

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
May 25, 2017

Chair Person Dawn Deetz called the meeting to order at 1:43 PM., May 25, 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
Jeff Warner

Commissioner Members Absent

None

Others Present

None

CDC Employees

Heather Blough- Housing Manager
Todd Crabtree- Executive Director
Michelle Leher- Office Representative I
Lisa Pope- Controller

Members of the Public

Vishnu

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted May 18, 2017.

3. Approval of the minutes

Approval of April 27, 2017 minutes

Motion by Commissioner Warner and Seconded by Commissioner Mirata to approve the April 27, 2017 Minutes.

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

Motion from Commissioner Mirata to move 11B and 11C to 3B and proceed to Closed Session. Seconded by Commissioner Warner.

Reported out of closed session at: 2:34 PM. See 11B and 11C for report from closed session.

4. Committee Reports

None

5. Executive Director Report

a. Administration

Todd Crabtree presented his report as written. He will have a meeting on the coast in the next couple of weeks about coastal housing possibilities. He will report the outcome of that meeting to the Board at the next Board meeting.

b. Accounting

Lisa Pope presented her report as written. The yearly evaluation of CalPERS Unfunded Accrued Liability was reported. Lisa gave an in-depth explanation of the CalPERS increase. The CDC CalPERS obligation has increased to \$262,611. This is outside of CDC's control. The annual cost has increased by \$10,596 or \$883 per month to total \$67,458 for the 2017/2018 CalPERS fiscal year.

Wallace Rowe and Associates was given the draft audit reports for CDC and BBN. Wally will present the audit to the Board at a Board meeting later this summer.

c. Development and Sustainability

Todd Crabtree updated the Board. Todd has been overseeing the D&S department. He checks in with them every day. He is tasking out procurements on different projects. Bryan Titzler, Sustainability and Energy Efficiency Specialist, just completed his first procurement and purchased a riding mower for Baechtel Creek Village.

The County has hired a consultant company to take over the management of their Community Development Services Department. They would like to see the County Down Payment Assistance program operating again with the grant that remains. There are nine months left on that grant. Austin McCaffrey, Sustainability and Energy Efficiency Specialist, is working on getting the County information about past processes with this program and the availability of houses in the area. This is for the unincorporated areas of the county. The program is not officially available.

Todd and the Maintenance Department completed painting the CDC Building on Saturday. Everyone is very pleased with the outcome of the building painting project.

d. Housing

Heather Blough presented her report as written with a couple updates. The PHA Agency Plan is due to HUD. This is a HUD requirement. It does not really pertain to CDC and HUD doesn't seem to use it for anything.

Heather met with the Mendocino Coast Hospitality Center regarding coordinated entry. CDC is administering contracts from the County and CDC is also providing funding. This program has a dedicated location where a person experiencing homelessness can go to one facility and be assessed and have the most appropriate housing intervention. The Mendocino Coast Hospitality Center is the coastal location for coordinated entry. Mendocino County Aids/Viral Hepatitis Network (MCAVHN) is the inland facility. The housing referrals from coordinated entry would be referrals to transitional housing or be referred to the Permanent Supportive Housing program.

Todd informed the Board that the County Health and Human Services Agency (HHS) has hired housing specialist and a planner for housing issues.

Heather has been working to update the Administrative Plan to include guidelines for termination of assistance of participants from the voucher program should funding be cut in the next federal budget.

CDC is in discussions with RCHDC about attaching some of the Permanent Supportive Housing certificates to the Mental Health Services Act housing they are developing.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

The Board was very impressed with the painting of the building.

11. New Business

a. Discussion and Possible Action Regarding Board of Commissioners Composition

The Board composition must consist of five district commissioners and two tenant commissioners. The tenant commissioners must be residents of the

BBN/CDC properties. Commissioner Vishnu is not an eligible commissioner since he does not live on any of these properties. The Board thanked Vishnu for his time as a Commissioner.

b. Discussion and Possible Action Regarding Real Estate Transaction – Possible Development of Vacant Land Owned by CDC in Ukiah – (Closed Session) Government Code 54957

The Board has transferred the real estate transaction to the Loan Committee.

c. Discussion and Possible Action Executive Director Yearly Evaluation – (Closed Session) Government Code 54957

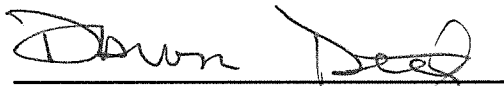
The Board is taking no action on the Executive Director yearly evaluation. The evaluation is not yet completed.

12. Public Expression

None


13. Adjournment 3:22 PM

Motion by Commissioner Mirata and Seconded by Commissioner Brigham 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.

