



**Community Development Commission of Mendocino County**  
**Regularly Scheduled Thursday, July 11, 2019**  
**At 1:30 P.M.**

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Commission Deetz called the meeting to order at 1:32 P.M., July 11, 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  
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 June 5, 2019 minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to approve the June 5, 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 July 3, 2019.



**4. Committee Reports**

None

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

**A. Administration**

Todd Crabtree presented his report as written. Todd mentioned that CDC might have a potential Commissioner and hopefully will talk to the person soon and see if interested.

**B. Accounting**

Lisa Pope presented her report as written.

**C. Development and Sustainability**

Josh Killion presented his report as written. He updated the Board on the progress of the CalHome Wildfires Owner Occupied Rehabilitation Program, which has North Coast Opportunities (NCO) acting as a contractor for CDC. So far NCO has two households that are eligible and are working on four more.

Sidewalk repair at Baechtel Creek Village is proceeding. There are sections that will be completely replaced and other areas where there will be grinding. CDC is working with a contractor and awaiting their proposal.

**D. Housing**

Heather Blough presented her report as written.

Update on Willow Terrace, an apartment complex for people that are experiencing homelessness or in danger of becoming homeless and are eligible for Full Service Partnership (which helps people with mental illness). This development was developed and is being managed by RCHDC (Rural Communities Housing Development Corporation), used Coordinated Entry to identify prospective residents, and utilized Mental Health Partnership funds. 20 CDC clients have leased up in this development, which is fantastic.

This is Heather's last Board Meeting. Commissioner Deetz expressed that Heather has done a wonderful job and that she is devastated that Heather is leaving. The Board of Commissioners presented Heather with an art glass award in appreciation of 30 years of service.

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

None



## 9. Unfinished Business

None

## 10. Board Comments to Staff

## 11. New Business

### A. Discussion and Possible Action Regarding on Resolution #2011-19 Approving the 2019 CALHome Disaster Assistance Grant (2<sup>nd</sup> Round)

Motion by Commissioner Warner and Seconded by Commissioner Mirata Approving Action Regarding Resolution # 2011-19 Approving the 2019 CALHome Disaster Assistance Grant. (2<sup>nd</sup> Round).

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

**Board opened Public Hearing for the Agency Annual PHA Plan at 2:15 P.M.**  
No members of the public were present.

Hearing no public comments, the Chair closed the public hearing at 2:16 P.M.

**Board closed Public Hearing at 2:16 P.M.**

### B. Discussion and Possible Action Regarding Resolution #2012-19 Public Hearing, Approving PHA Certifications of Compliance with Annual Plans and Related Regulation: Board Resolution to Accompany the Annual PHA Plan

Motion by Commissioner Warner and Seconded by Commissioner Brigham Public Hearing, Approving PHA Certifications of Compliance with Annual Plans and Related Regulation: Board Resolution to Accompany the Annual PHA 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 #2013-19 Adopting the Agency's Salary Schedule Which Becomes Effective July 11, 2019

Motion by Commissioner Brigham and Seconded by Commissioner Warner Adopting the Agency's Salary Schedule Which Becomes Effective July 11, 2019



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

**D. Discussion and Possible Action Regarding Adoption of Resolution #2014-19 Approving Changing Personnel Policy to Increase Health Stipend from Up to \$700 per month to up to \$750 per month.**

Motion by Commissioner Mirata and Seconded by Commissioner Brigham Discussion and Possible Action Regarding Resolution # 2013- Approving Changing Personnel Policy to Increase Health Stipend from Up to \$700 per month to up to \$750 per month.

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

**Board went into closed session at 2:23 P.M.**

**Board came out of closed session at 2:55 P.M.**

**Report out of closed session:**

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

Board moved to use the Willits Redevelopment funds transferred to CDC as its Successor Agency for housing for capital improvements to Baechtel Creek Village (BCV).

Motion by Commissioner Willoughby and Seconded by Commissioner Brigham Regarding Real Estate Transaction-(Closed Session) - Government Code 54956.8

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

**F. Discussion and Action Regarding Executive Director Yearly Evaluation (Closed Session) - Government Code 54957**

Board has approved new 3 year contract for the Executive Director and authorized Chair to sign contract.

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby Regarding Executive Director Yearly Evaluation (Closed Session) - Government Code 54956.8

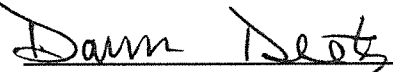


Ayes: Commissioner Deetz, Commissioner Brigham, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

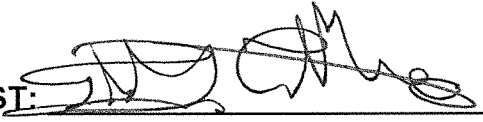
**12. Public Expression**

None

**13. Adjournment 3:16 P.M.**

  
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Dawn Deetz, Chair

ATTEST:

  
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Todd Crabtree, Executive Director