

Community Development Commission of Mendocino County

Regularly Scheduled

Meeting Minutes

April 27, 2017 Rescheduled from April 20, 2017

Vice Chair Person Kathy Brigham called the meeting to order at 1:38 PM., April 27, 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- in at 1:46 PM
Gary Mirata
Jeff Warner

Commissioner Members Absent

Allyn Nonneman
Vishnu

Others Present

None

CDC Employees

Heather Blough- Housing Manager
Todd Crabtree- Executive Director
Valerie Guerra- Accountant
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 April 13, 2017.

3. Approval of the minutes

Approval of February 16, 2017 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Warner to approve the February 16, 2017 Minutes.

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

4. Committee Reports

None

5. Executive Director Report

a. Administration

Todd informed the Board that Craig Schlatter was leaving CDC to work at the City of Ukiah.

Craig told the Board that it has been a great 10 ½ years working with them. He is leaving his department in good condition with sustainable sources of revenue and a stable staff. He said he really enjoyed working at the CDC and he really appreciates the work the agency does in the community. The Board wished Craig the best.

Todd Crabtree presented his report as written with a couple of updates. Todd informed the Board they need to complete the Form 700. CDC is not going to be recruiting for Craig's position at this time. There are too many unknowns right now about funding for the programs Craig worked with. Todd is going to manager the D&S and maintenance staff for the time being.

Allyn Nonneman will no longer be on the Board. She will be moving out of state. Todd will look into recruiting a new Board member. Allyn stated that the current director of the Willits Senior Center may be interested in joining the Board.

Todd gave the Board a brief introduction to the Moving To Work program. He has volunteered to be on a steering committee with the California Association of Housing Authorities (CAHA) to learn more. When they have met he will update the Board in more detail."

b. Accounting

Lisa Pope presented her report as written. Lisa stated there was a correction on page 11. The Housing Choice Vouchers HAP has been receiving an average of \$476,670 of HAP funding and has been expending \$476,839 of monthly HAP funds.

The auditor Wallace Rowe was here the first week of April and this week. Bartell Associates did work on the GASB 68 and she received a draft unfunded PERS liability. The net pension liability has increased by approximately \$262,000. CDC has no control over this.

Lisa introduced Valerie Guerra CDC's new accountant. She has been working with her, as well as the other accountant with training and cross training.

c. Development and Sustainability

Todd Crabtree updated the Board. The D&S staff put this report together. A new maintenance person was hired, Rudy Hyatt. The maintenance staff is getting ready for the annual HQS inspections. A housing inspector from Monterey Housing Authority completes these inspection.

They are going to be using some capital funds in the next couple of months to replace the Glass Beach windows that are failing and also repair two bathrooms and a foundation issue at Baechtel Creek Village as well and a drainage issue at Meadowbrook. These funds come out of replacement reserves.

d. Housing

Heather Blough presented her report as written with a couple updates. The inland valley winter shelter had its hours extended through April.

CDC had a data breach. Some confidential information was sent to unauthorized people. CDC worked with legal and notified the participants of the data breach. CDC received confirmation from all but four of the recipients of the email that the information was deleted. Of these four all but one person could not be contacted. CDC is talking about ways to prevent this from happening again.

Heather showed the Board CDC's new business cards.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

None

11. New Business

a. Discussion and Possible Action Regarding Resolution # 1075-17 Adopting Updated Utility Allowance Schedules For Use In All Rental Assistance Programs With An Effective Date Of August 1, 2017

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1075-17 Adopting Updated Utility Allowance Schedules For Use In All Rental Assistance Programs with an Effective Date of August 1, 2017

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

b. Discussion and Possible Action Regarding Resolution #1076-17 Authorizing the Controller and Executive Director to Write Off of Uncollectable Debts

Motion by Commissioner Mirata and Seconded by Commissioner Warner to Adopt Resolution #1076-17 Authorizing the Controller and Executive Director to Write Off of Uncollectable Debts

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

c. Discussion and Possible Action Regarding Resolution # 1077-17, Authorizing Changes to Users Having Access to LAIF and Bank Accounts

Motion by Commissioner Mirata and Seconded by Commissioner Brigham to Adopt Resolution #1077-17, Authorizing Changes to Users Having Access to LAIF and Bank Accounts

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

d. Discussion and Possible Action Regarding Resolution #1078-17, Update to the Personnel Policy of the Community Development Commission of Mendocino County

Motion by Commissioner Warner and Seconded by Commissioner Brigham to Adopt Resolution #1078-17, Update to the Personnel Policy of the Community Development Commission of Mendocino County

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

CDC meeting adjourned at 2:47 PM to open BBN Board meeting
CDC Board meeting opened at 2:51 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: 3:19 PM.


The Executive Director notified the Board of possible personnel actions. No actions were taken by the Board.

12. Public Expression

None

13. Adjournment 3:20 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.

