

**Community Development Commission of Mendocino County**  
**Regularly Scheduled Meeting Minutes**  
**February 21, 2019**

**Chair Person Dawn Deetz called the meeting to order at 1:34 P.M., February 21, 2019. 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 quorum present.

**Commissioner Members Present**

Kathy Brigham  
Dawn Deetz  
Gary Mirata  
Richard Willoughby

**Commissioner Members Absent**

Jeff Warner

**Others Present**

None

**CDC Employees**

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

**Members of the Public**

None

**2. Approval of December 13, 2018 minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to approve the December 13, 2018 Minutes.

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

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted February 14, 2019.

**4. Committee Reports**

None

**5. Executive Director Report and Department Reports**

**A. Administration**

Todd Crabtree presented his report as written.

**B. Accounting**

Lisa Pope presented her report as written. Commissioner Brigham asked Lisa to explain what True meant on the HAP tracking sheet for Housing Choice Vouchers (HCV). Lisa explained that it is a proof to herself that she did the reconciliation showing how much cash has come in.

**C. Development and Sustainability**

Josh Killion presented the report as written. Josh brought a sample of the flooring that is being installed instead of carpet in the new units that CDC has purchased on Zinfandel Drive and Tanya Lane. He also showed a picture of a completed unit with the new flooring installed.

**D. Housing**

Teresa DeSimone presented Heather Blough's report as written with one update. HCD approved the TBRA guidelines.

**6. Announcements**

- A. Permanent Supportive Housing and Coordinated Entry award letter, 2/5/2019.

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

None

**10. Board Comments to Staff**

The Board is glad that the CDC is almost fully staffed.

**11. New Business**

- A. Discussion and Possible Action Regarding on Resolution #2005-19 Approving Additions to the Housing Choice Voucher Administrative Plan for the Mainstream Voucher Program and the Family Unification Program, and Modification to Chapter III to Include These Programs**

There may be revisions at future Board meetings to the chapters as the programs are implemented.

Motion by Commissioner Willoughby and Seconded by Commissioner Brigham Approving Resolution #2005-19 Approving Additions to the Housing Choice Voucher Administrative Plan for the Mainstream Voucher Program and the Family Unification Program, and Modification to Chapter III to Include These Programs

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

**B. Discussion and Possible Action Regarding Committee Assignments and Composition**

Commissioner Deetz assigned the members of the Committees.

Budget and Audit Committee- Commissioner Willoughby and Commissioner Brigham  
Executive Committee- Commissioner Deetz and Commissioner Brigham  
Development and Loan Committee- Commissioner Deetz, Commissioner Mirata and Commissioner Willoughby  
Orientation/Welcome Committee- Commissioner Mirata and Commissioner Warner

**Commissioner Brigham made a motion to add Action Item 11-D**

**C. Discussion and Possible Action Regarding Real Estate Transaction- (Closed Session) - Government Code 54956.8\_8**

**D. Discussion and Possible Action Regarding Resolution # 2006-19 Authorizing the Executive Director to Enter into Loan with Savings Bank on Behalf of CDC for the Pay Off of City of Ukiah Redevelopment Loan at 1461 North Bush Street in Ukiah**

Motion by Commissioner Willoughby and Seconded by Commissioner Brigham Approving Resolution #2005-19 Approving Additions to the Housing Choice Voucher Administrative Plan for the Mainstream Voucher Program and the Family Unification Program, and Modification to Chapter III to Include These Programs

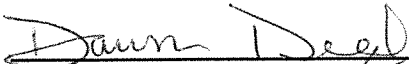
Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner Mirata, and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Warner


**Commissioner Mirata made a motion to go into Closed Session at 1:55 P.M.**

**Reported out of Closed Session at 2:48 P.M.**

**12. Public Expression**  
None

**13. Adjournment 2:49 P.M.**

  
\_\_\_\_\_  
Dawn Deetz, Chair

ATTEST:   
\_\_\_\_\_  
Todd Crabtree, Executive Director



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

