

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
November 28, 2017
Rescheduled from November 2, 2017

Chair Person Dawn Deetz called the meeting to order at 1:31 P.M., November 28, 2017. The meeting was held at the Community Development Commission Conference Room, 1076 N. State St., Ukiah, Ca 95482

1. Roll Call

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

Commissioner Members Present

Kathy Brigham
Dawn Deetz
Gary Mirata
Jeff Warner

Commissioner Members Absent

None

Others Present

None

CDC Employees

Heather Blough- Housing Manager
Todd Crabtree- Executive Director
Michelle Leher- Office Representative I
Lisa Pope- Controller

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted November 21, 2017.

3. Approval of the minutes

Approval of September 21, 2017 minutes

Motion by Commissioner Warner and Seconded by Commissioner Mirata to approve the September 21, 2017 Minutes.

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

4. Committee Reports

None

5. Executive Director Report

A. Administration

Todd Crabtree presented his report as written with a few updates. Possible new Commissioner, Richard Willoughby is considering returning as Commissioner for the CDC Board.

The development that Todd has been looking into in Willits looks like it is a good property. It has sixteen three bedroom units and is in walking distance to down town. CDC has money from Willits redevelopment funds that can be used to purchase property in Willits.

PG&E is looking to change their priorities. They are going into short term contracts. They are looking at six month contracts instead of the previous two year contracts. The programs that may be effected by this are the Energy Watch program, energy conservation and the energy efficiency programs. They are focusing on energy efficiency in government agencies. CDC is still in negotiations with PG&E.

Todd has been working with the California Association of Housing Authorities (CAHA) discussing the Moving to Work program for California Housing Authorities. This program would help people transition to work from being on assistance. With this program Housing Authorities will have more discretion with their funds. One example is putting a time limit on the voucher, such as five years, except for elderly or disabled. After the five years, and if the applicant still needs assistance they can reapply to get back on the program.

B. Accounting

Lisa Pope presented her report as written. The unaudited FDS REAC submission was completed and given to Todd to review. There will still be adjustments before the audit is completed.

There are two corrections on the Summary of pre-closing revenues and expenses from 10/1/16 through 9/30/2017. Housing Choice Voucher Admin should read, CDC has spent \$9,598 more than was received while administrating the HCV program. Development and Sustainability should read, All of the Willits Redevelopment notes receivable have either been paid in full or granted based on the terms of the promissory notes.

The HAP tracking sheet for Housing Choice Vouchers under column K, GAAP HAP Equity Running Balance, TRUE in the VMS to GAAP row means that the balance of column I equals the balance of column K.

Todd received an e-mail from HUD that "There were no Report Findings, so there is no additional follow-up and our 2016 audit is concluded."

C. Development and Sustainability

Todd Crabtree updated the Board. Still determining whether or not to submit a Mortgage Credit Certificate application. Dawn explained that this is an adjustment to the borrower's tax code. It does not change the adjustment only relieves the tax burden. The lender takes the amount of the credit and adds it back to the client's income. This effects moderate income households, whereas the First Time Homebuyer (FTHB) program helps low income households.

Todd e-mailed the County to see if the extension for grant for the FTHB program was approved.

The Mendo Lake Energy Watch Hard to Reach campaign has a hard time getting contractors to complete the jobs. These contractors are administrative contractors that are contracted through PG&E and are out of the county.

D. Housing

Heather Blough presented her report as written. Kathy Brigham has agreed to be the new hearing officer for CDC.

The tenant that has lost their home in the Redwood fire has found housing and is under contract with the Housing Choice Voucher.

The Sun House apartments lease up process is finally completed. CDC has 10 Project Based Voucher VASH units. CDC has other Voucher holders leased there also. CDC has approximately seventeen units under contract at the complex.

There is still no movement on the Fair Housing Complaint.

CDC is paid an Admin fee for each unit that is under contract on the first of each month. CDC is expecting the Admin fee to be prorated. It is unknown what the proration is going to be with the Federal budget but we are anticipating it be around 68%-70%. This means that CDC would not receive all the admin funds that are earned.

CDC is being proactive to get the numbers of units under contract up. CDC has implemented a very aggressive call up process. We are calling up 60 people a week from the waitlist. Also, the payment standards have been increased recently and are proposing to the Board today, as an action item, to implement a lease in place preference and increase the search time from 120 days to 180 days. Termination prevention is also a strategy housing programs had implemented.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

The Board thinks the staff is wonderful and supports their efforts.

11. New Business

A. Discussion Regarding CDC Budget for Fiscal Year 2017 – 2018

Looking at a \$100,496 loss for CDC for the year. Trying to get the deficit for HCV Admin decreased. Looking at different options to decrease losses and increase revenues.

B. Discussion and Possible Action Regarding Resolution #1085-17 Approving the Section Eight Management Assessment Program Certification for Fiscal Year Ending 9/30/2017

Correction on Board agenda #11B. Lease up covers the period of 1/1/16 to 12/31/2016. Correction on SEMAP proposed points for lease up should be 15 points changing the total of percentage of points possible to 85%.

It is expected that CDC will be designated as a Standard Performer.

Motion by Commissioner Warner and Seconded by Commissioner Brigham to Adopt Resolution #1085-17 as modified Approving the Section Eight Management Assessment Program Certification for Fiscal Year Ending 9/30/2017

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

C. Discussion and Possible Action Regarding Resolution #1086-17, Approving Changes to Appendix A of the Occupancy Policy for Community Development Commission Owned and Managed Properties for Schedule of Tenant Charges

Motion by Commissioner Mirata and Seconded by Commissioner Warner to Adopt Resolution #1086-17, Approving Changes to Appendix A of the Occupancy Policy for Community Development Commission Owned and Managed Properties for Schedule of Tenant Charges

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

D. Discussion and Possible Action Regarding Resolution #1087-17 Approving Revisions to the Housing Choice Voucher Administrative Plan to Chapters III, VI, XVI, and XXIV

Changes are designed to increase lease up. Changes are adding a Lease in Place preference and disaster preference. Allow repayment plans for applicants that owe CDC money instead of requiring them to pay the debt in full before being issued a voucher. Changing search time for the Housing Choice Voucher from 120 days to 180 days.

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1087-17 Approving Revisions to the Housing Choice Voucher Administrative Plan to Chapters III, VI, XVI, and XXIV

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

CDC meeting adjourned at 3:31 PM to open BBN Board meeting
CDC Board meeting opened at 3:35 PM and commenced to closed session.

E. Discussion and Possible Action Regarding Personnel Action – (Closed Session) Government Code 54957

Reported out of closed session at: 4:00 PM

No Action Taken

12. Public Expression

None

13. Adjournment 4:00 P.M.

Motion by Commissioner Warner and Seconded by Commissioner Mirata to adjourn.


Dawn Deetz, Chairperson

ATTEST: 
Todd Crabtree, Executive Director



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

