

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

**Chair Person Dawn Deetz called the meeting to order at 1:17 PM., December 15, 2016. 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**

Kathy Brigham  
Dawn Deetz  
Gary Mirata  
Vishnu  
Jeff Warner

**Commissioner Members Absent**

None

**Others Present**

Allyn Nonneman

**CDC Employees**

Michael Berg- Resident Manager, Baechtel Creek Village  
Heather Blough- Housing Manager  
Todd Crabtree- Executive Director  
Larry Cuneo- Controller  
Michelle Leher- Office Representative I  
Lisa Pope- Controller  
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 8, 2016.

**3. Approval of the minutes**

**Approval of November 3, 2016 minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Vishnu to approve the November 3, 2016 Minutes.

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

#### **4. Committee Reports**

None

#### **5. Executive Director Report**

##### **a. Administration**

Todd Crabtree presented his report as written. Larry Cuneo informed the Board that he will be retiring in February. Larry then introduced Lisa Pope to the Board. Lisa has been an accountant for CDC since the fall of 2013. Lisa is being promoted to Controller. The Board thanked Larry for all the hard work he has done for CDC, he will be missed.

Craig introduced Michael Berg, Baechtel Creek Village Resident Manager for maintenance. It has been several years since BCV had an onsite manager.

Todd told the Board that since the election, CDC may see some changes. He informed the staff also that the agency may need to make changes based on what the new administration does. CDC needs to stay in front of the changes.

##### **b. Accounting**

Larry Cuneo presented his report as written. The fiscal year ended in September. These last couple of months have been routine work on financial statements. In November, CDC submitted a set of unaudited financial statements to HUD. The accounting department is beginning to work on the spring audit. Wallace Rowe, CPA, will be the auditor again this year. In January, accounting department staff will be working on getting the 1099's out to the landlords on the HCV and PSH programs. In addition, the accounting department is working on the closing of payroll and W-2's.

Larry reviewed the CDC and BBN Combined Summary of Resources and Expenditures report. This report covers the first month of the fiscal year. The HCV program earned more than it expended. D&S brought in more funds than they spent. Larry explained that under the BBN and PMF column, the balance shows some resources coming in from prior years. College Court and PSH both broke even for the month of October.

##### **c. Development and Sustainability**

Craig Schlatter presented his report as written. Commissioner Warner asked Craig about the State Wide Rural Hard to Reach Working Group. Craig explained that approximately five years ago, urban jurisdictions introduced the Regional Energy Networks. They found a way to siphon off a portion of funding from the Public Utilities Commission to use for themselves. CDC submitted public comments challenging that group five years ago. He wrote in the statement contesting the urban jurisdictions taking more funds than they should have. Craig along with other rural jurisdictions started meeting to get equal access to funds across the state. This formed the State Wide Rural Hard to Reach Working Group.

Just recently, the Local Government Commission out of Sacramento wanted to take a significant portion of the Local Government Partnership funding to create a new statewide entity. This entity could decide what funding the rural jurisdictions will or will not receive. Craig, along with other people from the State Wide Rural Hard to Reach Working Group wrote letters against the formation of this entity through the California Energy Efficiency Coordinating Committee. This effort was successful.

**d. Housing**

Heather Blough presented her report as written. All HCV applications have been entered and we have started contacting people from the new waiting list. The inland winter shelter is getting ready to open.

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

None

**10. Board Comments to Staff**

Commissioner Mirata said the staff was doing a good job. Commissioner Deetz stated she likes the changes made to the Employee Recognition Program.

**11. New Business**

**a. Discussion and Possible Action Regarding Resolution # 1072-16 Approving the Updated Chapter VII to the Administrative Polices for the Permanent Supportive Housing Program (Formerly Shelter Plus Care)**

This resolution modifies the Administrative Plan to process re-certifications by mail.

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1072-16 Approving the Updated Chapter VII to the Administrative Polices for the Permanent Supportive Housing Program (Formerly Shelter Plus Care).

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

**b. Discussion and Possible Action Regarding Resolution # 1073-16 Approving Revisions to the Housing Choice Voucher Administrative Plan to Chapters XXI**

This resolution modifies the Administrative Plan to process re-certifications by mail.

Motion by Commissioner Warner and Seconded by Commissioner Brigham to Adopt Resolution #1073-16 Approving Revisions to the Housing Choice Voucher Administrative Plan to Chapters XXI.

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

**c. Discussion and Possible Action Regarding Election of Officers for 2017**

Commissioner Warner nominated Commissioner Deetz for Chairperson and Commissioner Brigham for Vice Chairperson. Commissioner Mirata Seconded.

**d. Discussion and Possible Action Regarding Adoption of Board Meeting and Holiday Schedule for 2017**

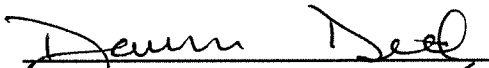
All Board members agreed to the 2017 Board and Holiday Schedule.


**12. Public Expression**

None

**13. Adjournment 2:05 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.

