

Community Development Commission of Mendocino County
Rescheduled From May 23, 2019 to
Wednesday, June 5, 2019 at 1:30 P.M.

Commission Deetz called the meeting to order at 1:35 P.M., June 5, 2019. The meeting was held in the conference room at the Community Development Commission at 1076 N. State Street, 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
Jeff Warner
Richard Willoughby

Commissioner Members Absent

None

Others Present

None

CDC Employees

Heather Blough - Housing Manager
Todd Crabtree - Executive Director
Michelle Fox - Leasing and Property Specialist
Lisa Judd - Housing Manager
Josh Killion - Sustainability and Energy Efficiency Specialist
Lisa Pope - Controller
Joelle Strain - Office Representative I

Members of the Public

None

2. Approval of April 25, 2019 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Warner to approve the April 25, 2019 Minutes.

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner Mirata, Commissioner Willoughby, and Commissioner Warner. 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 May 29, 2019.

4. Committee Reports

The Budget/ Audit Committee: Met immediately prior to the Board meeting and reported out that Wallace Rowe presented the Audit to the committee, and it was very positive.

Commissioner Brigham and Commissioner Deetz expressed on how pleased they were with the Audit report.

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written. Todd introduced Lisa Judd to the Commissioners as CDC's new Housing Manager. Also he reported that Shanna Drake will be our new Waitlist and Eligibility Specialist and Treva Douthit will be our new Office Representative who will be working at the front desk. Todd and Lisa Pope will be interviewing two people for the Accountant position on June 7, 2019.

B. Accounting

Lisa Pope presented her report as written. The audit was completed a month earlier than due.

C. Development and Sustainability

Josh Killion presented the report as written. Moving forward with fire abatement. Focusing on vegetation the first part of the summer.

D. Housing

Heather Blough presented her report as written with some updates.

The California Emergency Solutions and Housing (CESH) application that CDC submitted was approved. Not for the amount we requested which was \$160,000.00 but for about \$120,000.00. This will be used to hire a staff person for two years to do work on housing stability and homeless prevention for CDC clients.

The Voucher Management System (VMS) is showing 904. Which is the highest it has been in some time.

Willow Terrace, an apartment complex for people that are experiencing homelessness or in danger of becoming homeless and are eligible for Full Service Partnership is opening and CDC will have between 17-19 clients living there.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

The Board expressed how sorry they are to see Heather Blough leaving CDC.

11. New Business

A. Discussion and Possible Action Regarding on Resolution #2008-19 Adoption of Agency Audit 2017-2018

Motion by Commissioner Brigham and Seconded by Commissioner Mirata Approving Action Regarding Resolution # 2008-19 Adoption of Agency Audit 2017-2018.

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

B. Discussion and Possible Action Regarding Resolution 2009-19 Approving Modification to Chapter III and Chapter VII of the Housing Choice Voucher Administrative Plan.

Motion by Commissioner Brigham and Seconded by Commissioner Willoughby Approving Modification to Chapter III and Chapter VII of the Housing Choice Voucher Administrative Plan.

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

C. Discussion and Possible Action Regarding Resolution 2010-19 Approving Modification To Chapter IV of the Permanent Supportive Housing Program Administrative Plan.

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata Approving Modification To Chapter IV of the Permanent Supportive Housing Program Administrative Plan.

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

Commission Deetz made a motion to close the CDC Board meeting at 2:21 p.m. and to open the BBN Board meeting.

CDC Board Meeting reopened at 2:24 p.m. to go directly into closed session.

- D. Discussion and Possible Action Regarding Real Estate Transaction-(Closed Session) - Government Code 54956.8_8
- E. Discussion and Action Regarding Executive Director Yearly Evaluation (Closed Session) - Government Code 54956.8_8

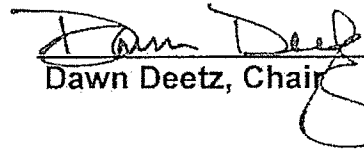
Board came out of closed session at 3:15 P.M.

Commissioners continue to discuss topics for July's Board Meeting.

12. Public Expression

None

13. Adjournment 3:16 P.M.



Dawn Deetz, Chair

ATTEST: 

Todd Crabtree, Executive Director