Community Development Commission of Mendocino County

Regularly Scheduled Meeting Thursday, September 17, 2026
At 1:30 P.M.

Commissioner Deetz called the meeting to order at 1:40 p.m., September 17, 2026, 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
   Marco Alvarez
   Dawn Deetz
   Curtis Dightman
   Gary Mirata
   Richard Willoughby

   Commissioner Members Absent
   None

   Others Present
   Juliana Sanchez – Via Zoom
   Grace Peeler – Via Zoom

   CDC Employees
   Todd Crabtree – Executive Director
   Teresa DeSimone – Deputy Director
   Josh Killion – Housing Assets Manager
   Wendy McIntire – Controller
   Joelle Strain – Public Service Representative

   Members of the Public
   None

2. **Approval of July 9, 2026, Minutes**

   Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to Approve the July 9, 2026 Minutes.

   Ayes: Commission Alvarez, Commissioner Deetz, Commissioner Dightman, 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 September 10, 2026.

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
Presented as written. CDC held its Strategic Planning event on August 20, 2026. The event was a half-day session and was a productive and positive experience.

B. Accounting
Presented as written

C. Housing Assets
Presented as written. CDC has implemented a new software program to assist with developing independent cost estimates for projects.

D. Housing Program
Presented as written. CDC has completed the transition of Emergency Housing Vouchers except for 6 remaining because we want to expend all that money and then transition them over to Housing Choice Voucher.
CDC is in the process of hiring a Waitlist and Eligibility Specialist position, which has been vacant for approximately two years. The new specialist is expected to begin at the beginning of October. Filling this position will allow the CDC to resume selecting applicants from the waiting list and processing eligibility determinations.
With Permanent Supportive Housing. The FY 2026 CoC Notice of Funding Opportunity (NOFO) was vacated by a federal court on August 7, 2026, and HUD is currently unable to accept applications under the competition. The previously established August 26, 2026 deadline is no longer in effect. CDC will continue to monitor HUD guidance and updates regarding the next steps in the FY 2026 funding process. CDC is applying for full funding but cannot yet confirm the amount that will ultimately be awarded. Under Tier One, CDC anticipates receiving approximately 60% of requested funding, with the potential for additional funding if resources remain after priority projects are funded. If funding is reduced to 60%, CDC anticipates transitioning approximately 25 households to the HCV program, which staff believe can be accommodated.

6. **Announcements**
   None

7. **Board Correspondence**
   None

8. **Media/Information**
   None

9. **Unfinished Business**

   A. **Discussion and Possible Action Regarding Executive Director Yearly Evaluation (Closed Session) – Government Code 54957**
   Motion by Commissioner Alvarez and Seconded by Commissioner Mirata to table this Agenda for the end of the meeting.

   Ayes: Commissioner Alvarez, Commissioner Deetz, Commissioner Dightman, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

10. **New Business**

   A. **Discussion and Possible Action Regarding Resolution #2130-26 Approving the Budget for Fiscal Year 2026/2027**

   Motion by Commissioner Willoughby and Seconded by Commissioner Alvarez Approving the Budget for Fiscal Year 2026/2027

   Ayes: Commissioner Alvarez, Commissioner Deetz, Commissioner Dightman, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

   B. **Discussion and Possible Action Regarding Adoption of Resolution #2131-26 Approving Changes to the Personnel Policy**

   Motion by Commissioner Mirata and Seconded by Commissioner Willoughby Approving Changes to the Personnel Policy

   Ayes: Commissioner Alvarez, Commissioner Deetz, Commissioner Dightman, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

   C. **Discussion and Possible Action Regarding Resolution #2132-26 Adopting Updated Utility Allowance Schedules for use in CDC's Rental Assistance Programs with an Effective Date of January 1, 2027.**

   Motion by Commissioner Alvarez and Seconded by Commissioner Dightman Adopting Updated Utility Allowance Schedules for use in CDC's Rental Assistance Programs with an Effective Date of January 1, 2027.

Ayes: Commissioner Alvarez, Commissioner Deetz, Commissioner Dightman, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

D. Discussion and Possible Action Regarding Resolution #2133-26 Approving the Salary Schedule Effective September 27, 2026

Motion by Commissioner Alvarez and Seconded by Commissioner Dightman Approving the Salary Schedule Effective September 27, 2026

Ayes: Commissioner Alvarez, Commissioner Deetz, Commissioner Dightman, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

E. Discussion and Possible Action Regarding Resolution #2134-26 Authorizing CDC to enter into a Loan with BBN

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata Authorizing CDC to enter into a Loan with BBN

Ayes: Commissioner Alvarez, Commissioner Deetz, Commissioner Dightman, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: None.

Commissioner Willoughby made a motion to close the CDC Board meeting at 2:11 p.m. and open the BBN Board Meeting. Motion seconded by Commissioner Alvarez.

CDC Board Meeting re-opened at 2:15 p.m.

The Board entered Closed Session at 2:15 p.m.:

Discussion and Possible Action Regarding Executive Director yearly evaluation (Closed Session) – Government Code 54957
The yearly evaluation of the Executive Director is complete. The Board of Commissioners said that the Executive Director was outstanding or exceeded expectations in all categories.

The Board came out of closed session at 2:38 p.m.

Commissioner Mirata made a motion to close the CDC Board meeting at 2:39 p.m. Motion seconded by Commissioner Dightman.

11. Public Expression
None

12. Adjournment 2:39 p.m.

Dawn Deetz
Dawn Deetz, Commissioner

ATTEST:
Todd Crabtree, Executive Director