

Community Development Commission of Mendocino County

Regularly Scheduled

Meeting Minutes

July 11, 2017

Rescheduled from July 6, 2017

Chair Person Dawn Deetz called the meeting to order at 1:35 PM., July 11, 2017. The meeting was held at the Community Development Commission Conference Room, 1076 N. State St., Ukiah, Ca 95482

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

Jeff Warner

Commissioner Members Absent

None

Others Present

None

CDC Employees

Heather Blough- Housing Manager

Todd Crabtree- Executive Director

Michelle Leher- Office Representative I

Lisa Pope- Controller

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted June 29, 2017.

3. Approval of the minutes

Approval of April 27, 2017 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Warner to approve the May 25, 2017 Minutes.

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

4. Committee Reports

Budget/Audit Committee met at 12:30 PM. Auditor Wallace Rowe gave an in-depth report of the 2015-16 audit. It was a clean audit, there were no findings.

5. Executive Director Report

A. Administration

Todd Crabtree presented his report as written. Todd did a presentation in Fort Bragg regarding creating a homeless action plan. They want the plan to emulate the Housing First Program. This program focuses on getting people housed first and then deal with other problems the individual may have. The problem with this in Mendocino County is the lack of housing. In order for the Housing First Program to succeed, there needs to be designated places to house these people. The program is more successful in larger cities.

Todd also spoke on the radio for Jefferson NPR, out of Oregon, regarding a study of the whole United States on how difficult it is to afford to rent a home. California came in second in the nation on hardest to rent. On average, a person must make around thirty dollars an hour to be able to afford a two bedroom house.

Todd gave the Board an update on the lawsuit of the tenant at Baechtel Creek Village against the neighboring shopping center. CDC is trying not to get involved in the lawsuit.

B. Accounting

Lisa Pope presented her report as written. She had a correction to the percentage PERS cost for payroll. The unfunded liability is still increasing every year.

The new accountant that was just hired was offered another job and has resigned.

Lisa has interviewed one person for the open accountant position.

C. Development and Sustainability

Todd Crabtree updated the Board. Todd is still working on running the maintenance and energy department. He is waiting on the Federal budget before hiring a new manager.

The First Time Homebuyer program has some movement in the County.

Rural Communities Housing Development Corporation had a program, Lakewood Homes, self-help housing. CDC was given the responsibility to be the successor agency for the County Redevelopment Housing program. When RCHDC completes a phase of the project, CDC removes the restrictions on the property so that it can be turned over to the home owner. This was the last of the redevelopment funds.

D. Housing

Heather Blough presented her report as written. The vacancy rate for the PBV units is at 97%. This is due to a vacant four bedroom unit in Fort Bragg. We are having a hard time finding families large enough to fill this unit.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

- A. Article from the Ukiah Daily Journal, "Small businesses to be offered energy savings through PG&E as alternative service kicks on" by Ashley Tressel on May 30, 2017
- B. Advertisement from the Ukiah Daily Journal for the Mendo-Lake Energy Watch on June 2, 2017

9. Unfinished Business

None

10. Board Comments to Staff

The Board thinks the staff is doing a great job and keep up the great work!

11. New Business

A. Discussion and Possible Action Regarding Resolution # 1079-17 Adoption of Agency Audit 2015-22016

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1079-17 Adopting Agency Audit 2015-2016

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

B. TIMED ITEM 1:40 PM Public Hearing Discussion and Possible Action Regarding Resolution #1083-17 Approving PHA Certifications of Compliance with Annual Plans and Related Regulations: Board Resolution to Accompany the Annual PHA Plan

Closed Public Hearing at 2:22 PM. No one from the public present.

Motion by Commissioner Brigham and Seconded by Commissioner Mirata to Adopt Resolution #1083-17 Approving PHA Certifications of Compliance with Annual Plans and Related Regulations

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

C. Discussion and Possible Action Regarding Resolution #1081-17 Approving Revisions to the Housing Choice Voucher Administrative Plan to Chapters XIV

Motion by Commissioner Warner and Seconded by Commissioner Brigham to Adopt Resolution #1081-17 Approving Revisions to the Housing Choice Voucher Administrative Plan to Chapters XIV

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

D. Discussion and Possible Action Regarding Resolution #1082-17 Code of Conduct Policy of the Community Development Commission of Mendocino County

Motion by Commissioner Mirata and Seconded by Commissioner Warner to Adopt Resolution #1082-17 Code of Conduct Policy of the Community Development Commission of Mendocino County

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

E. Discussion and Possible Action Regarding Resolution #1080-17 Adopting Updated Payment Standards For Use In The Housing Choice Voucher Program Effective As Soon As Practical Upon Approval Of The HUD Field Office

Motion by Commissioner Mirata and Seconded by Commissioner Warner to Adopt Resolution #1080-17 Adopting Updated Payment Standards For Use In The Housing Choice Voucher Program Effective As Soon As Practical Upon Approval Of The HUD Field Office

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

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

The Board reported out of closed session. They have completed the Executive Director's yearly evaluation. It was a satisfactory evaluation. There was no salary negotiation. The matter is closed.

12. Public Expression

None

13. Adjournment 3:02 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.

