

**Community Development Commission of Mendocino County**  
**Regularly Scheduled Meeting Thursday, September 19, 2024**  
**At 1:30 P.M.**

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**Commissioner Langslet called the meeting to order at 1:34 P.M., September 19, 2024 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**

Dawn Deetz  
Curtis Dightman  
Lesli Langslet  
Gary Mirata

**Commissioner Members Absent**

Richard Willoughby

**Others Present**

John Cropper

**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 11, 2024 Minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Deetz to Approve the July 11, 2024 Minutes.

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

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted September 12, 2024.

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

##### **A. Orientation/Welcome Committee**

None

##### **B. Executive Committee**

None

##### **C. Budget/Audit Committee**

The Audit Committee met today at 12:51 p.m. to go over the Audit which was presented by John Cropper of Cropper Rowe, LLP. The Board was extremely happy with the report.

##### **D. Development and Loan Committee**

None

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

##### **A. Administration**

Presented as written. Todd asked our legal counsel 6 weeks ago about increasing the commissioner rate for the Board members. If they would like to it will be an action in the next Board meeting.

##### **B. Accounting**

Presented as written. Accountant Confidential position has been filled. She will start on September 30, 2024 pending background check.

##### **C. Housing Assets**

Presented as written.

##### **D. Housing**

Presented as written. HUD has semi confirmed that HOTMA will be delayed. Housing Programs are doing really well. The Tenant Based Voucher Waitlist opened on September 9, 2024. Since then CDC has received close to 800 applications. We expect to get up to 1,000. The waitlist will close on October 2, 2024 at 5:00 p.m.

#### **6. Announcements**

None

#### **7. Board Correspondence**

None

#### **8. Media/Information**

None

#### **9. Unfinished Business**

None

## 10. New Business

### **A. Discussion and Possible Action Regarding Resolution #2100-24 Approving the Commission Audit for the 2022-2023 Fiscal Year**

Motion by Commissioner Mirata and Seconded by Commissioner Deetz  
Approving the Commission Audit for the 2022-2023 Fiscal Year.

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

### **B. Discussion and Possible Action Regarding Resolution #2101-24 Approving the Budget for Fiscal Year 2024/2025**

Motion by Commissioner Deetz and Seconded by Commissioner Mirata  
Approving the Budget for Fiscal Year 2024/2025.

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

### **C. Discussion and Possible Action Regarding Resolution #2102-24 Approving the Salary Schedule Effective September 29, 2024**

Motion by Commissioner Mirata and Seconded by Commissioner Deetz  
Approving the Salary Schedule Effective September 29, 2024.

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

### **D. Discussion and Possible Action Regarding Resolution #2103-24 Adopting Updated Utility Allowance Schedules for use in CDC's Rental Assistance Programs with an Effective Date of January 1, 2025.**

Motion by Commissioner Deetz and Seconded by Commissioner Mirata  
Adopting Updated Utility Allowance Schedules for use in CDC's Rental  
Assistance Programs with an Effective Date of January 1, 2025.

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

### **E. Discussion and Possible Action Regarding Resolution #2104-24 Adopting the Updated Payment Standard Schedule and adopting How the CDC will Establish the Payment Standard Schedule for use in CDC's Voucher Rental Assistance Programs with an Effective Date of January 1, 2025**

Motion by Commissioner Dightman and Seconded by Commissioner Mirata for Adopting the Updated Payment Standard Schedule and adopting How the CDC will Establish the Payment Standard Schedule for use in CDC's Voucher Rental Assistance Programs with an Effective Date of January 1, 2025

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

**F. Discussion and Possible Action Regarding Resolution #2105-24 Adopting a Debt Collection Referral Policy**

Motion by Commissioner Deetz and Seconded by Commissioner Mirata Adopting a Debt Collection Referral Policy


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

**G. Discussion of CalPERS Unfunded Accrued Liabilities and Funding Options**

**Commissioner Mirata made a motion to close the CDC Board meeting. Motion seconded by Commissioner Deetz.**

**11. Public Expression**  
None

**12. Adjournment 2:45 P.M.**

  
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Leslie Langslet, Chairperson

**ATTEST:**   
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Todd Crabtree, Executive Director