

**Community Development Commission of Mendocino County**  
**Regularly Scheduled Meeting Thursday, July 8, 2021**  
**At 1:30 P.M.**

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Commissioner Brigham called the meeting to order at 1:33 P.M., July 8, 2021 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  
Lesli Lanslet – Via Zoom Video Conferencing  
Gary Mirata  
Richard Willoughby

**Commissioner Members Absent**

Dawn Deetz

**Others Present**

None

**CDC Employees**

Todd Crabtree - Executive Director  
Lisa Judd - Housing Manager  
Josh Killion – Asset and Development Coordinator  
Lisa Pope - Controller  
Joelle Strain - Office Representative I

**Members of the Public**

None

**2. Approval of May 27, 2021 Minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to approve the May 27, 2021 Minutes.

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

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted July 1, 2021.

**4. Committee Reports (Standing Committees)**

- A. Orientation/Welcome Committee  
None
- B. Executive Committee  
None
- C. Budget/Audit Committee  
None
- D. Development and Loan Committee  
None

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

**A. Administration**

Todd Crabtree presented his report as written. Todd said that when Walnut Apartments is done we might potentially be able to get a commissioner from one of the tenants. CDC is looking at a property in Willits.

**B. Accounting**

Lisa Pope presented her report as written.

**C. Development and Sustainability**

Josh Killion presented his report as written.

**D. Housing**

Lisa Judd presented her report as written. Lisa stated that for the Emergency Housing Vouchers that the Strategic Planning committee is meeting next week and the draft Memoranda of Understanding (MOU) between Mendocino County Homeless Services Continuum of Care (MCHSCoC) and the CDC will be reviewed, if it is approved then the MCHSCoC Co-Chair, Dan McIntire has been granted permission by the MCHSCoC to sign the MOU on its behalf.

**6. Board Correspondence**

None

**7. Media/Information**

None

**8. Unfinished Business**

None

## 9. New Business

**The Board opened the Public Hearing for the Agency Annual PHA Plan at 1:52 P.M.**

No members of the public were present.

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

**The Board closed the Public Hearing at 1:53 P.M.**

**A. TIMED ITEM 1:40 PM, Public Hearing, Discussion and Possible Adoption of Resolution #2040-21 Approving PHA Certifications of Compliance with Annual Plans and Related Regulation: Board Resolution to Accompany the Annual PHA Plan**

Motion by Commissioner Mirata and Seconded by Commissioner Langslet Approving PHA Certifications of Compliance with Annual Plans and Related Regulation: Board Resolution to Accompany the Annual PHA Plan.

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

**B. Discussion and Possible Action Regarding Resolution #2041-21 Approving Changes in Lease for Owned and Managed Properties**

Motion by Commissioner Mirata and Seconded by Commissioner Langslet Approving Changes in Lease for Owned and Managed Properties

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

**C. Discussion and Possible Action Regarding Resolution #2042-21 Approving Modification of:**

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

**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 Willoughby and Seconded by Commissioner Langslet Approving Modification of the Following Chapters to the Housing Choice Voucher Administrative Plan, which is a Supporting Document to the Public Housing Annual Plan

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

**D. Discussion and Possible Action Regarding Resolution #2043-21 Adopting the Salary Schedule Effective July 8, 2021**

Motion by Commissioner Langslet and Seconded by Commissioner Mirata to adopt the Salary Schedule Effective July 8, 2021

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

**Commissioner Brigham made a motion to close the CDC Board meeting at 2:03 p.m. and to open the BBN Board meeting at 2:04 P.M.**

**CDC Board Meeting reopened at 2:18 p.m. to go directly into closed session.**

**Board went into closed session at 2:20 P.M.**

**Board came out of closed session at 2:25 P.M.**

**Report out of closed session:**

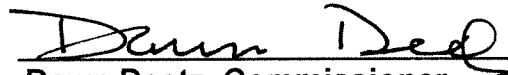
**E. Discussion and Action Regarding Executive Director Yearly Evaluation (Closed Session) - Government Code 54957**

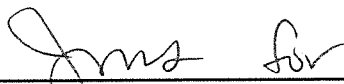
No action. Continue to next meeting.

**10. Public Expression**

None

**11. Adjournment 2:32 P.M.**

  
Dawn Deetz, Commissioner

ATTEST:   
Todd Crabtree, Executive Director