

Community Development Commission of Mendocino County
Re-Scheduled Meeting Thursday, May 25, 2023
At 1:30 P.M.

Commissioner Willoughby called the meeting to order at 1:36 p.m., May 25, 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
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
Wendy McIntire – Controller
Joelle Strain – Office Representative I

CDC Employees Absent

None

Members of the Public

None

2. Approval of February 16, 2023 Minutes

Motion by Commissioner Deetz and Seconded by Commissioner Mirata to Approve the February 16, 2023 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 May 18, 2023.

4. Committee Reports (Standing Committees)

None

5. Executive Director Report and Department Reports

A. Administration

Presented as written. Todd is still waiting to hear back from a Senior tenant to be a Board member.

B. Accounting

Presented as written. Wendy introduced herself as our new Controller. She is reorganizing the department to make things more efficient. One of the Accountant Positions will focus on Accounts Receivable and the other will focus on Accounts Payable.

C. Development and Sustainability

Presented as written. Josh had one change. The Seacliff siding project is officially finished.

D. Housing Programs

Presented as written. Our efforts and focus continue to be on housing people. Our goal is to reach 1000 households under contract. Hoping to do this by September of this year.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

**A. Discussion and Possible Action Regarding Resolution #2081-23
Modification of:**

CHAPTER VII. ONGOING PROGRAM PARTICIPATION

**to the Permanent Supportive Housing Program Policies and
Procedures Manual.**

10. New Business

A. Discussion and Possible Action Regarding Adoption of Resolution #2079-23 Approving Changes to the Personnel Policy

Motion by Commissioner Deetz and Seconded by Commissioner Langslet Approving Changes to the Personnel Policy

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 #2080-23 Modification of:

CHAPTER III. COMPLETION OF THE APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES

CHAPTER VII. HOUSING QUALITY STANDARDS AND INSPECTIONS

CHAPTER XXI. PROJECT BASED VOUCHERS

CHAPTER VI. BRIEFING OF FAMILIES AND ISSUANCE OF HOUSING CHOICE VOUCHERS

CHAPTER XXVIII. FAMILY UNIFICATION PROGRAM

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 the Modification to Chapter III. Completion of the Application, Preferences, Determination of Eligibility, and Selection of Families, and Chapter VII. Housing Quality Standards and Inspections, and Chapter XXI. Project Based Vouchers, and Chapter VI. Briefing of Families and Issuance of Housing Choice Voucher, and Chapter XXVIII. Family Unification Program as presented.

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 2:23 p.m.
Motion Seconded by Commissioner Mirata.**

Report out of closed session:

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

Board completed their yearly evaluation of the Executive Director. They said that everything is above satisfactory and they are pleased with how things are going.

Board came out of closed session at 3:02 p.m.

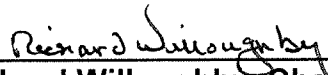
Commissioner Langslet made a motion to go re-open CDC Board meeting at 3:03 p.m. Motion Seconded by Commissioner Mirata.

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

11. Public Expression

None

12. Adjournment 3:04 p.m.



Richard Willoughby, Chairperson

ATTEST: 

Todd Crabtree, Executive Director