

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, February 16, 2023
At 1:30 P.M.

Commissioner Willoughby called the meeting to order at 1:21 p.m., February 16, 2023 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

Kathy Brigham – Via speaker phone at 1:44 p.m.

Dawn Deetz

Lesli Langslet

Gary Mirata

Richard Willoughby

Commissioner Members Absent

None

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 December 15, 2022 Minutes

Motion by Commissioner Mirata and Seconded by Commissioner Langslet to Approve the December 15, 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 February 9, 2023.

4. Committee Reports (Standing Committees)

None

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented as written. CDC is restructuring the Accounting Department to have a Controller, Senior Accountant and an Accountant. Todd is in the process of looking for a new photo copy machine as the one's we have are slowly declining.

B. Accounting

Lisa Pope presented as written.

C. Development and Sustainability

Josh had a few add ins to his report. CDC has cleared two homeless encampments one below our Sea Cliff property and one adjacent to our Glass Beach property in Fort Bragg in the middle of January. We have signed agreements with Fort Bragg Police Department for trespass orders for these properties giving officers permission to enter these properties without having to contact us. The Sea Cliff siding project is 75% done. Under Property Management we have 2 vacant units.

D. Housing Programs

Teresa DeSimone presented as written. The Housing Programs department continues to increase voucher utilization. As of February 1, 2023, the households under HAP contract was at 922 and we are very please with this. Our EHV program is doing really well. CDC was awarded 82 EHV vouchers. As of now we have 60 people housed. We expect to be fully utilizing this program by June of 2023.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

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

**C. Discussion and Possible Action Regarding Resolution #2078-23
Approving the Salary Schedule Effective February 16, 2023.**

Motion by Commissioner Mirata and Seconded by Commissioner Langslet
Approving the Salary Schedule Effective February 16, 2023

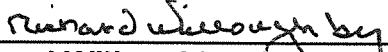
Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner Langslet, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

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

11. Public Expression

None

12. Adjournment 2:21 p.m.



Richard Willoughby, Chairperson

ATTEST: 

Todd Crabtree, Executive Director

9. Unfinished Business

A. Discussion and Possible Action Regarding Resolution #2073-22 Approving the Budget for Fiscal Year 2022/2023.

Motion by Commissioner Mirata and Seconded by Commissioner Deetz
Approving the Budget for Fiscal Year 2022/2023.

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 #2075-22 Approving the loan from Building Better Neighborhoods, Inc.

Motion by Commissioner Langslet and Seconded by Commissioner Deetz
Approving the loan from Building Better Neighborhoods, Inc.

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

10. New Business

A. Discussion and Possible Action Regarding Resolution #2076-23 Authorizing Changes to Users Having Access to ELOCCS, LAIF and Bank Accounts

Motion by Commissioner Langslet and Seconded by Commissioner Mirata
Authorizing Changes to Users Having Access to ELOCCS, LAIF and Bank
Accounts.

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 #2077-23 Modification of:

CHAPTER XXIX. EMERGENCY HOUSING VOUCHERS, AND

**CHAPTER XVII. MOVES WITH CONTINUED TENANT BASED
ASSISTANCE**

**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 XXIX. Emergency Housing Vouchers,
and Chapters XVII. Moves with the Continued Tenant Based Assistance to
the Housing Choice Voucher Administrative Plan, which is a Supporting
Document to the Public Housing Annual Plan.