

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
September 15, 2016

Chair Person Dawn Deetz called the meeting to order at 1:30 PM., September 15, 2016. The meeting was held at 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
Vishnu
Jeff Warner

Commissioner Members Absent

None

Others Present

None

CDC Employees

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

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted September 8, 2016.

3. Approval of the minutes

Approval of June 30, 2016 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Brigham to approve the June 30, 2016 Minutes.

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

4. Committee Reports

None

5. Executive Director Report

a. Administration

Todd Crabtree presented his report as written. Todd announced that he has a prospective Commissioner for the Board. Todd attended the California Association of Housing Authorities (CAHA) in Half Moon Bay. They discussed the Housing Choice Voucher (HCV) administrative fee schedule. Todd sent in a response to the Federal Register on the original formula. HUD has made some favorable changes to the formula and now they are on a second round of a comments section and Todd has agreed to coauthor the CAHA response as well as one for CDC.

There was a bill approved for the HCV program. This bill has made changes to Housing Choice Vouchers and can increase the number of Project Based Vouchers. This would designate units in the community for people who are hard to house, homeless, Veterans or disabled. Affordable housing landlords may be interested, such as RCHDC or PEP Housing. This could mean that CDC may issue 10% more Project Based Vouchers.

Craig introduced the intern in the Development and Sustainability Department, Bryan Titzler. He will be with CDC for the next 11 months.

The Board was concerned with the agency being short staffed. Heather reported that the full time Housing Specialists returned from three days to four days. This position requires a full time employee to cover the case load. It has been very hard on the Housing Department.

Todd also complimented the Maintenance Department for keeping up on their work load since they have been short staffed for the last couple of months. Craig has hired someone for the vacant Maintenance Technician position and this person will start in a week or two. Craig also is advertising for a Baechtel Creek Village Resident Manager-Maintenance. This person will handle the routine maintenance at Baechtel Creek and the other Maintenance Technicians can focus on Ukiah and Fort Bragg units.

Todd told the Board that we have added a new section in the agenda, #10 Board Comments to CDC Staff. The staff requested the Board have a section to make direct comments or suggestions to the staff.

September 11 was the one year anniversary of signing the papers for the Holly Ranch Village sale.

The staff has voted on colors to paint the building on September 23. Todd also stated that he has wrote a draft of a new employee policy and CDC is getting a new copy machine.

b. Accounting

Larry Cuneo presented his report as written with one update. There has been a concerted effort to work the HCV waitlist. Everyone on the waitlist has been called up.

The financials for the year are favorable. The HCV program has earned more admin related revenue than it has spent. He will discuss this in more detail at the November 3 Board meeting when the budget will be discussed.

c. Development and Sustainability

Craig Schlatter presented his report as written with a couple updates. CDC has preliminary approval for phase two of a feasibility study from the City of Fort Bragg for developments on Sanderson Way and Glass Beach. He should know in October or November if there are funds available for phase two feasibility study.

Craig informed the Commissioners that the Maintenance Department has been down a technician for the last two to three months and the two remaining technicians have completed all work orders and unit turns in the same amount of time as when full staffed. This success is due to having great staff as well as consistent focus on planning and organization. The new Maintenance Technician will be starting in the next week or two.

Craig informed the Board that he has removed the Quality Control report from the Board packet. Quality control has not been done in the last four months. Craig will begin doing quality control inspections next week.

Bryan Titzler, Development and Sustainability Specialist-Intern, spoke to the Board about the audits and outreach he has been doing. He has completed four energy audits in Ukiah and Fort Bragg. His focus has been on the hardest to reach clients in the county, for example; the south coast, Point Arena, and Gualala, north coast such as Westport and north of Fort Bragg and north county, Laytonville and Covelo.

d. Housing

Heather Blough presented her report as written with three updates. CDC is starting a landlord incentive program. This is a financial incentive to landlords to participate CDC's housing programs. There is also a referral component to the program for a landlord to refer a nonparticipating landlord to CDC and if that referral turns into a signed contract the referring landlord would receive some money. This program will begin October 1st through January 31, 2017, or until the funds are exhausted. This is for all Housing programs, not just the HCV program.

Heather researched the option of adding a "lease in place" preference for the Housing Choice Voucher program. This preference is not allowed. CDC is also raising the payment standards in order to aid in the lease up process for the HCV program.

Heather attended a Community Health Improvement Plan and Project (CHIP) meeting. Heather passed out a handout from the meeting, "Working Together for a Healthier Mendocino County". This is county wide program

that focuses on five priorities; Poverty, Housing, Mental Health, Child Obesity and Family Wellness and Childhood Trauma. Heather is participating in the housing priority. The housing priority is not just for low income individuals. It encompasses all income brackets in the community and the difficulty to obtain housing in Mendocino County.

CDC will be opening the Housing Choice Voucher waitlist in the near future, possibly mid-October.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

Commissioner Warner commented on how impressed he was with the Strategic Planning. He said everyone was focused on teamwork. He was interested that the employee's main concerns were on funding, adding new units and the need for full staffing. He was impressed with the agency wide collaboration that the employees had for the success of the agency and the focus of the task.

Commissioner Mirata stated that College Court landscaping looks really nice. Commissioner Warner stated that the curb appeal on the CDC office building needs improvement. The painting of the building and the signs will make a great improvement. Commissioner Deetz agreed that the improvements on the building will help the staff morale and the staff deserves to have a nice place to go to work.

11. New Business

a. Discussion and Possible Action Regarding Resolution # 1066-16 Adopting Updated Payment Standards for use in the Housing Choice Voucher Program effective 11/1/2016

This is an increase of the payment standards. The proposed increase will be now 109% of the new HUD released fair market rents.

Motion by Commissioner Brigham and Seconded by Commissioner Mirata to Adopt Resolution #1066-16 Adopting Updated Payment Standards for use in the Housing Choice Voucher Program effective 11/1/2016.

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

b. Discussion and Possible Action Regarding Resolution #1067-16 Authorizing the Executive Director and Controller to Write Off Uncollectable Debts

Motion by Commissioner Mirata and Seconded by Commissioner Vishnu to Adopt Resolution #1067-16 Authorizing the Executive Director and Controller to Write Off Uncollectable Debts.

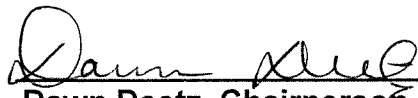
Ayes: Commissioner Brigham, Commissioner Mirata, Commissioner Deetz, Commissioner Vishnu and Commissioner Warner. Noes: None. Abstained: None. Absent: None.

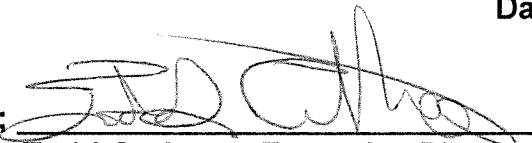
11. Public Expression

None

12. Adjournment 3:00 PM

Motion by Commissioner Mirata and Seconded by Commissioner Vishnu 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.

