

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
February 16, 2017

Chair Person Dawn Deetz called the meeting to order at 1:31 PM., February 16, 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
Vishnu
Jeff Warner

Commissioner Members Absent

Allyn Nonneman

Others Present

Jessica Johnson- Housing Specialists, Redwood Community Services

CDC Employees

Heather Blough- Housing Manager
Todd Crabtree- Executive Director
Michelle Leher- Office Representative I
Lisa Pope- Controller
Craig Schlatter- Development and Sustainability Manager

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted February 9, 2017.

3. Approval of the minutes

Approval of December 15, 2016 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Warner to approve the December 15, 2016 Minutes.

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

4. Committee Reports

Loan Committee met February 16, 2017, after the CDC Board meeting.

5. Executive Director Report

a. Administration

Todd Crabtree presented his report as written. Todd attended the MendoLake Board of Trustees meeting to discuss student housing. The Board asking for ideas to resolve the lack of housing for college students. Todd as well as Dick Seltzer from Seltzer Realty and another consultant spoke at the meeting. One of the suggestions was that the college needs to determine what their need is. The consultant was more focused on dormitory student housing on the campus. This solution could be completed in several years. The Board was wanting more immediate solutions to the housing issue. Todd suggested to them that buying an old hotel or apartment building and rehabbing it or go out and lease and apartment building for student housing.

Todd attended the Health and Human Service Agency (HHSA) Advisory Board meeting. They asked him to be back on the Board. They are applying for a grant through MediCal called Mendocino County Whole Person Care Pilot Program. This would help people who are severely mentally ill. The program is geared toward the high impact users of the Partnership Health Care and the high impact users of the emergency room. This would give these people more in depth case management. There is a housing component and HHSA wants to list CDC as a mandatory partner. They are not looking for CDC to provide rental assistance. CDC would need to participate in collaborative effort. Todd and Heather are trying to get HHSA to merge this program in with the CoC program.

Commissioner Vishnu asked about the HOME grants. Todd explained that Craig and the two Energy Efficiency Specialists are writing two grants, one for the City of Ukiah and one for Mendocino County. Both of these grants are through the State of California through HCD to help provide Tenant Based Rental Assistance.

This would provide up to two years of rental assistance or could possibly assist clients with security deposits. Since the budget for HUD is unknown, Todd wants have funding available if the Housing Choice Voucher program has budgetary cuts.

b. Accounting

Lisa Pope presented her report as written with a couple of updates. She has been receiving applications for the open accounting position and has begun the interview process. She has also scheduled some time in April with the auditor Wallace Rowe to begin the annual audit.

c. Development and Sustainability

Craig Schlatter presented his report as written. Craig added a new report the Board requested regarding the schools that have been contacted and have taken advantage of the Proposition 39 funds. Craig also informed the Board that Bryan Titzler, the Development and Sustainability Specialist intern has been hired as a full time employee.

The BBN properties have had a large increase in vacancies recently and in order to prevent employee burn out, priorities were shifted in order to complete the vacancies as well as complete small projects and

maintain/improve curb appeal. Also, the maintenance staff is replacing the failed windows at Glass Beach and Sea Cliff. This kind of work used to be contracted out. The first phase of this small project will beginning this month.

d. Housing

Heather Blough presented her report as written. The Housing staff is going to review the possibility of a "prevention" approach to help participants maintain their housing. In December and January, ten participants lost their assistance each month. This number is very high. There are a variety of reasons that a participant can lose their assistance, from someone moving out of the area and having their voucher absorbed, to a termination action for program noncompliance, or households not needing the rental assistance any longer as their economic circumstances have improved.

Heather hired a new Housing Program Specialist, Caitlen Butterfield.

6. Announcements

- A. CDC received Certificate of Recognition for 2017 Housing Choice Voucher High Performer
- B. CDC received the Continuum of Care (CoC) Program funding award letter for Coordinate Entry and Tenant Based Rental Assistance (TRA)
- C. Continuum of Care (CoC) Program funding denial letter for Transitional Age Youth (TAY) Tenant Based Rental Assistance (TRA) and Sponsored Based Rental Assistance (SRA) to TRA

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

The Board was very proud of CDC receiving the High Performer recognition from HUD.

11. New Business

a. Discussion and Possible Action Regarding Resolution # 1074-17 Authorizing Changes to Users Having Access to ELOCCS, LAIF and Bank Accounts

Motion by Commissioner Mirata and Seconded by Commissioner Warner to Adopt Resolution #1074-17 Authorizing Deleting Larry Cuneo and adding Lisa Pope Having Access to ELOCCS, LAIF and Bank Accounts

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

b. Commissioner Deetz assigned Commissioners to the Standing Committees:

1. Orientation/Welcome Committee: Commissioner Mirata and Commissioner Warner
2. Executive Committee: Commissioner Brigham and Commissioner Deetz
3. Budget/Audit Committee: Commissioner Nonneman and Commissioner Vishnu
4. Development and Loan Committee: Commissioner Deetz and Commissioner Mirata

12. Public Expression

Jessica Johnson- Housing Specialists, Redwood Community Services stated that creating student housing could free up other housing in the community. Also, living in a rural community it is important to promote education.

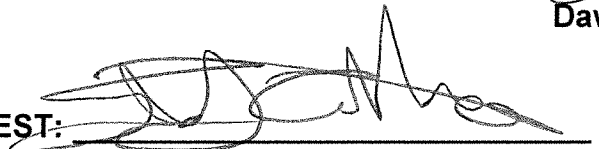
13. Adjournment 2:47 PM

Motion by Commissioner Mirata and Seconded by Commissioner Warner 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.

