

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
December 17, 2015

Chair Person Gary Mirata called the meeting to order at 1:35 PM, December 17, 2015. The meeting was held at Baechtel Creek Village Community Room, 61 Alder Ct., Willits, CA 95490.

1. Roll Call

The recording secretary took roll call and determined there was a quorum present.

Commissioner Members Present

Gary Mirata
Dawn Deetz
Vishnu
Jeffrey Warner
Richard Willoughby

Commissioner Members Absent

None

Others Present

Kathy Brigham

CDC Employees

Heather Blough- Housing Manager
Todd Crabtree-Executive Director
Larry Cuneo-Controller
Michelle Leher-Office Representative I
Craig Schlatter- Development and Sustainability Manager

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted December 10, 2015.

3. Approval of the minutes

Approval of November 5, 2015 minutes

Motion by Commissioner Warner and Seconded by Commissioner Deetz to approve the November 5, 2015 Minutes.

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

4. Committee Reports

Loan Committee met today at 1:15 PM and approved one loan.

5. Executive Director Report

a. Administration

Todd Crabtree presented his report as written. Todd introduced Kathy Brigham. Ms. Brigham is applying to be a CDC Commissioner.

Todd updated the Board that Congress has approved a budget deal. It looks like the budget for the HCV program will be in good shape for 2016. HCV Admin will be funded in the same proration rate as this last year. We should have the same amount of revenue to operate.

b. Accounting

Larry Cuneo presented his report as written. There are no unusual revenues or expenses to report. The report is on the first month of the fiscal year, October 2015. Overall, revenues are exceeding expenses.

Larry mentioned that CDC submitted audited and unaudited financial statements to HUD. The audited financial statements for fiscal year ending September 30, 2014, were reviewed and accepted with no requested corrections. The unaudited financial statements for fiscal year ending September 30, 2015 were approved and accepted with no requested corrections also.

c. Development and Sustainability

Craig Schlatter presented his report as written with a couple of updates. Craig hired a new Scheduler Planner. She will start on January 4, 2016. Maintenance staff completed one make ready unit at Baechtel Creek Village.

Chairperson Mirata questioned the concerns for the MIDI program through RCHDC. Craig explained that RCHDC had difficulties making their goals and keeping up with CDC's performance standards. RCHDC sent an e-mail in November, stating that they cannot do the program anymore.

The Board was very concerned about the termination of the First Time Homebuyer Program. The County chose to distribute the funds of the grant elsewhere.

d. Housing

Heather Blough presented her report as written with some updates. HUD approved the regulatory waiver for the Project Based Vouchers for 10 HUD/VASH vouchers. There are two more hurdles to complete before it is approved. These two more packets were completed and sent to HUD this week. After January 1, 2016, CDC will now have 102 HUD VASH vouchers with ten being project based.

Heather had an employee recognition lunch this week with her staff. She awarded one employee an award.

CDC bought a new vehicle for the Housing Inspector.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. New Business

A. Discussion and Possible Action Regarding Resolution #1057-15 Adopting the Agency's Salary Schedule Which Becomes Effective December 6, 2015

The only change to the Salary Schedule is the Scheduler Planner Specialist position is being added to the Salary Schedule.

Motion by Commissioner Warner and Seconded by Commissioner Willoughby to Adopt Resolution #1057-15 Adopting the Agency's Salary Schedule Which Becomes Effective December 6, 2015.

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

B. Discussion and Possible Action Regarding Resolution #1054-15 Approving Revisions to the Housing Choice Voucher Administrative Plan to Chapters VI, VII, XVI, XVII, and XXVI

This Resolution contains the two chapters from the last Board meeting along with three additional chapters. Heather Blough redacted one part of the changes from page 53, under Thermal Environment. She is going to add a period after 65 degrees and remove the rest of the sentence.

Motion by Commissioner Warner and Seconded by Commissioner Vishnu to Adopt Resolution # 1054-15 Approving Revisions to the Housing Choice Voucher Administrative Plan to Chapters VI, VII, XVI, XVII, and XXVI.

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

C. Discussion and Possible Action Regarding Election of Officers for 2016

Commissioner Warner proposed a slate of officers for 2016 for Commissioner Deetz be the Chairperson and Commissioner Willoughby be the Vice Chairperson.

Motion by Commissioner Warner and Seconded by Commissioner Vishnu Approving the Election of Officers for 2016.

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

D. Discussion and Possible Action Regarding Adoption of Board Meeting and Holiday Schedule for 2016

Motion by Commissioner Warner and Seconded by Commissioner Deetz Adopting Board Meeting and Holiday Schedule for 2016.

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

E. Discussion and Possible Action Regarding Yearly Performance and Incentives Plan and Evaluation for 2014/2015 (Closed Session) – Government Code 54957

The Board reviewed performance incentives for the departments for 2014/2015 and the Board approves the Executive Directors recommendation for Very High Level Performers for Housing Programs.

Motion by Commissioner Deetz and Seconded by Commissioner Warner to Approve the Executive Directors Recommendation for Very High Level Performers for Housing Programs.

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

Reported out of closed session at: 2:25 PM

11. Public Expression

None

12. Adjournment 2:27 PM

Motion by Commissioner Warner and Seconded by Commissioner Deetz 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.