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**COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY**  
**Regularly Scheduled Meeting Agenda**  
**Thursday, April 27, 2017, 1:30 P.M.**  
**(Rescheduled from April 20, 2017)**

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CDC Conference Room  
1076 N. State St., Ukiah, CA 95482

1. **Roll Call**
2. **Approval of February 16, 2017 minutes** (Attached) – Pages 4-7
3. **Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on April 20, 2017.
4. **Committee Reports** (Standing Committees)
  - A. Orientation/Welcome Committee
  - B. Executive Committee
  - C. Budget/Audit Committee
  - D. Development and Loan Committee
5. **Executive Director Report and Department Reports**
  - A. Administration- *10 Minutes* (Attached) – Pages 8-9
    1. Executive Directors Report
    - Accounting- *10 Minutes* (Attached) – Pages 10-18
      1. Controller's Report
      2. Revenues and Expenses Summary Comments
      3. CDC and BBN Combined Summary of Revenues and Expenses Report
      4. HAP Tracking Report for HCV
      5. Admin Tracking Report for HCV
      6. Permanent Supportive Housing Utilization Report
      7. Development and Sustainability Programming Report of Revenues and Expenditures
      8. College Court Revenues and Expenses Report
      9. BBN and PMF Revenues and Expenses Report
  - B. Development and Sustainability- *10 Minutes* (Attached) – Pages 19-25
    1. Development and Sustainability Department Report
    2. Maintenance Unit Make-Ready Report
    3. Maintenance Work Order Summary

4. Work Orders QC Report
5. Energy Savings Report

D. Housing- *15 Minutes* (Attached) – Pages 26-33

1. Housing Manager Report
2. Housing Quality Standards Inspections Report
3. Occupancy Move in/Move out Report
4. TAR Report

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

None

**10. Board Comments to CDC Staff**

**11. New Business-*15 Minutes***

- A. Discussion and Possible Action Regarding Resolution #1075-17 Adopting Updated Utility Allowance Schedules For Use In All Rental Assistance Programs With An Effective Date Of August 1, 2017 – Pages 34-41**
- B. Discussion and Possible Action Regarding Resolution 1076-17 Authorizing the Controller and Executive Director to Write Off of Uncollectable Debts – Pages 42-44**
- C. Discussion and Possible Action Regarding Resolution 1077-17, Authorizing Changes to Users Having Access to LAIF and Bank Accounts – Pages 45-46**
- D. Discussion and Possible Action Regarding Resolution 1078-17, Update to the Personnel Policy of the Community Development Commission of Mendocino County – Pages 47-49**
- E. Discussion and Possible Action Regarding Personnel Action – (Closed Session) Government Code 54957 – Pages 50**

**12. Public Expression**

**13. Adjournment**

## **PUBLIC EXPRESSION**

The Commission welcomes participation in the meeting. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Commission which are not on the posted agenda and items which have not already been considered by the Commission. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject. No action will be taken. Individuals wishing to address the Commission under Public Expression are welcome to do so throughout the meeting day. To best facilitate these items, please notify either the Chair of the Board, or a Commissioner.

## **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Commission complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Office Representative I by calling (707) 463-5462 x 119 at least five business days prior to the meeting.

## **ADDITIONS TO AGENDA**

The Brown Act identifies the following three situations in which a body is permitted to take action on a matter not on the posted agenda:

- (1) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines that the matter in question constitutes an emergency pursuant to Section 54956.5.
- (2) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines (by 2/3 of the total body, or by unanimous vote if less than 2/3 present) that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. However, the need for immediate action must have come to the attention of the body after the agenda had already been posted. This determination must be made by two-thirds of the total body or by unanimous vote if less than 2/3 are present.
- 3) Pursuant to Section 54954.2(b)(3) when an item has been posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting which is held within five days of the meeting for which the item was properly posted. Under these circumstances, the item need not be posted for the subsequent meeting.



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

