

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
May 24, 2018

Chair Person Dawn Deetz called the meeting to order at 1:34 P.M., May 24, 2018. 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
Richard Willoughby

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
Amy Sanchez- Scheduler Planner Specialist
Bryan Titzler- Sustainability and Energy Efficiency Specialist

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted May 17, 2018.

3. Approval of the minutes

Approval of May 24, 2017 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Brigham to approve the May 24, 2017 Minutes.

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

4. Committee Reports

Development and Loan Committee met regarding old Public Housing loans that CDC loaned to individuals so that they could buy a home. In the past, CDC offered these homeowners the opportunity to pay off their loan without interest and one person was excluded. CDC offered this individual the opportunity to pay off their loan without interest. This person is now looking into paying off the loan.

5. Executive Director Report

A. Administration

Todd Crabtree presented his report as written with a couple updates. CDC has new Commissioner, Richard Willoughby. Todd is going to look into trying to fill the remaining two tenant/client Commissioner seats. Amy and the maintenance team has created a list of possible candidates and Todd will look into seeing if any of them would be interested.

There is a developer that is looking to develop a property on Lovers Lane. They are looking to build 130-150 single family homes. They are looking at affordability for low and moderate income households.

Todd met with the developers to see what CDC can do to help. CDC along with Savings Bank of Mendocino County may be involved in screening potential buyers for income qualification and a first-time homebuyer. Also, the developer will make one home available to CDC, at cost, to be auctioned off and CDC would get all the proceeds.

Todd told the developer that CDC wants to see more housing built and if there is a role for CDC to help we will see what we can do.

The Board supports Todd working with the developer.

Todd will be meeting Danco regarding project based voucher housing and possible Veteran's project based vouchers. Rural Communities Housing Development Corporation (RCHDC) is also talking with CDC about project based vouchers.

A few years ago, Willits turned over redevelopment funds to CDC. CDC has been looking to expand inventory in units we manage. Todd put an offer on a property in Willits. This property is a duplex with a two bedroom unit and a three bedroom unit. Using the Willits redevelopment funds, CDC can purchase the property and cover the remaining cost with reserve funds.

B. Accounting

Lisa Pope presented her report as written. The auditor sent over draft reports and is requesting some updates. They are working on completing the audit.

CDC has contracted for a temporary accountant. Possible temp to hire. The permanent accounting position is still open.

C. Development and Sustainability

Bryan Titzler presented the report as written with several updates.

Development- He is working with city of Fort Bragg on the 2016 CDBG-funded Glass Beach Exterior Rehab project.

Still working on the 2016 HOME Investment Partnerships program (HOME) Owner Occupied Rehabilitation (OOR) grant set up process with the City of Fort Bragg.

Bryan and Amy are still finalizing the Tenant Based Rental Assistance (TBRA) program guidelines for the County of Mendocino HOME program.

Conducted a CDBG First Time Homebuyer (FTHB) counseling associated with 12-CDBG-8399.

Maintenance- Amy reported the maintenance staff are doing business as usual. The annual HQS inspections went well.

The arborist that inspected the trees at Baechtel Creek Village has completed his report and they are looking at any recommendations.

Sustainability- Bryan informed the Board that they conducted an audit of Northern Circle Indian Housing Authority and are finalizing the report and sent a draft to PG&E.

They sent a budget to PG&E for an extension of another six months for the Mendo-Lake Energy Watch program. Still waiting for their response but it is looking optimistic. PG&E is looking to extend the program based on the great work Bryan and Amy have been doing.

Bryan attended a meeting in Truckee with the Rural Hard to Reach (RHTR) working group. This is a quarterly meeting with a policy group that tries to increase energy efficiency in rural communities. We represent Mendocino and Lake Counties.

All area- Working on CalHOME Disaster Relief Application that's due by June 6, 2018. Action item in today's Board meeting.

Contractor for the Meadowbrook drainage project has signed contracts and work should start next month.

D. Housing

Heather Blough presented her report as written. Heather updated the staff on the Fair Housing Complaint. This week Heather had a telephone interview by Department of Fair Housing and Equal Employment regarding the complaint.

The numbers for the Housing Choice Voucher program for April is 863 people currently under contract on the program. Heather is anticipating

the growth to continue. HUD's allocated funding is acknowledging the increase that we are seeing.

CDC is seeing more new landlords coming on the program. The lease in place preference has a part in the increase of new landlords. Another thing that may be influencing landlords to accept the program could be the result of the interview Heather did on the radio a couple of months ago explaining the program.

Social Workers and case managers are working on a housing based case management. In addition to mental health and medical case management, housing is an important part of assisting clients. Case managers are going to help clients find housing and maintain housing. This is successful in the HUD/VASH program where the case manager is with the client every step of the way in finding housing and maintaining housing.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

Article from Fort Bragg Advocate-News, "\$75K in grant funds to improve Glass Beach Apartments. New Exterior lighting for tenant safety" by Kelci Parks on April 19, 2018

9. Unfinished Business

None

10. Board Comments to Staff

Keep up the good work!

11. New Business

A. Discussion and Possible Action Regarding Resolution #1089-18 Adopting Updated Utility Allowance Schedules for use in all Rental Assistance Programs with an Effective Date of August 1, 2018

NelRod Company conducts an annual survey of the utilities in Mendocino County. They do an average for inland and coastal Mendocino County utility cost. This is required by the Section Eight Management Assessment Program (SEMAP).

Motion by Commissioner Willoughby and Seconded by Commissioner Warner to Adopt Resolution #1089-18 Adopting Updated Utility Allowance Schedules for use in all Rental Assistance Programs with an Effective Date of August 1, 2018

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

B. Discussion and Possible Action Regarding Resolution #1090-18 Adopting Intended Targeted Population and Intended Guidelines for Administration of the HOME Tenant Based Rental Assistance Program

This is a two year program. It was funded for \$500,000 and can be used to help people find units with security deposit assistance. If there is money left over, that could be used for rental assistance.

Motion by Commissioner Mirata and Seconded by Commissioner Brigham to Adopt Resolution #1090-18 Adopting Intended Targeted Population and Intended Guidelines for Administration of the HOME Tenant Based Rental Assistance Program

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

C. Discussion and Possible Action Regarding Resolution #1091-18 Adopting the Agency's Salary Schedule Which Becomes Effective April 19, 2018

The only change to the Salary Schedule is changing the Scheduler Planner Specialist title to Project Specialist.

Motion by Commissioner Warner and Seconded by Commissioner Brigham to Approve Resolution #1091-18 Adopting the Agency's Salary Schedule Which Becomes Effective April 19, 2018

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

D. Discussion and Possible Action Regarding Resolution #1092-18 Approving the 2018 CalHome Disaster Recovery Grant

This is for Owner Occupied Rehabilitation (OOR) loans. The grant total award amount is \$1,000,000 for Mendocino County. Plan on applying for \$990,000. \$900,000 for loans and \$90,000 for activity delivery for nine loans of a maximum of \$100,000 each.

Motion by Commissioner Warner and Seconded by Commissioner Willoughby to Approve Resolution #1092-18 Approving the 2018 CalHome Disaster Recovery Grant

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

E. Discussion and Possible Action Regarding Committee Assignments and Composition

Commissioner Deetz assigned the following committees:

- A. Orientation/Welcome Committee- Commissioner Mirata and Commissioner Warner
- B. Executive Committee- Commissioner Deetz and Commissioner Brigham
- C. Budget/Audit Committee- Commissioner Brigham and Commissioner Willoughby
- D. Development and Loan Committee- Commissioner Deetz and Commissioner Mirata, Alternate- Commissioner Willoughby

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

Reported out of closed session at 3:22 PM

The Board reported out of closed session. Chair Dawn Deetz will distribute the evaluation form to all the Commissioners and they will start the evaluation process. They will update at the next Board meeting.


12. Public Expression

None

13. Adjournment 3:22 P.M.

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.

