of the month in which the employee separates from Commission service. Employee's acceptance of said severance pay shall constitute a final settlement and satisfaction of all claims of Employee against the Commission and the County arising out of Employee's employment."

4. The following language is added to the Agreement as Paragraph 12:

"12. Expiration, Extension or Non-renewal. At the expiration of the term of this Agreement, Employee's employment shall automatically terminate, unless Commission and Employee mutually desire to review and need more time to effectuate a renewal in which case the Agreement shall automatically continue for a period not to exceed ninety (90) days beyond the expiration of the term upon the written request of Employee and the written concurrence of the County Executive. Alternatively, Commission agrees to give written notice of its intention of non-renewal at least thirty (30) calendar days in advance of the expiration of this Agreement; provided, however, that failure to give thirty-days' notice of non-renewal shall cause this Agreement to be extended for an additional period of thirty (30) calendar days from the date of notice of non-renewal, and shall not result in an automatic renewal of the agreement."

5. All other provisions of the Agreement thereto shall remain in full force and effect.

Attest

County of Sonoma

\_\_\_\_\_  
Clerk of the Board

By \_\_\_\_\_  
Chair, Board of Commissioners

Employee

By \_\_\_\_\_  
Michelle Whitman

**Executive Director**  
**Sonoma County Community Development Commission**

**Definition**

Under general policy direction of the Board of Commissioners of the Community Development Commission and the County Executive, plans, organizes, and directs Sonoma County's affordable housing and community development programs, federal and state grant programs associated with housing and infrastructure, and all operations of the Sonoma County Community Development Commission, Housing Authority of the County of Sonoma, and the redevelopment Housing Successor and Successor Agency; provides and directs staff services to the Commissioners of the Sonoma County Community Development Commission, Sonoma County Housing Authority, and to their advisory committees; supervises subordinate management and support staff; and performs related duties as required.

**Distinguishing Characteristics**

This single position class is a department head, appointed by the County Executive, with responsibility for the administration and delivery of multiple programs and functions through subordinate managers. Extensive initiative, independent judgment, and creativity are required in formulating plans and programs, directing effective and efficient operations, resolving difficult and complex problems, and modifying plans to meet unexpected situations. The Executive Director is in a position of trust and confidence and work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the County Executive and Board of Commissioners of the Sonoma County Community Development Commission.

This class is distinguished by its overall executive responsibility for all operations of the Sonoma County Community Development Commission and Sonoma County Housing Authority. The class does not have responsibilities or authority over community development programs associated with land use planning, building permits, and other programs that are overseen by Permit Sonoma.

This position is with the Sonoma County Community Development Commission, a separate entity from the County of Sonoma, and is not within the Sonoma County Civil Service System. The incumbent is appointed by and reports to the County Executive and is required to enter into an "at will" employment service agreement.

### **Typical Duties**

*Duties may include, but are not limited to, the following:*

Directs the administration of the Sonoma County Community Development Commission and the Sonoma County Housing Authority through planning, organizing, and directing Sonoma County's affordable housing, housing assistance, neighborhood improvements, redevelopment housing successor and successor agency, and related community development programs.

Plans, organizes, directs, and evaluates the activities of subordinate staff; interviews, selects, and trains professional and management staff; assigns and reviews work; establishes performance standards; evaluates staff performance; trains and counsels employees; takes or approves disciplinary actions; negotiates and administers agreements with consultants and contractors; ensures compliance with mandatory trainings and fosters appropriate professional development for staff and succession planning; and assesses organizational structure and takes actions to improve organizational structure and department efficiencies as needed.

Plans and recommends program and policy direction for the Sonoma County Community Development Commission and Sonoma County Housing Authority; develops or directs the development of program policies; explains, advises, and recommends action on policy matters to the Commissioners of the Sonoma County Community Development Commission and the Sonoma County Housing Authority; advises the appropriate governing body of problems and potential problems and recommends the appropriate course of action.

Consults with and solicits the cooperation of community groups and government agencies in assessing, identifying, and analyzing affordable housing, neighborhood investment, redevelopment housing successor and successor agency, and community development needs and objectives in Sonoma County; develops responsive programs to meet those needs and objectives.

Develops agreements, methods, and procedures to implement, administer and evaluate the County's affordable housing, neighborhood investment, redevelopment housing successor and successor agency, and community development programs; oversees and directs program compliance reviews, Federal and State monitoring of funding sources; ensures accurate performance outcomes and program effectiveness; develops improvement plans and strategies to enhance service delivery; reviews projects and related records; and assures program continuity and compliance with established guides.

Advises the Community Development Commission, Sonoma County Housing Authority, and the County Executive of any changes in state laws or regulations that will have an impact on the delivery of services including the provision of specific plans, costs, and recommendations needed to meet legal requirements.

Analyzes the impact of newly-enacted state and federal legislation on operations; addresses legislative and regulatory bodies to influence or persuade them to form supportive opinions or take actions related to advancing program goals; makes recommendations and decisions regarding the implementation of related changes; reviews economic trends and regulatory changes to determine the impact on operations; reviews and critiques codes and ordinances; initiates studies of technical problems and recommends revisions.

Directs the preparation of an annual budget and the establishment and maintenance of accounting systems and procedures in order to effectively monitor income sources and loan portfolios, and to provide internal accounting controls; directs the monitoring of Federal and State grant funds; certifies the purchase of supplies, equipment, and services; makes recommendations regarding the purchase and sale of property; directs the development and implementation of systems to track and analyze performance measures; directs the preparation, review, and approval of fiscal, special and technical reports, justifications, and proposals.

Researches, identifies, develops, and negotiates public and private funding opportunities in support of existing programs, and to generate additional funding opportunities; submits grant applications for funding; and issues directives related to fund distribution, and policy and procedural constraints of grant requirements.

Coordinates program planning and day-to-day activities with County departments, participating planning jurisdictions, federal funding agencies, and community interest groups; stays informed on community, social, and political problems associated with housing and housing affordability, and their relevance to and impact upon programs; directs the development of a public relations program to inform the public about affordable housing, neighborhood improvements, redevelopment housing successor agency and successor agency and community development programs, goals, and objectives; provides consultation to individuals, citizen groups, business organizations, consultants and governmental agencies on all matters related to affordable housing, redevelopment, and community development projects.

Performs the statutory duties of Executive Director and Secretary of the Community

Development Commission and Sonoma County Housing Authority; represents the Community Development Commission, Sonoma County Housing Authority at governmental hearings, various representative groups, in front of administrative bodies, and at public meetings.

Performs related duties as assigned.

### **Knowledge and Abilities**

**Considerable knowledge of:** the current trends, theories, principles and practices related to housing, neighborhood investment, redevelopment housing successor and successor agency operations, and community development programs and related modern best practices in service delivery for these programs; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the preparation of policies and procedures; principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, and employee training and discipline; federal and state legislation, funding sources, and regulations related to affordable housing, neighborhood improvements, redevelopment housing successor and successor agency, and community development programs; Housing Authority program functions and services; principles and practices of local government housing and community development administration; principles, practices, funding sources and administrative techniques for community services and low-income housing programs; principles and practices of project management and performance measurement; fiduciary responsibilities of a lender, grant proposal writing and grant funding processes; County government organization as it relates to affordable housing successor and successor agency functions, and the relationship with the organization and functions of federal, state and municipal governments.

**Ability to:** plan, organize, and direct Sonoma County's affordable housing, neighborhood improvement, redevelopment housing successor and successor agency, and community development programs; identify community affordable housing neighborhood improvement, redevelopment successor and successor agency, and community development needs and objectives, and to formulate responsive plans to meet them; supervise, assign, direct and evaluate the work of personnel within the division; interpret federal, state and local rules and regulations governing the operation of county and community development programs; develop policies, agreements, methods, and procedures to implement, administer and evaluate housing and community development programs to establish accountability and to measure program effectiveness; direct the coordination of program planning and day-to-day operational activities of the Community Development Commission and the Sonoma County Housing Authority;

assure financial solvency of affordable housing, redevelopment housing successor and successor agency, and community development programs; provide professional consultation and program leadership; provide clear and concise direction and supervision; effectively assemble, organize and present, in either written or oral form, the logical conclusions and make sound recommendations resulting from analysis of administrative, financial, factual or other information derived from a variety of sources; utilize sound judgment, tactfulness, persuasion and authority in the performance of duties; work under pressure, establish priorities and meet deadlines; establish and maintain effective work relationships with subordinates, County officials, representatives of other agencies, administrative personnel and the general public.

### **Minimum Qualifications**

**Education and Experience:** Any combination of education, training, and experience that would provide for the knowledge and abilities listed above. Normally, this would include academic course work equivalent to a four-year degree from an accredited college or university with major work in urban studies, urban planning, public administration, public policy, business administration, economics, finance, or a closely related field, and five years of increasingly responsible management experience in a public agency engaged in housing rehabilitation, Public Housing Authority management, affordable housing policy/development, redevelopment, or community development. A Master's degree is desirable.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.