

**Community Development Commission of Mendocino County**  
**Regularly Scheduled Meeting Thursday, April 21, 2022**  
**At 1:30 P.M.**

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**Commissioner Willoughby called the meeting to order at 1:30 P.M., April 21, 2022 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**

Dawn Deetz  
Kathy Brigham – Via Zoom Video Conferencing  
Lesli Langslet  
Gary Mirata  
Richard Willoughby

**Commissioner Members Absent**

None

**Others Present**

None

**CDC Employees**

Todd Crabtree – Executive Director  
Lisa Judd – Housing Manager  
Josh Killion – Asset and Development Coordinator  
Lisa Pope – Controller  
Michelle Fox – Leasing and Property Specialist

**CDC Employees Absent**

None

**Members of the Public**

None

**2. Approval of February 17, 2022 Minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Deetz to Approve the February 17, 2022 Minutes.

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

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted April 14, 2022.

**4. Committee Reports (Standing Committees)**

None

**5. Executive Director Report and Department Reports**

**A. Administration**

Todd Crabtree presented his report as written. Todd attended the tenant meeting at Walnut Apartments to address concerns. The tenants had a lot of questions for the relocation specialist. Most concerns were that they had to be out of the apartments for two weeks for the renovations of their units. Overall, there was a positive response.

**B. Accounting**

Lisa Pope presented her report as written.

**C. Development and Sustainability**

Josh Killion presented his report as written. CDC has a part time maintenance tech for 2 to 3 days a week.

Marlene Brookside paint job is completed and they look really good.

Sea Cliff siding job can proceed after receiving the documents from the architect. We can start the bidding process next week.

Camera installations on the properties have been slow as we are trying to figure out the internet issues. Baechtel Creek cameras will be up next week.

The Website is almost complete. It should be up by next week.

**D. Housing**

Lisa Judd presented her report as written. Update on the Plateau. We have 20 units there and originally, they were going to be ready this month but now they will not be ready until July 1, 2022. The delay is due to PG&E.

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

None

## 10. New Business

**A. Discussion and Possible Action Regarding Adoption of Resolution #2054-22 Approving Changes to the Personnel Policy of the Community Development Commission of Mendocino County**

Motion by Commissioner Deetz and Seconded by Commissioner Langslet Approving Changes to the Personnel Policy of the Community Development Commission of Mendocino County

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 #2055-22 Approving the Salary Schedule Effective April 21, 2022**

Motion by Commissioner Langslet and Seconded by Commissioner Deetz Approving the Salary Schedule Effective April 21, 2022

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 #2056-22 Approving modification of:**

**CHAPTER VI Briefing of Families and Issuance of Housing Vouchers, AND**

**CHAPTER XXIX Emergency Housing Voucher (EHV)**

**To the Housing Choice Voucher Administrative Plan, Which is a Supporting Document to the Public Housing Annual Plan.**

Motion by Commissioner Mirata and Seconded by Commissioner Brigham Approving Modification to Chapter VI Briefing of Families and Issuance of Housing Vouchers, AND Chapter XXIX Emergency Housing Voucher (EHV) To the Housing Choice Voucher Administrative Plan, Which is a Supporting Document to the Public Housing Annual Plan.

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

Commissioner Deetz made a motion to go into closed session at 2:19 p.m.

Report out of closed session:

- D. Discussion and Possible Action Regarding Executive Director yearly evaluation (Closed Session) – Government Code 54957

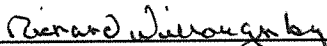
Discussed Todd's Evaluation

Board came out of closed session at 2:39 p.m.


11. Public Expression

None

12. Adjournment 2:43 p.m.

  
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Richard Willoughby, Chairperson

ATTEST:

  
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Todd Crabtree, Executive Director