

**Community Development Commission of Mendocino County**  
**Regularly Scheduled Meeting Thursday, July 6, 2023**  
**At 1:30 P.M.**

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Commissioner Willoughby called the meeting to order at 1:35 P.M., July 6, 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 – 1:39 p.m.

Dawn Deetz

Lesli Lanslet

Gary Mirata

Richard Willoughby

**Commissioner Members Absent**

None

**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 February 16, 2023 Minutes**

Motion by Commissioner Deetz and Seconded by Commissioner Mirata to Approve the February 16, 2023 Minutes.

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

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted June 29, 2023.

#### **4. Committee Reports (Standing Committees)**

- A. Orientation/Welcome Committee  
None
- B. Executive Committee  
None
- C. Budget/Audit Committee  
None
- D. Development and Loan Committee  
None

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

##### **A. Administration**

Presented as written. Potential candidate for the open Senior Commissioner has decided not to move forward with it. CDC was informed that the Howard Foundation decided to donate the old hospital property to a medical nonprofit. I will continue to work with Danny Fred for any possible development opportunities.

**Commissioner Deetz made a motion to change the CDC Board Agenda order to Approve the Agency Plan. Motion seconded by Commissioner Langslet.**

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

#### **10. New Business - 15 Minutes**

**The Board opened the Public Hearing for the Agency Annual PHA Plan at 1:42 P.M.**

No members of the public were present.

Hearing no public comments, the Chair closed the Public Hearing at 1:43 P.M.

**The Board closed the Public Hearing at 1:43 P.M.**

##### **A. TIMED ITEM 1:42 PM, Public Hearing, Discussion and Possible Adoption of Resolution #2082-23 Approving PHA Certifications of Compliance with Annual Plans and Related Regulations: Board Resolution to Accompany the Annual PHA Plan**

Motion by Commissioner Deetz and Seconded by Commissioner Brigham Approving PHA Certifications of Compliance with Annual Plans and Related Regulation: Board Resolution to Accompany the Annual PHA Plan.

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

**B. Accounting**

Presented as written. We did get a new accountant and are still training her. Things are going really well. The Audit was submitted with no findings.

**C. Development and Sustainability**

Presented as written. We are down to one vacant unit at this time. Josh presented before and after pictures of the Sea Cliff siding project.

**D. Housing**

Presented as written. Our voucher utilization has increased and we are at a point that we will have to start leveling up. Our focus now is on the Mainstream Voucher and Permanent Supportive Housing programs for the rest of the year.

**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.**

**10. New Business**

**B. Discussion and Possible Action Regarding Resolution 2083-23  
reallocation of 12 HUD-VASH vouchers to the Housing Authority of  
Marin.**

Motion by Commissioner Mirata and Seconded by Commissioner Langslet Approving reallocation of 12 HUD-VASH vouchers to the Housing Authority of Marin.

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 #2084-23  
Authorizing Changes to Users Having Access to LAIF and Bank  
Accounts**

Motion by Commissioner Deetz and Seconded by Commissioner Brigham  
Authorizing Changes to Users Having Access to LAIF and Bank Accounts

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 #2085-23  
Approving the Salary Schedule Effective July 6, 2023**

Motion by Commissioner Brigham and Seconded by Commissioner Mirata  
Approving the Salary Schedule Effective July 6, 2023

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

**E. Discussion and Possible Action Regarding Resolution #2086-23  
Adopting the Corporate Credit Card Policy**

Motion by Commissioner Mirata and Seconded by Commissioner Langslet  
Adopting the Corporate Credit Card Policy

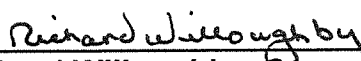
Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner  
Langslet, Commissioner Mirata and Commissioner Willoughby. Noes:  
None. Abstained: None. Absent: None.

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

**11. Public Expression**

None

**12. Adjournment 2:10 P.M.**

  
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Richard Willoughby, Commissioner

ATTEST:   
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Todd Crabtree, Executive Director