

**Community Development Commission of Mendocino County**  
**Regularly Scheduled Meeting Thursday, February 20, 2020**  
**At 1:30 P.M.**

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Commissioner Brigham called the meeting to order at 1:32 P.M., February 20, 2020. The meeting was held 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  
Lisa Judd - Housing Manager  
Josh Killion - Sustainability and Energy Efficiency Specialist  
Lisa Pope - Controller  
Joelle Strain - Office Representative I

**Members of the Public**

None

**2. Approval of December 19, 2019 Minutes**

Motion by Commissioner Deetz and seconded by Commissioner Willoughby to approve the December 19, 2019 Minutes.

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

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted February 13, 2020.

**4. Committee Reports**

None

**5. Executive Director Report and Department Reports**

**A. Administration**

Todd Crabtree presented his report as written. Todd was asked by the City County Planning Board to do a presentation possibly in March about what CDC does to help the community.

**B. Accounting**

Lisa Pope presented her report as written.

**C. Development and Sustainability**

Josh Killion presented his report as written.

Josh attended the Housing Action Team meeting in Fort Bragg to discuss how to create low income housing on the coast.

CDC was awarded the 2<sup>nd</sup> round of the First Time Home Buyer Mortgage Assistance Program. There is enough funding for eight homes.

**D. Housing**

Lisa Judd presented her report as written.

Lisa attended the Housing Action Team meeting for inland Mendocino County. One of the action items determined during that meeting was to have two public forums with several presenters regarding different aspects of housing, one for renters and one for landlords. CDC has agreed to do a short presentation at each of these public forums.

CDC opened the Housing Choice Voucher Waitlist on January 22, 2020 for eight days. It was a very successful opening. CDC received 816 applications.

CDC created a newsletter prior to our waitlist opening for our landlords to inform them that we were opening the waitlist as well as informing them on the new laws regarding rent increases and housing assistance laws.

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

None

## 10. Board Comments to Staff

Commissioner Deetz expressed on how much she appreciated Josh's team for cleaning out her office.

## 11. New Business

- A. Discussion and Possible Action Regarding Resolution #2024-20 Approving the Modification of Chapter XXI Project Based Voucher to the Housing Choice Voucher Administrative Plan, Which is a Supporting Document to the Public Housing Annual Plan:

Chapter XXI Project Based Voucher

Note: Chapter number was corrected from XIV to XXI

Motion by Commissioner Deetz and Seconded by Commissioner Mirata Approving the Modification of the Following Chapters to the Housing Choice Voucher Administrative Plan, Which is a Supporting Document to the Public Housing Annual Plan

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

- B. Discussion and Possible Action Regarding Adoption of Resolution #2025-20 Update to the Personnel Policy of the Community Development Commission of Mendocino County

Only changes were to add clearer definitions of full and part time employees and to incorporate our anti-harassment and anti-discrimination policy into the personnel policy.

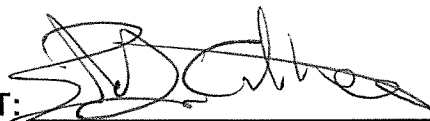
Motion by Commissioner Deetz and Seconded by Langslet Approving the Update to the Personnel Policy of the Community Development Commission of Mendocino County

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

## 12. Public Expression

## 13. Adjournment 2:27 P.M.

ATTEST:



Todd Crabtree, Executive Director



Dawn Deetz, Vice Chair