

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, October 15, 2020
At 1:30 P.M.

Commissioner Brigham called the meeting to order at 1:47 P.M., October 15, 2020. 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 - Via Zoom Video Conferencing
Lesli Langslet - Via Zoom Video Conferencing
Gary Mirata
Richard Willoughby - Via Zoom Video Conferencing

Commissioner Members Absent

None

Others Present

None

CDC Employees

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 February 20, 2020 Minutes

Motion by Commissioner Mirata and seconded by Commissioner Willoughby to approve the February 20, 2020 Minutes.

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner Langslet, Commissioner Mirata 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 October 8, 2020.

4. Committee Reports

None

Motion from Commissioner Mirata and seconded by Commissioner Brigham to move to Action Items 11A, 11B, 11C, 11D, 11F and 11G

To be after Item 3

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to go into recess at 2:41 P.M.

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner Langslet, Commissioner Mirata and Commissioner Willoughby

Reopened CDC Board Meeting at 2:54 P.M.

Todd Crabtree was presented with an award for being with CDC for 20 years.

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written. CDC has been able to stay open since Covid-19 started. We are closed the public but clients are able to supply documents electronically and they can make an appointment with their Housing Specialist if they would like to.

CDC received two rounds of CARES funding from HUD.

CDC used CARES funds for landlord appreciation. We sent them gift cards from ACE hardware. We have received cards, calls and emails from landlords thanking us for doing this. It was really well received.

CDC used CARES funds and bought one new truck and two sprinter vans. They have better gas mileage plus an extra vehicle means less sharing vehicles and should help with safety.

CDC will be leasing a house at the fairgrounds for six months. CDC has been staggering staff in the main office requiring some staff to work remotely. With the new house all employees will be able to work between both locations.

CDC is going to implement a landlord recruitment/incentive program that will likely start in November.

B. Accounting

Lisa Pope presented her report as written. Audited FDS submitted to HUD for the FYE 9/30/19 on 7/22/20 and HUD approved it on 8/4/20.

BBN Information (Tax) Return submitted mid-August.

CDC Received \$10,000 from Worker's Compensation State Fund for expenses related to COVID-19.

CDC used CARES funding to purchase laptops and printers for employees to safely work at home.

C. Housing

Lisa Judd presented her report as written. Since the pandemic the housing staff has been very flexible. CDC has been able to purchase laptops and printers with the CARES funding so they can work remotely from their homes.

Training and fundamentals of position have begun for our new hire Tina Runnings, our Homeless Prevention Specialist position. Thus far Tina has been successful in assisting several participants by linking them to resources in order to prevent participants from losing their housing.

The project on Brush Street is being built; CDC will have 20 of our Project Based Vouchers utilized there next summer.

Submitted the PSH and Coordinated Entry Grant successfully.

Currently recruiting for a Housing Program Specialist.

Housing staff attended strategic planning and focused on what would happen if the CDC office building was destroyed, since this is the one aspect for disaster preparedness we have not yet covered. One of the ideas was to start scanning all papers as they come in.

D. Development and Sustainability

Josh Killion presented his report as written.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

None

11. New Business

- A. Discussion and Possible Adoption of Resolution # 2026-20 Approving PHA Certifications of Compliance with Annual Plan, Five Year Plan and Related Regulations: Board Resolution to Accompany the Annual PHA Plan and Five Year Plan.**

Board opened Public Hearing for the Agency Annual PHA Plan and Five Year Plan at 1:51 P.M.

No members of the public were present.

Hearing no public comments, the Chair closed the public hearing at 1:53 P.M.

Board closed Public Hearing at 1:53 P.M.

B. Discussion and Possible Action Item Regarding Resolution #2027-20 Approving Updated Success Rate Payment Standards Based on the 2021 50th Percentile Fair Market Rents for the Housing Choice Voucher Program, to be Effective 12/01/2020.

Motion by Commissioner Mirata and Seconded by Willoughby Approving Updated Success Rate Payment Standards Based on the 2021 50th Percentile Fair Market Rents for the Housing Choice Voucher Program, to be Effective 12/01/2020.

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

C. Discussion and Possible Action Regarding Resolution #2028-20 Adopting Updated Utility Allowance Schedules for Use in all Rental Assistance Programs with an effective date of 12/01/2020.

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata Adopting Updated Utility Allowance Schedules for use in all Rental Assistance Programs with an effective date of 12/01/2020.

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

D. Discussion and Possible Action Regarding Resolution #2029-20 Approving Modification of:

CHAPTER III COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES and

CHAPTER VII HOUSING QUALITY STANDARDS AND INSPECTIONS, and

CHAPTER XXI PROJECT BASED VOUCHER

TO THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN, WHICH IS A SUPPORTING DOCUMENT TO THE PUBLIC HOUSING ANNUAL PLAN.

Motion by Commissioner Mirata and Seconded by Commissioner Deetz Approving Modification of:

CHAPTER III COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES and

CHAPTER VII HOUSING QUALITY STANDARDS AND INSPECTIONS, and

CHAPTER XXI PROJECT BASED VOUCHER

TO THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN,
WHICH IS A SUPPORTING DOCUMENT TO THE PUBLIC HOUSING
ANNUAL PLAN.

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

**E. Discussion and Possible Action Regarding Resolution #2030-20
Approving Revised Chapter II of the Permanent Supportive Housing
Program Administrative Plan.**

Motion by Commissioner Deetz and Seconded by Commissioner Mirata
Approving Revised Chapter II of the Permanent Supportive Housing
Program Administrative Plan.

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

**F. Discussion and Possible Action Regarding Resolution #2031-20
Approving the Budget for the 2020/2021 Fiscal Year**

Motion by Commissioner Mirata and Seconded by Commissioner Deetz
Approving the Budget for the 2020/2021 Fiscal Year

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

**G. Discussion and Possible Action Regarding Resolution # 2032-20
Approving the Audit for the 2018/2019 Fiscal Year**

Motion by Commissioner Deetz and Seconded by Commissioner
Willoughby Approving the Audit for the 2018/2019 Fiscal Year

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

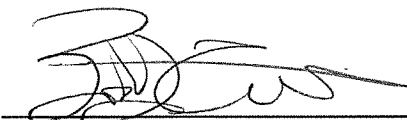
12. Public Expression

13. Adjournment 3:24 P.M.



Dawn Deetz, Commissioner

ATTEST:



Todd Crabtree, Executive Director