

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, December 15, 2022
At 1:30 P.M.

Commissioner Willoughby called the meeting to order at 1:36 P.M., December 15, 2022 at the Baechtel Creek Village Community room, 61 Alder Court, Willits, CA 95490.

1. Roll Call

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

Commissioner Members Present

Dawn Deetz
Lesli Langslet
Gary Mirata
Richard Willoughby

Commissioner Members Absent

Kathy Brigham

Others Present

None

CDC Employees

Todd Crabtree – Executive Director
Teresa DeSimone – Deputy Director
Josh Killion – Asset and Development Coordinator
Lisa Pope – Controller
Joelle Strain – Office Representative I

CDC Employees Absent

None

Members of the Public

None

2. Approval of November 3, 2022 Minutes

Motion by Commissioner Deetz and Seconded by Commissioner Langslet to Approve the November 3, 2022 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted December 8, 2022.

4. Committee Reports (Standing Committees)

None

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented as written. Todd explained to the Board members that we have had a lot of employee's sick so at this time we are going to table items 10B Discussion and Possible Action Regarding Resolution #2073-22 Approving the Budget for Fiscal Year 2022/2023 and 10D Discussion and Possible Action Regarding Resolution #2075-22 Approving the loan from Building Better Neighborhoods, Inc. And present them at the next Board meeting. We will also not be holding the BBN meeting.

Todd met with Commissioner Langset and Danny Fred at Walnut Apartments. They toured the site and interior of before and after rehab units. As of yesterday, all of the work has been completed on the units. The last thing is to complete sprinkler work, trenches and exterior roadways. We have started on the Project Based Voucher units. Teresa DeSimone went out to Walnut on Tuesday of the week to talk to the tenants.

B. Accounting

Lisa Pope presented her report as written. Yesterday we got a notification from HUD that they conditionally accepted the unaudited FDS submission for 9/30/2022.

C. Development and Sustainability

Josh Killion presented his report as written. We will be postponing all preventative maintenance inspections due to employees being out sick. We will start back up in January. Josh did hear that they finished the second building at Sea Cliff.

D. Housing Programs

Teresa DeSimone presented her report as written. Teresa wanted the Board member to know what the Housing Programs Team has been up to in the last 2 months. We issued 49 Housing Choice Voucher from November 1st to November 30th. Usually in one month we would issue 10 vouchers. We also leased up 50 households alone. Usually we lease up about 6-8 households. We are anticipating that we will be leasing up 20-30 households in December. Teresa is very, very proud of our Housing Programs team in their efforts and what we have been able to accomplish. We do not know if we have eliminated the HUD offset yet.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

- A. Discussion and Possible Action Regarding Resolution #2073-22 Approving the Budget for Fiscal Year 2022/2023.**
- B. Discussion and Possible Action Regarding Resolution #2075-22 Approving the loan from Building Better Neighborhoods, Inc.**

10. New Business

- A. Discussion and Possible Action Regarding Resolution 2072-22 Modification of:**

CHAPTER III. COMPLETION OF THE APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES, AND

CHAPTER IV. DETERMINATION OF INCOME, AND

CHAPTER XXI. PROJECT BASED VOUCHERS

to the Housing Choice Voucher Administrative Plan, which is a Supporting Document to the Public Housing Annual Plan.

Motion by Commissioner Langslet and Seconded by Commissioner Deetz Approving the Modification of: Chapter III. completion of the application, preferences, determination of eligibility, and selection of families, and Chapter IV. determination of income, and Chapter XXI. project based vouchers to the Housing Choice Voucher Administrative Plan, which is a Supporting Document to the Public Housing Annual Plan.

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

- B. Discussion and Possible Action Regarding Resolution #2074-22 Approving the Salary Schedule Effective January 01, 2023.**

Motion by Commissioner Mirata and Seconded by Commissioner Deetz Approving the Salary Schedule Effective January 01, 2023.

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

- C. Discussion and Possible Action Regarding Election of Officers for 2023**

Motion by Commissioner Deetz and Seconded by Commissioner Mirata Regarding Election of Officers for 2023.

Chairperson – Commissioner Richard Willoughby
Vice Chairperson – Commissioner Leslie Langslet

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

D. Discussion and Possible Action Regarding Adoption of Board Meeting and Holiday Schedule for 2023.

Motion by Commissioner Mirata and Seconded by Commissioner Deetz Regarding Adoption of Board Meeting and Holiday Schedule for 2023.

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

E. Discussion and Possible Action Regarding Committee Assignments and Composition.

Audit Committee – Commissioner Langslet and Commissioner Mirata.

Executive Committee – Commissioner Langslet and Commissioner Willoughby.

Development and Loan Committee – Commissioner Deetz and Commissioner Mirata

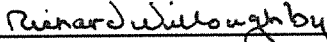
Orientation and Welcome Committee – Commissioner Brigham and Commissioner Willoughby.

Commissioner Mirata made a motion to close the CDC Board meeting Motion Seconded by Commissioner Langslet.

11. Public Expression

None

12. Adjournment 2:44 p.m.



Richard Willoughby, Chairperson

ATTEST:



Todd Crabtree, Executive Director