

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
April 21, 2016

Chair Person Dawn Deetz called the meeting to order at 1:30 PM., April 21, 2016. The meeting was held at the Fort Bragg Police Department Community Room, 250 Cypress St., Fort Bragg, CA 95437.

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
Vishnu
Jeff Warner
Richard Willoughby

Commissioner Members Absent

None

Others Present

None

CDC Employees

Todd Crabtree-Executive Director
Larry Cuneo-Controller
Michelle Leher-Office Representative I

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted April 10, 2016.

3. Approval of the minutes

Approval of February 18, 2016 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Vishnu to approve the February 18, 2016 Minutes.

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

4. Committee Reports

None

5. Executive Director Report

a. Administration

Todd Crabtree presented his report as written. Todd attended the Ukiah City Council meeting on April 16, 2016. CDC was on the calendar for a contract to do housing and economic development services. The contract has a \$25,000 per year retainer. Primarily this will be for housing development and housing element activities. The contract was approved by the City Council.

CDC's Smile Committee presented plaques to employees that have been at CDC for 5 years or more and the last staff meeting. Heather Bough has been at CDC for over 25 years. Todd has been at CDC almost 16 years. There are a couple of employees coming up on 10 years and there are 9 employees that have 5 years or more. More than half the staff at CDC have been here for over five years. One of Todd's goals when he started was to turn CDC into a place that people would want to stay and retire from.

In May, Todd will be attending the California Housing Workers' Compensation Authority (CHWCA) meeting.

b. Accounting

Larry Cuneo presented his report as written. Larry reviewed the CDC and BBN Combined Summary of Revenues and Expenses report. This report covers the first half of Fiscal Year.

The Housing Choice Voucher (HCV) program admin revenue is \$44,246 favorable. CDC has earned \$44,246 more than has expended. Approximately \$26,000 of the \$44,000 are extra funds that HUD distributed. Permanent Supportive Housing (PSH) programs revenue equals the expenses.

Community Development and Sustainability programs continue to bring in more revenue than they expend. They have a favorable \$16,647.

College Court has a favorable \$7,794. College Court has had less repair expense this year. BBN is in the process of paying off a loan to the Savings Bank. Then BBN will make a zero percent interest loan of \$99,000 to College Court. This will save CDC approximately \$30,000 that would have been interest paid to the Savings Bank.

Building Better Neighborhoods (BBN) and Property Management Fund (PMF) has a favorable \$105,214 so far this year.

Housing Choice Vouchers HAP has been spending about \$500,000 a month in rental assistance and HUD is reimbursing at the same amount.

The Board was very pleased with how the finances are looking. Todd mentioned that since the finances are getting better, the next step would be to start looking into development of some of CDC's properties. The properties at Sanderson and Glass Beach were not developed completely and there are some infill lots in Ukiah that can be developed. He would also like to look into buying the property next to Baechtel Creek.

c. Development and Sustainability

Todd Crabtree presented Craig Schlatter's report as written. The County stated they are going to have public hearings asking for ideas for what to spend approximately \$120,000 a year in business loan payoffs. Our first suggestion would be to use some funds for a new inland shelter. The second suggestion would be if they could help Rural Communities Development Corporation (RCHDC) with the units to be developed at Brush Street.

CDC office building received Energy Star certification. It is the first public building in Mendocino County to receive this certification. This is a great accomplishment.

The HUD annual inspection all CDC and BBN properties was completed. All units passed inspection and the inspector made comment that the curb appeal looked better than it has in years.

d. Housing

Larry Cuneo presented Heather Blough's report as written. The audit has started and housing files are being reviewed. The housing staff have been pulling files that are randomly selected by the auditors. This process is going smoothly.

Funding for the Continuum of Care (CoC) grants were announced. CDC was awarded three grants. One for Supportive Opportunities for Permanent Housing (SOPH), tenant based rental assistance in the amount of \$80,709. Another for Transitional Aged Youth (TAY) Tenant Based Rental Assistance (TRA) for \$41,659. And Tenant Based Rental Assistance (TRA) for \$1,522,294. Heather has attended many meetings to secure these grants.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

Article from the Ukiah Daily Journal, "Ukiah City Council discusses city's housing needs" by Justine Frederiksen on February 20, 2016.

9. Unfinished Business

None

10. New Business

**A. Discussion and Possible Action Regarding Resolution #1060-16
Authorizing the Controller and Executive Director to Write Off of
Uncollectable Debts**

Motion by Commissioner Warner and Seconded by Commissioner Willoughby to Adopt Resolution #1060-16 Authorizing the Controller and Executive Director to Write Off of Uncollectable Debts

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

Commissioner Mirata made a motion to close the CDC Board meeting and open the BBN, Inc. Board meeting. Motion seconded by Commissioner Warner to close CDC Board meeting.

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

CDC Board meeting closed at 2:37 PM.

CDC Board meeting reopened at 2:40 PM and went into closed session.

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

Reported out of closed session at 3:03 PM.

Executive Director evaluations will be due to the Chair in a week. There will be a closed session in May meeting to discuss. Chair and Vice Chair are directed to negotiate with the Executive Director.


11. Public Expression

None

12. Adjournment 3:05 PM

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.

