

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, May 27, 2021
At 1:30 P.M.

Commissioner Brigham called the meeting to order at 1:42 P.M., May 27, 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 Conferencing
Gary Mirata
Richard Willoughby

Commissioner Members Absent

None

Others Present

None

CDC Employees

Todd Crabtree - Executive Director
Lisa Judd - Housing Manager
Josh Killion – Asset and Development Coordinator
Lisa Pope - Controller
Joelle Strain - Office Representative I

Members of the Public

None

2. Approval of March 18, 2021 Minutes

Motion by Commissioner Mirata and seconded by Commissioner Deetz to approve the March 18, 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 May 20, 2021.

4. Committee Reports

None

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written. CDC was attacked by Ransomware which is a type of malware that threatens to publish data or block access to it unless a ransom is paid. There were other agencies in Mendocino County that were also attacked. PII (Personal Identifiable Information) was not compromised. CDC hired RespecTech, Inc. a computer repair service to repair our server and Outlook.

CDC will be opening to the public starting June 1, 2021 and will be following the practices of the Mendocino County Public Health Offices.

There is a lot of new developments happening in Mendocino County. Anderson Valley Housing Association is looking at turning an Inn into affordable Housing in Philo. Received an email from Pacific Company who is planning on building 40-50 units in Hopland.

B. Accounting

Lisa Pope presented her report as written. Lisa has had one staff member out due to a family emergency, she is expected back in early June.

C. Development and Sustainability

Josh Killion presented his report as written. Maintenance has started to do preventative maintenance in all of CDC owned units. It's the first time that they have been able to get into the units in 14 months, with the exceptions of emergency work orders.

D. Housing

Lisa Judd presented her report as written. CDC opened the Housing Choice Voucher waitlist on May 11, 2021 for ten days. It was a very successful opening. CDC received 388 applications.

CDC was awarded 80 Emergency Housing Voucher's. CDC has asked for 100 additional vouchers. Lisa explained some of the details as outlined in PIH 2021-15.

CDC is currently recruiting for a Waitlist and Eligibility Specialist and Housing Programs Specialist position I (HPSI).

Created a new position, the Housing Programs Specialist II (HPS II) position that will help to create a career pathway and allow for a way for the HPS to progress to a more complex position.

C. Discussion and Possible Action Regarding Needed Approval to Sell a Surplus Maintenance Vehicle

Motion by Commissioner Deetz and Seconded by Mirata Approval to Sell a Surplus Maintenance Vehicle

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

Board went into closed session at 2:54 P.M.

D. Discussion and Possible Action Regarding Real Estate Transaction – Possible Acquisition (Closed Session) – Government Code 54956.8

The Board discussed property located at 860 Hazelwood in Fort Bragg and gave the Executive Director directions on how to proceed

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

The Board has begun their process for the yearly evaluation of the Executive Director

Board came out of closed session at 3:42 P.M.

11. Public Expression
None

12. Adjournment 3:43 P.M.


Kathy Brigham, Chair

ATTEST: 
Todd Crabtree, Executive Director



Persons requiring an accommodation due to a disability may request such an accommodation at any time during this process.



6. Announcements

None

7. Board Correspondence

None

8. Media/Information

Article from northbaybusinessjournal.com, written by Jeff Quackenbush on 4/12/2021 "Employers in Mendocino County say housing shortage limits growth".

9. Unfinished Business

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

Motion by Commissioner Deetz and Seconded by Willoughby Approving Work from Home Policy

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

10. Board Comments to Staff

Commission Deetz has requested that this be taken out of the Agenda. As of next Board meeting "Board Comments to the Staff" will be removed from the Agenda.

11. New Business

A. Discussion and Possible Action Regarding Resolution #2038-21 Adopting the Salary Schedule Effective May 27, 2021

Motion by Commissioner Willoughby and Seconded by Mirata Adopting the Salary Schedule Effective May 27, 2021

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 #2039-21 Approving Contract Bid to Paint Exterior of Marlene Brookside

Motion by Commissioner Willoughby and Seconded by Deetz Approving Contract Bid to Paint Exterior of Marlene Brookside

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