

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
November 3, 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

Dawn Deetz
Gary Mirata
Vishnu
Jeff Warner

Commissioner Members Absent

Kathy Brigham

Others Present

Allyn Noneman

CDC Employees

Heather Blough- Housing Manager
Todd Crabtree- Executive Director
Larry Cuneo-Controller
Michelle Leher-Office Representative I
Michael O'Reilly- Maintenance Technician
Amy Sanchez- Scheduler Planner Specialist
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 October 27, 2016.

3. Approval of the minutes

Approval of September 15, 2016 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Warner to approve the September 15, 2016 Minutes.

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

4. Committee Reports

Orientation/Welcome Committee met on September 29, 2016. Commissioner Mirata and Commissioner Warner met with the two new Commissioners, Kathy Brigham and Allyn Noneman. Richard Willoughby resigned his Commissioner position.

5. Executive Director Report

a. Administration

Todd Crabtree presented his report as written. Todd introduced the prospective Commissioner, Allyn Noneman. Allyn has submitted her application to the County Clerk.

Todd was asked to be on the Policy Council for Children and Youth (PCCY). PCCY needs a housing and redevelopment member. They are trying to focus on children's health as related to housing.

CDC website is currently down. It is having some technical issues. Todd is working with the website technical staff to correct the problem.

Todd thanked all the people who helped paint the CDC building.

b. Accounting

Larry Cuneo presented his report as written. Accounting is in the process of closing the 2015-16 fiscal year and working on the new fiscal year activities.

Larry reviewed the amounts for the 2015-16 fiscal year. These amounts are not audited, and they are subject to change. In general, the agencies revenues covered the expenditures during the 2015-16 fiscal year, with exception to BBN. BBN earned additional funds. Larry reviewed the Admin Tracking Sheet for Housing Choice Vouchers. He added a column to this report, column G. Column G explains the use and earnings of admin funds for the Housing Choice Voucher program. This is an accumulation of admin funds for one year without the effect of GASB 68. The HCV program has earned \$19,410 in admin revenues in excess of the 2015-16 fiscal year's admin related expenditures.

GASB 68 provides the method for recording pension expenses and the related unfunded pension liability that is due to the CalPERS retirement system. The currently unfunded pension liability will be paid to CalPERS over the next 30 years.

Column H, as shown on the HCV admin report, provides the admin related equity including the effect of GASB 68 implementation.

Larry noted a correction on page 18, the College Court report. On the Loans Payable section the second line should say as of 9/30/2016 not as of 7/31/2016.

c. Development and Sustainability

Craig Schlatter presented his report as written with a couple updates. Craig introduced Michael O'Reilly, CDC's new Maintenance Technician, and Amy

Sanchez, Scheduler Planner Specialist. Craig has tentatively hired the Resident Manager for Bechtel Creek Village.

The City of Ukiah has received the award of \$500,000 from an Economic Development CDBG grant that CDC prepared for them. This grant will be used for Small Business Assistance Loan program and Micro Enterprise and Technical Assistance, helping write business plans.

The grant for the improvements of CDC's properties in Fort Bragg was approved in the amount of \$150,000. These funds may be used for landscape, water conservation and general health and safety improvements.

Commissioner Deetz asked Craig to explain what the Housing Element Plan for the City of Ukiah is. Craig explained that incorporated communities have a general or master plan for their municipality or their county. These are divided into different elements. One element is a housing element. The housing element for California is an incorporated jurisdictions approach to affordable housing development primarily in its community. This is one of the Department of Planning and Buildings major responsibilities. With the growing crisis of housing affordability and homelessness, this has been more of an issue. In Ukiah, this is being prioritized and CDC has been asked to handle the implementation. There are seven goals that CDC has been directed to accomplish in the next year.

The Energy Efficiency team has completed the first Energy Expenditure Plan with Manchester Union School. Because of this work the school will be able to access the Proposition 39 funds of about \$73,000.

d. Housing

Heather Blough presented her report as written. In addition, Heather brought a new report to the Board's attention. This new page documents the amount of unit inspections processed during the month and it includes a summary of inspection results.

Heather mentioned the Landlord Incentive Program was a success. The funds have been exhausted and she anticipates this will increase lease up by at least 25 units.

The Housing Choice Voucher waitlists opened on October 18 and closed on the 19th. CDC received approximately 700 applications. The Development and Sustainability staff did an excellent job setting up outside. The opening was much more organized than the last time the list was opened.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

Commissioner Deetz stated that the CDC building looks nice. She likes the color choice. Commissioner Deetz also wanted to thank everyone who participated in the painting.

11. New Business

a. Discussion and Possible Action Regarding Resolution # 1068-16 Approving the Section Eight Management Assessment Program Certification for Fiscal Year ending 9/30/2016

This is the self-certification the HUD requires housing authorities complete on the Housing Choice Voucher program. There is an audit that is completed by the Quality Assurance Specialist. Heather anticipates CDC will be a high performer this year.

Motion by Commissioner Mirata and Seconded by Commissioner Warner to Adopt Resolution #1068-16 Approving the Section Eight Management Assessment Program Certification for Fiscal Year ending 9/30/2016.

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

b. Discussion and Possible Action Regarding Resolution # 1069-16 Adopting the Agency's Salary Schedule Which Becomes Effective November 3, 2016

The salary schedule is adding the Resident Manager position for Beachtel Creek Village.

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1069-16 Adopting the Agency's Salary Schedule Which Becomes Effective November 3, 2016.

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

c. Discussion and Possible Action Regarding Resolution # 1070-16 Update to the Personnel Policy of the Community Development Commission of Mendocino County

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1070-16 Adopting Personnel Policy of the Community Development Commission of Mendocino County.

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

d. Discussion and Possible Action Regarding Resolution # 1071-16 Adopting CDC Budget for Fiscal Year 2016 – 2017

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1071-16 Adopting the CDC Budget for Fiscal Year 2016 – 2017.

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

12. Public Expression

None

13. Adjournment 2:49 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.

