

**Community Development Commission of Mendocino County**  
**Regularly Scheduled**  
**Meeting Minutes**  
**September 20, 2018**

**Chair Person Dawn Deetz called the meeting to order at 1:32 P.M., September 20, 2018. The meeting was held at the 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  
Jeff Warner  
Richard Willoughby- in at 1:35 P.M.

**Commissioner Members Absent**

None

**Others Present**

None

**CDC Employees**

Todd Crabtree- Executive Director  
Teresa DeSimone- Quality Assurance Specialist  
Michelle Fox- Office Representative I  
Josh Killion- Sustainability and Energy Efficiency Specialist  
Lisa Pope- Controller  
Amy Sanchez- Leasing and Property Specialist

**Members of the Public**

None

**2. Approval of July 12, 2018 minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Warner to approve the July 12, 2018 Minutes.

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

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted September 13, 2018.

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

None

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

##### **A. Administration**

Todd Crabtree presented his report as written with a couple updates. Todd introduce Amy Sanchez, Leasing and Property Specialist, Teresa De Simone, Quality Assurance Specialist and Josh Killion, Sustainability and Energy Efficiency Specialist. Amy and Teresa will be presenting Heather's report today.

Todd hired four new employees last week. He hired two new Housing Programs Specialists, an Accountant and Housing Inspector. Three of the four were current temporary employees.

Todd mainly has been working on the acquisition of the two properties. This is the closed session activity.

##### **B. Accounting**

Lisa Pope presented her report as written. The new Accountant has been hired. She was a temporary employee that had worked with CDC in the past.

Commissioner Brigham requested that the report have an acronym guide. Lisa explained all the acronyms to the Board.

Lisa has been trying to get police reports from the police department regarding the identity theft. There are no new instances of identity theft.

##### **C. Development and Sustainability**

Josh Killion presented the report as written with a few updates. They are moving ahead with the Meadowbrook drainage project. There was an additional drain that had to be put in.

The lighting project at Glass Beach has moved forward.

The CDC was awarded funding through the CalHOME Disaster Assistance in the amount of \$990,000. The funds are for those affected in the October 2017 fires. This is for nine \$100,000 loans and \$90,000 for Admin fees.

Commissioner Deetz asked about the First Time Home Buyer loans. Todd told her that they were not going to move forward since the program has been inconstant in the past.

##### **D. Housing**

Teresa De Simone presented the report as written. CDC opened the Housing Choice Voucher waitlist on September 12. It was going to close on September 13. We did not receive the amount of applications that we anticipated so we extended the opening until September 27, 2018.

Two Housing Program Specialists and a Housing Inspector were hired.

CDC was awarded five additional HUD/VASH vouchers. CDC also was also awarded nineteen mainstream vouchers. These are specifically for persons with disability.

**6. Announcements**

- A. 2018- Round 1 CalHOME- Disaster Relief Report
- B. August 21, 2018, Fiscal Year 2018 HUD/VASH voucher award letter
- C. September 5, 2018, Notice of Funding Availability for 19 Mainstream Housing Choice Vouchers

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

None

**10. Board Comments to Staff**

Keep up the good work!

**11. New Business**

**A. Discussion and Possible Action Regarding Resolution #1097-18 Approving Updated Success Rate Payment Standards Based on 2019 50<sup>th</sup> Percentile Rents for use in the Housing Choice Voucher Program Effective 12/1/2018**

The payment standard is the maximum amount of assistance that CDC will pay for rental assistance. The payment standard is based on a percentage of the fair market rent (110%). HUD updated the fair market rents therefore the Board must approve the new payment standards. The new payment standards have increased. This will benefit the clients but may limit the amount of people CDC can assist due to the increase in Housing Assistance Payments (HAP). The effective date of the new payment standards will be 12/1/18.

Motion by Commissioner Willoughby and Seconded by Commissioner Brigham to Adopt Resolution #1097-18 Approving Updated Success Rate Payment Standards Based on 2019 50<sup>th</sup> Percentile Rents for use in the Housing Choice Voucher Program Effective 12/1/2018

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

**B. Discussion and Possible Action Regarding Resolution #1098-18 Approving a Revision to the Housing Choice Voucher Administrative Plan to Chapter III**

The Board amended the resolution, changing the suggested time limit from 90 days to 180 days.

Motion by Commissioner Mirata and Seconded by Commissioner Brigham to Approve Resolution #1098-18 Approving a Revision to the Housing Choice Voucher Administrative Plan to Chapter III

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

**C. Discussion and Possible Action Regarding Real Estate Transaction – Possible Acquisition (Closed Session) – Government Code 54957**

Reported out of closed session at 3:10 PM

The Board reported out of closed session. Board agreed in principle to proceed with the purchase of the two properties. The Board created an ADHOC Committee of Commissioner Deetz and Commissioner Willoughby to act with full authority for the Board.

Motion by Commissioner Willoughby and Seconded by Commissioner Brigham to approve the ADHOC Committee to act with full authority of the Board.

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

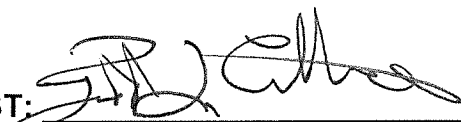
**12. Public Expression**

None

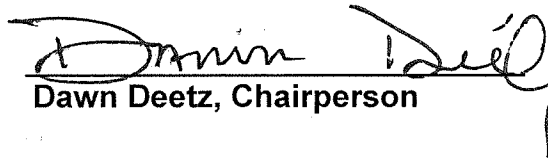
**13. Adjournment 3:10 P.M.**

Motion by Commissioner Willoughby and Seconded by Commissioner Brigham to adjourn.

ATTEST:



Todd Crabtree, Executive Director



Dawn Deetz, Chairperson



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

