

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
February 18, 2016

Chair Person Dawn Deetz called the meeting to order at 1:31 PM., February 18, 2016. The meeting was held at 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- in at 1:33 PM
Richard Willoughby

Commissioner Members Absent

Jeffrey Warner

Others Present

None

CDC Employees

Heather Bought- Housing Manager
Todd Crabtree-Executive Director
Larry Cuneo-Controller
Michelle Leher-Office Representative I
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 11, 2016.

3. Approval of the minutes

Approval of December 17, 2015 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to approve the December 17, 2015 Minutes.

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

4. Committee Reports

None

Todd Crabtree proposed to add an item to the agenda. The item is a closed session item. 10B Discussion and Possible Action Regarding Litigation/Mediation Possible Settlement of Holly Ranch Village Stairs Negotiation- (Closed Session) - Government Code 54956.9

Motion by Commissioner Mirata and Seconded by Commissioner Vishnu to Add 10B Closed Session to the Agenda.

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

5. Executive Director Report

a. Administration

Todd Crabtree presented his report as written. Todd went the California Association of Housing Authorities annual meeting in southern California on February 4-6. There was discussion of HUD changing the Section 8 inspection process. They want to change the inspection process to mirror the Public Housing inspection process. Instead of using Housing Quality Standards (HQS), they will change to the Uniform Physical Conditions Standards (UPCS). This would be a more comprehensive inspection process. This change may go into effect in the next year.

b. Accounting

Larry Cuneo presented his report as written. Larry reviewed the CDC and BBN Combined Summary of Revenues and Expenses report. This shows the revenue and expenses for the first quarter of the fiscal year.

The Housing Choice Voucher (HCV) program admin revenue less expenses is a favorable \$24,626.

Permanent Supportive Housing (PSH) programs revenue equals the expenses.

Community Development and Sustainability programs revenues are exceeding their expenses.

College Court has a favorable \$3,490. This balance may get closer to \$0 as the year continues.

Building Better Neighborhoods (BBN) and Property Management Fund (PMF) has a favorable \$63,486 so far this year.

Housing Choice Vouchers HAP has been spending about \$500,000 a month in rental assistance and HUD is reimbursing at the same amount.

c. Development and Sustainability

Craig Schlatter presented his report as written with a couple of updates. Craig informed the Board that the reports in the Board packet will be changing in the next couple of meetings. He removed the grant worksheet. Grant management is only about 10-15% of what the department is doing now. He wants to get some input from his staff what they think the reports should look like.

At the request of the Board, Craig did some research of why the First Time Homebuyer program was put on hiatus. Craig handed out a Supplemental Staff Report to the Board. This report outlines the reasons he has been able

to identify for why this occurred. The County had unexpended program income, which is basically loan repayments. This money collects in an account, CDBG Program Income (PI) account. There are certain requirements and regulations regarding the reuse of the Program Income.

The County has had a huge balance in this account for the last several years. CDC had made several recommendations of how they can spend that money down. The County did not follow these recommendations and the reason given was that they wanted to spend the Program Income on economic development loans. The County had reallocated the \$550,000 of committed grant funds to the Program Income pool and disbursed it to other projects. It appears most of the projects are not eligible for these CDBG and HCD funds.

Supervisor Woodhouse reached out to Craig to describe what happened. It was evident that the Board of Supervisors were unaware of the ramifications of their decisions and how the reallocation of the funding was occurring. Basically they were told that the County needed to spend down the Program Income so they can apply for more grant funds. Supervisor Woodhouse apologized for what had happened and said he would get to the bottom of this.

d. Housing

Heather Blough presented her report as written. Commissioner Vishnu asked about the restitution of the big fraud case. Heather informed the Board that CDC has requested the full amount be paid back but the Assistant District Attorney will negotiate what the restitution will be.

Commissioner Mirata compliments Heather on the 99% leased units in the Project Based Voucher program.

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 #1058-16 Approving Updated Chapter II and III and Adding Addendum I and J to the Administrative Polices for the Permanent Supportive Housing Program (formerly Shelter Plus Care)

Part of the funding requirements of the Permanent Supportive Housing program is that the administrators of the of these funds participate in a coordinated entry process in which homeless individuals have a place to go and can be assessed and referred to the most appropriate housing programs such as Permanent Supportive

Housing, transitional housing, rapid rehousing. This is defining that process in the Admin Plan.

Motion by Commissioner Mirata and Seconded by Commissioner Brigham to Adopt Resolution #1058-16 Approving Updated Chapter II and III and Adding Addendum I and J to the Administrative Polices for the Permanent Supportive Housing Program (formerly Shelter Plus Care).

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

B. Discussion and Possible Action Regarding Litigation/Mediation Possible Settlement of Holly Ranch Village Stairs Negotiation- (Closed Session) - Government Code 54956.9

Reported out of closed session at: 2:48 PM.

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to Adopt Resolution #1059-16 Approving the settlement agreement of \$45,000 with Robert Barnett of R.R. Barnett and Associates for the Holly Ranch Village stairs construction issue.

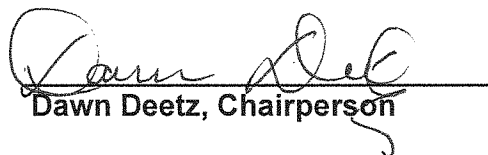
Ayes: Commissioner Brigham, Commissioner Mirata, Commissioner Deetz, Commissioner Vishnu, and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Warner.

11. Public Expression

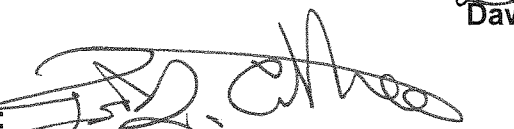
None

12. Adjournment 2:59 PM

Motion by Commissioner Willoughby and Seconded by Commissioner Vishnu 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.

