



**COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY**
Regularly Scheduled Meeting Agenda
for Thursday, September 19, 2019 at 1:30 p.m.

CDC Conference Room
1076 N State St.
Ukiah, CA 95852

1. **Roll Call**
2. **Approval of July 11, 2019 minutes** (Attached) – Pages 4-8
3. **Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on September 12, 2019.
4. **Committee Reports** (Standing Committees)
 - A. Orientation/Welcome Committee
 - B. Executive Committee
 - C. Budget/Audit Committee
 - D. Development and Loan Committee
5. **Executive Director Report and Department Reports**
 - A. Administration- *10 Minutes* (Attached) – Pages 9-10
 1. Executive Directors Report
 - B. Accounting- *10 Minutes* (Attached) – Page 11-21
 1. Controller Report
 2. Revenues and Expenses Summary Comments
 3. CDC and BBN Combined Summary of Revenues and Expenses Report
 4. HAP Tracking Report for HCV
 5. Admin Tracking Report for HCV
 6. Permanent Supportive Housing Utilization Report
 7. Development and Sustainability Department Report of Revenues and Expenditures
 8. CDC Rental Properties Revenues and Expenses Report
 9. BBN and PMF Revenues and Expenses Report
 - C. Development and Sustainability- *10 Minutes* (Attached) – Pages 22-26
 1. Work Orders by Completion Report

- D. Housing- *15 Minutes* (Attached) – Pages 27-31
 - 1. Housing Manager Report
 - 2. Housing Quality Standards Report
 - 3. Occupancy Move in/Move out Report
 - 4. TAR Report

- 6. **Announcements**
None

- 7. **Board Correspondence**
None

- 8. **Media/Information**
None

- 9. **Unfinished Business**
None

- 10. **Board Comments to Staff**

- 11. **New Business-15 Minutes**
 - A. **Discussion and Possible Action Regarding Resolution # 2015-19 Adopting the Agency’s Salary Schedule Which Becomes Effective September 19, 2019 -**
Pages 32-35

 - B. **Discussion and Possible Action Item Regarding Resolution 2016-19 Adopting Updated Success Rate Payment Standards based on 2020 50th Percentile Rents for use in the Housing Choice Voucher Program Effective 12/1/2019 -**
Pages 36-38

 - C. **Discussion and Possible Action Regarding Resolution 2017-19 Adopting Resolution to allow retired Annuitant Heather Blough to return as “Extra Help” as outlined in the attached Resolution. -Pages 39-42**

 - D. **Discussion and Possible Action Regarding Real Estate Transaction – Possible Acquisition (Closed Session) – Government Code 54956 - Pages 43**

- 12. **Public Expression**

- 13. **Adjournment**

PUBLIC EXPRESSION

The Commission welcomes participation in the meeting. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Commission which are not on the posted agenda and items which have not already been considered by the Commission. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject. No action will be taken. Individuals wishing to address the Commission under Public

Expressions are welcome to do so throughout the meeting day. To best facilitate these items, please notify either the Chair of the Board, or a Commissioner.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Commission complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Office Representative I by calling (707) 463-5462 x 121 at least five business days prior to the meeting.

ADDITIONS TO AGENDA

The Brown Act identifies the following three situations in which a body is permitted to take action on a matter not on the posted agenda:

- (1) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines that the matter in question constitutes an emergency pursuant to Section 54956.5.
- (2) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines (by 2/3 of the total body, or by unanimous vote if less than 2/3 present) that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. However, the need for immediate action must have come to the attention of the body after the agenda had already been posted. This determination must be made by two-thirds of the total body or by unanimous vote if less than 2/3 are present.
- 3) Pursuant to Section 54954.2(b)(3) when an item has been posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting which is held within five days of the meeting for which the item was properly posted. Under these circumstances, the item need not be posted for the subsequent meeting.