

Community Development Commission of Mendocino County
Re-Scheduled Meeting from February 18th, 2021 to Thursday, March 18, 2021
At 1:30 P.M.

Commissioner Brigham called the meeting to order at 1:36 P.M., March 18, 2021. 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 - Via Zoom Video Conferencing
Gary Mirata
Richard Willoughby

Commissioner Members Absent

None

Others Present

None

CDC Employees

Todd Crabtree - Executive Director
Lisa Judd - Housing Manager - Via Zoom Video Conferencing
Josh Killion - Sustainability and Energy Efficiency Specialist - Via Zoom Video Conferencing
Lisa Pope - Controller - Via Zoom Video Conferencing
Michelle Fox - Leasing and Property Specialist

Members of the Public

None

2. Approval of January 21, 2021 Minutes

Motion by Commissioner Mirata and seconded by Commissioner Deetz to approve the January 21, 2021 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted March 11, 2021.

4. Committee Reports

None

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written. CDC re-scheduled the February Board Meeting due to CDC having an outbreak of Covid-19. There were five people that contracted the virus including himself.

Completed the installment of the new phone system. It is a big improvement from the old system.

Todd competed his HUD presentation on March 4, 2021. It was open to all California landlords. HUD, D.C. presented it so it was nice they invited CDC to be one of the speakers.

Advertising in house for Housing Programs Specialist and Maintenance Technician. Could be potentially filled in house.

Almost complete with Walnut Street Project. Upgrading bathrooms, floors and installing sprinkler systems.

Todd will be participating in Health and Human Advisory Board meetings as they discuss restructuring from an agency into two or three departments.

State Housing Department has a new Covid-19 Rent Relief program for Landlords and Renters that will help with income-eligible households pay rent and utilities, both for past due and future payments.

B. Accounting

Lisa Pope presented her report as written. Federal Tax Credits related to Covid-19 sick leave was extended to employers from January through March 2021; CDC opted to provide the leave to employees.

C. Development and Sustainability

Josh Killion presented his report as written.

D. Housing

Lisa Judd presented her report as written. During the Covid-19 outbreak CDC closed both offices she and Lisa were able to distribute work to all employees while they worked from home in a safe and timely manner.

The ORR Creek Commons waitlist will open on March 23, 2021.

CDC will extend its contract at the 1057 house until June.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

Commissioner Willoughby mentioned how nice it was to see Michelle Fox who filled in for Joelle Strain's absence. Commissioner Deetz congratulated the CDC for being able to adapt and make things work during the Covid-19 outbreak.

11. New Business

A. Discussion and Possible Action Regarding Adoption of Resolution #2034-21 Approving Work from Home Policy

The resolution for the Work from Home Policy was discussed by the Board and it is determined that further modifications were needed and it was tabled to the next Board meeting for approval.

B. Discussion and Possible Action Regarding Resolution #2035-21 Adopting the Disposition Policy

Motion by Commissioner Mirata and Seconded by Commissioner Deetz to Adopt the Disposition Policy

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

C. Discussion and Possible Action Regarding Resolution #2036-21 Adopting the Debt Collection Policy

Motion by Commissioner Deetz and Seconded by Commissioner Langslet to Adopt the Debt Collection Policy

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

D. Discussion and Possible Action Regarding Resolution #2037-21 Adopting the Salary Schedule Effective March 18, 2021

Motion by Commissioner Deetz and Seconded by Commissioner Mirata to Adopt the Salary Schedule Effective March 19, 2021

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

E. Discussion and Possible Action Regarding Committee Assignments and Composition

Budget/Audit Committee –Kathy Brigham, Richard Willoughby and Lesly Langslet


Executive Committee – Chair and Vice Chair

Development and Loan Committee – Gary Mirata and Dawn Deetz

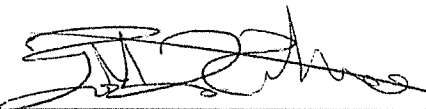
Orientation/Welcome Committee – Gary Mirata and Dawn Deetz

12. Public Expression

13. Adjournment 2:28 P.M.



Kathy Brigham, Chair

ATTEST: 

Todd Crabtree, Executive Director