

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
July 12, 2018

Chair Person Dawn Deetz called the meeting to order at 1:30 P.M., July 12, 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 Fox- Office Representative I
Lisa Pope- Controller
Amy Sanchez- Scheduler Planner Specialist

Members of the Public

Wallace Rowe, Auditor

2. Approval of May 24, 2018 minutes

Motion by Commissioner Willoughby and Seconded by Commissioner Warner to approve the May 24, 2018 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted July 5, 2018.

4. Committee Reports

Budget/Audit Committee met at 12:30 P.M. Auditor, Wallace Rowe, gave an in-depth report of the 2016-17 audit. It was a clean audit, there were no findings.

5. Executive Director Report

A. Administration

Todd Crabtree presented his report as written with a couple updates. Met with an architect yesterday to discuss development on one of CDC's vacant lots in Ukiah. One lot, on Orchard Ave., looked to be the easiest to develop. Discussed placing a modular home on the property. Hoping to have this lot developed by the end of the year.

Todd is still looking into purchasing property in Willits. The property that Todd made an offer on, needed an HVAC replaced. The seller made a counter offer that Todd refused.

BBN has had its first case of identity theft. They used Commissioner Jeff Warner's name to create accounts with US Cellular and Version Wireless.

B. Accounting

Lisa Pope presented her report as written. The accountant position is still available. The temporary accountant has taken another job.

C. Development and Sustainability

Amy Sanchez presented the report as written with a few updates. Amy has taken on a new position as Leasing and Property Specialist.

The CDC sold five homes to public housing residents back when the CDC had public housing in 2008. These sales included loans made by CDC to the buyers. One of those loans was paid off this month.

They received additional funding and a contract extension from PG&E to provide services through the end of the year for the Mendo Lake Energy Watch (MLEW) program.

Motion to move to timed item 11B Public Hearing at 1:43 P.M. Will proceed to action item 11A.

D. Housing

Heather Blough presented her report as written. There is one vacancy that CDC is having an issue with. An elderly person died the end of May and the family has not returned the keys to the unit.

The Fair Housing complaint has been dismissed.

The staff person that has been out on medical leave is still out. CDC hired a temporary employee to cover the case load.

CDC has also hired a temporary employee to cover the front desk.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

Commissioner Deetz congratulated the Development and Sustainability staff on receiving additional funding and a contract extension to be able to provide services to the end of the year for Mendocino Lake Energy Watch (MLEW).

11. New Business

**A. Discussion and Possible Action Regarding Resolution #1093-18
Adoption of Agency Audit 2016-2017**

Auditor, Wallace Rowe, presented an in-depth report of the 2016-17 agency audit.

Motion by Commissioner Warner and Seconded by Commissioner Brigham to Adopt Resolution #1093-18 Adopting of Agency Audit 2016-2017

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

Motion by Commissioner Mirata to close CDC meeting to open BBN meeting at 1:59 P.M. Seconded by Commissioner Willoughby.

Re-opened CDC meeting 2:08 P.M.

**B. TIMED ITEM 1:40 PM Public Hearing Discussion and Possible Action
Regarding Resolution #1094-18 Approving PHA Certifications of
Compliance with Annual Plans and Related Regulations: Board
Resolution to Accompany the Annual PHA Plan**

Closed Public Hearing 1:44 P.M. No members of the public attended.

CDC has to submit the agency plan to HUD every year that summarize the agencies activities.

Motion by Commissioner Mirata and Seconded by Commissioner Brigham to Adopt Resolution #1094-18 Approving PHA Certifications of Compliance with

Annual Plans and Related Regulations: Board Resolution to Accompany the Annual PHA Plan

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 #1095-18 Authorizing New Bank Accounts for CDC Activities

CDC needs a new bank accounts to keep funds separate. Currently CDC needs a new bank account for the Tenant Based Rental Assistance (TBRA) grant. This resolution does not just authorize CDC to open an account for the TBRA grant, it also gives CDC the authority to open up accounts as needed.

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata to Approve Resolution #1095-18 Authorizing New Bank Accounts for CDC Activities

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 #1096-18 Adopting the Agency's Salary Schedule Which Becomes Effective July 12, 2018

The only change to the salary schedule is to add the Residency Manager-Occupancy position to the salary schedule.

Motion by Commissioner Brigham and Seconded by Commissioner Warner to Approve Resolution #1096-18 Approving the Agency's Salary Schedule Which Becomes Effective July 12, 2018

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

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

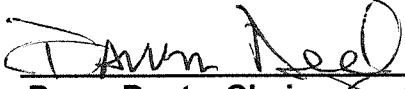
Reported out of closed session at 2:51 PM

The Board reported out of closed session. The Board completed the Executive Director's yearly evaluation. It was a satisfactory review and Todd will be under contract for another year. There were no contract negotiations.

12. Public Expression
None

13. Adjournment 2:53 P.M.

Motion by Commissioner Willoughby 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.



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