

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, September 14, 2023
At 1:30 P.M.

Commissioner Willoughby called the meeting to order at 1:35 P.M., September 14, 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
Lesli Lanslet
Gary Mirata
Richard Willoughby

Commissioner Members Absent

Dawn Deetz

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

Members of the Public

None

2. Approval of July 6, 2023 Minutes

Motion by Commissioner Mirata and Seconded by Commissioner Langslet to Approve the July 6, 2023 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted September 7, 2023.

4. Committee Reports (Standing Committees)

A. Orientation/Welcome Committee
None

B. Executive Committee
None

C. Budget/Audit Committee
The Budget/Audit Committee met today at 1:00 p.m. to go over the Audit which was presented by John Cropper of Cropper Rowe, LLP. The Board was extremely happy with the report.

D. Development and Loan Committee
None

5. Executive Director Report and Department Reports

A. Accounting

Presented as written. CDC has received 4 RFP's instead of only 2 for the Audit services. Todd and Wendy are going start going over those and start the pre-planning.

B. Development and Sustainability

Presented as written. The HUD NSPIRE inspection standard is not going to take effect until October of 2024. CDC went out to clean up the property north of Glass Beach due to a homeless encampment again. This was the second time this year. The Police department is working with us. Josh wanted to point out that the Property Management side is doing a fantastic job.

C. Administration

Presented as written. Todd was preparing to do a presentation before the Board of Supervisors Economic Development Standing Committee but they voted to disband the Committee so he will not be doing the presentation.

D. Housing

Presented as written. The HUD INSPIRE inspection standard is not going to take effect until October of 2024. Housing Programs has reached out 2023 goal and we are fully utilizing our voucher program. The Deputy Director had a meeting with HUD representatives who again congratulated us on our success. During the meeting we spoke mostly about 2024. CDC is expected to over spend in 2024. This is called a short fall. HUD's stance on shortfalls is positive. They want Housing Authorities to spend their allocated money. We are one in just a few housing authorities that are in a shortfall situation. Most housing authorities are at risk of offset because they cannot utilize their program.

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.**

Teresa DeSimone has thought about it and for right now she has not determined how she wants to move forward so she is going to take it off the table.

10. New Business

**A. Discussion and Possible Action Regarding Resolution #2087-23
Approving the Commission Audit for the 2021-2022 Fiscal Year.**

Motion by Commissioner Mirata and Seconded by Commissioner Brigham
Approving the Commission Audit for the 2021-2022 Fiscal Year.

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

**B. Discussion and Possible Action Regarding Resolution #2088-23
Approving the Budget for Fiscal Year 2023/2024.**

Motion by Commissioner Brigham and Seconded by Commissioner Mirata
Approving the Budget for Fiscal Year 2023/2024.

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

**C. Discussion and Possible Action Regarding Resolution #2089-23
Approving the Salary Schedule Effective October 1, 2023.**

Motion by Commissioner Langslet and Seconded by Commissioner
Brigham Approving the Salary Schedule Effective October 1, 2023.

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

D. Discussion and Possible Action Regarding Resolution #2090-23 Adopting Updated Utility Allowance Schedules for use in CDC's Rental Assistance Programs with an Effective Date of January 1, 2024.

Motion by Commissioner Brigham and Seconded by Commissioner Langslet Adopting Updated Utility Allowance Schedules for use in CDC's Rental Assistance Programs with an Effective Date of January 1, 2024.

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

E. Discussion and Possible Action Regarding Resolution #2091-23 Modification of:

CHAPTER XII. ANNUAL AND INTERIM RE-CERTIFICATIONS

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 Langslet for Modification of Chapter XII Annual and Interim Re-Certifications to the Housing Choice Voucher Administrative Plan, which is a supporting document to the Public Housing Annual Plan

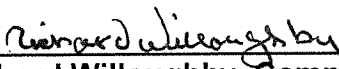
Ayes: Commissioner Brigham, Commissioner Langslet, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Deetz

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

11. Public Expression

None

12. Adjournment 2:35 P.M.


Richard Willoughby, Commissioner

ATTEST: 
Todd Crabtree, Executive Director