

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, January 13, 2022
At 1:30 P.M.

Commissioner Deetz called the meeting to order at 1:32 P.M., January 13, 2022 in the conference room at the Community Development Commission at 1076 N. State Street, Ukiah, CA 95482.

1. Roll Call

The recording secretary took roll call and determined there was quorum present.

Commissioner Members Present

Dawn Deetz
Kathy Brigham – Via Zoom Video Conferencing
Lesli Langslet – Via Zoom Video Conferencing
Gary Mirata
Richard Willoughby

Commissioner Members Absent

None

Others Present

None

CDC Employees

Todd Crabtree – Executive Director
Lisa Judd – Housing Manager
Josh Killion – Asset and Development Coordinator – Via Zoom Conferencing
Lisa Pope – Controller
Joelle Strain – Office Representative I

CDC Employees Absent

None

Members of the Public

None

2. Approval of November 4, 2021 Minutes

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to Approve the November 4, 2021 Minutes.

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner Langslet, Commissioner Mirata, and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted January 6, 2022.

4. Committee Reports (Standing Committees)

The Budget/Audit Committee: Met immediately prior to the Board meeting at 12:45 p.m. and reported out that John Cropper presented the Audit to the Committee. Commissioner Mirata reported that we had a good clean Audit.

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written. On December 18, 2021, the CDC sign in front of the building was struck by a person who was under the influence. Working with Paramount Signs on replacing a sign that is higher and where we can enter in data on it.

Todd's main goal for 2022 is to fill the Board of Commissioners vacancies.

Walnut Apartments closed in November. USDA pre-construction conference will happen in January, after that the rehab work of the inside of units can begin.

B. Accounting

Lisa Pope presented her report as written.

C. Development and Sustainability

Josh Killion presented his report as written. Josh would like to highlight the work that the maintenance workers have been doing. In the year 2021, they did 1133 work orders and 37 vacancies turnovers. Our newest member Mario Alvarado, is working our very well.

CDC is working with RespecTech to build CDC a new website from the ground up. It will have functions such as form filling and it will also be available in Spanish.

D. Housing

Lisa Judd presented her report as written. CDC opened the Plateau Waitlist on January 12, 2022 at 8:00 a.m. So far, we have received close to 100 applications. We will be opening the HCV Waitlist for everyone in February.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. New Business

**A. Discussion and Possible Action Regarding Resolution #2048-22
Approving the Commission Audit for the 2019-2020 Fiscal Year**

Motion by Commissioner Mirata and Seconded by Commissioner Langslet
Approving the Commission Audit for the 2019-2020 Fiscal Year

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner
Langslet, Commissioner Mirata and Commissioner Willoughby. Noes:
None. Abstained: None. Absent: None.

**B. Discussion and Possible Action Regarding Resolution #2049-22
Approving the Budget for Fiscal Year 2021/2022**

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby
Approving the Budget for Fiscal Year 2021/2022

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner
Langslet, Commissioner Mirata and Commissioner Willoughby. Noes: None.
Abstained: None. Absent: None.

**C. Discussion and Possible Action Regarding Adoption of Board Meeting
and Holiday Schedule for 2022**

Motion by Commissioner Mirata and Seconded by Commissioner Brigham
Adoption of Board Meeting and Holiday Schedule for 2022

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner
Langslet, Commissioner Mirata and Commissioner Willoughby. Noes: None.
Abstained: None. Absent: None.

D. Discussion and Possible Action Regarding Election of Officers for 2022

Motion by Commissioner Mirata and Seconded by Commissioner Deetz
Regarding Election of Officers for 2022

Chairperson – Richard Willoughby
Vice Chairperson – Lesli Langslet

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner
Langslet, Commissioner Mirata and Commissioner Willoughby. Noes: None.
Abstained: None. Absent: None.

**Commissioner Mirata made a motion to close the CDC Board meeting at 2:42 p.m.
and to open the BBN Board Meeting.**

**CDC Board meeting reopened at 2:53 p.m. to go directly into closed session at 2:54
p.m.**

Report out of closed session:

E. Discussion and Action Regarding Executive Director Yearly Evaluation (Closed Session) - Government Code 54957

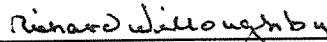
The Board has concluded its yearly evaluation of the Executive Director and will meet and discuss with him.

Board came out of closed session at 3:11 p.m.

11. Public Expression


None

12. Adjournment 3:12 p.m.



Richard Willoughby, Chairperson

ATTEST:



Todd Crabtree, Executive Director