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**COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY**

**Re-Scheduled Meeting Agenda  
for Thursday, March 18, 2021 at 1:30 p.m.**

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(Meeting rescheduled from February 20, 2021 regularly scheduled Board meeting due to Covid-19 outbreak)

**CDC Board meetings will be conducted virtually and not available for in person public participation. Individuals wishing to address the Board on any items are welcome to do so via email, telephone, or Zoom. For information on each of these methods call CDC at 707-463-5462 ext. 121 or email at strainj@cdchousing.org.**

1. **Roll Call**
2. **Approval of January 21, 2021 minutes** (Attached) - Pages 4-6
3. **Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on March 11, 2021.
4. **Committee Reports** (Standing Committees)
  - A. Orientation/Welcome Committee
  - B. Executive Committee
  - C. Budget/Audit Committee
  - D. Development and Loan Committee
5. **Executive Director Report and Department Reports**
  - A. **Administration** - *10 Minutes* (Attached) - Page 7-8
    1. Executive Director's Report
    2. PIH Limited Compliance Monitoring Review Report
    3. Landlord Incentive Ad
  - B. **Accounting** - *10 Minutes* (Attached) - Pages 9-21
    1. Controller's Report
    2. Summary of Revenues and Expenses Summary Comments
    3. CDC and BBN Combined Summary of Revenues and Expenses Report
    4. HCV HAP Tracking Report
    5. HCV Admin Tracking Report
    6. HCV Cares Admin Report
    7. Mainstream HAP Tracking Report
    8. Mainstream Admin Tracking Report
    9. Permanent Supportive Housing Utilization Report
    10. Coordinated Entry Report
    11. BBN and Business Activities Revenues and Expenses Report
    12. State/Local Combined Summary Revenues and Expenses Report

- C. **Development and Sustainability** - *10 Minutes* (Attached) - Pages 22-24
  - 1. Development & Sustainability Department Report
  - 2. Work Order Analysis by Completion Month Report
  
- D. **Housing** - *15 Minutes* (Attached) - Pages 25-29
  - 1. Housing Manager's Report
  - 2. Housing Quality Inspection Report
  - 3. Occupancy Status Report
  - 4. Agency Owned Report
  
- 6. **Announcements**  
None
  
- 7. **Board Correspondence**  
None
  
- 8. **Media/Information**  
None
  
- 9. **Unfinished Business**  
None
  
- 10. **Board Comments to Staff**  
None
  
- 11. **New Business** - *15 Minutes*
  - A. **Discussion and Possible Action Regarding Adoption of Resolution #2034-21 Approving Work from Home Policy** Pages 30-33
  
  - B. **Discussion and Possible Action Regarding Resolution #2035-21 Adopting the Disposition Policy** - Pages 34-37
  
  - C. **Discussion and Possible Action Regarding Resolution #2036-21 Adopting the Debt Collection Policy** - Pages 38-40
  
  - D. **Discussion and Possible Action Regarding Resolution #2037-21 Adopting the Salary Schedule Effective March 18, 2021** - Pages 41-44
  
  - E. **Discussion and Possible Action Regarding Committee Assignments and Composition** - Pages 45
  
- 12. **Public Expression**
  
- 13. **Adjournment**

## **PUBLIC EXPRESSION**

The Commission welcomes participation in the meeting. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Commission which are not on the posted agenda and items which have not already been considered by the Commission. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject. No action will be taken. Individuals wishing to address the Commission under Public Expression are welcome to do so throughout the meeting day. To best facilitate these items, please notify either the Chair of the Board, or a Commissioner.

## **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Commission complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Office Representative I by calling (707) 463-5462 x 121 at least five business days prior to the meeting.

## **ADDITIONS TO AGENDA**

The Brown Act identifies the following three situations in which a body is permitted to take action on a matter not on the posted agenda:

- (1) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines that the matter in question constitutes an emergency pursuant to Section 54956.5.
- (2) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines (by 2/3 of the total body, or by unanimous vote if less than 2/3 present) that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. However, the need for immediate action must have come to the attention of the body after the agenda had already been posted. This determination must be made by two-thirds of the total body or by unanimous vote if less than 2/3 are present.
- 3) Pursuant to Section 54954.2(b)(3) when an item has been posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting which is held within five days of the meeting for which the item was properly posted. Under these circumstances, the item need not be posted for the subsequent meeting.



Persons requiring an accommodation due to a disability may request such an accommodation at any time during this process.

