

**Community Development Commission of Mendocino County**  
**Regularly Scheduled Meeting Thursday, May 15, 2025**  
**At 1:00 P.M.**

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Commissioner Langslet called the meeting to order at 12:56 P.M., May 15, 2025 in the Redwood Room at Adventist Health, 700 River Drive, Fort Bragg, CA 95437.

**1. Roll Call**

The recording secretary took roll call and determined there was quorum present.

**Commissioner Members Present**

Curtis Dightman  
Lesli Langslet  
Gary Mirata  
Richard Willoughby

**Commissioner Members Absent**

Dawn Deetz

**Others Present**

None

**CDC Employees**

Todd Crabtree – Executive Director  
Teresa DeSimone – Deputy Director  
Josh Killion – Housing Assets Manager  
Wendy McIntire-Controller  
Joelle Strain – Public Service Representative  
Shanna Drake – Senior Housing Specialist

**CDC Employees Absent**

None

**Members of the Public**

None

**2. Approval of February 20, 2025 Minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Dightman to Approve the February 20, 2025 Minutes.

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

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted May 8, 2025.

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

None

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

##### A. Administration

Presented as written. Mr. Crabtree's outreach to the County Supervisor regarding the nomination of Marco Alvarez for the program participant seat on the CDC Board of Commissioners, he has yet to receive a response.

We were notified the Director of the HUD office in San Francisco retired and there is an Interim Manager. Also, we will have a new HUD rep in the San Francisco office.

##### B. Accounting

Presented as written with the exception that the auditors were originally scheduled to arrive the week of May 12, 2025, they have rescheduled and will now be coming the week of May 19, 2025.

Effective July 2025, CDC will be transitioning from Rippling to Paylocity as our new payroll system. This change is part of our ongoing efforts to streamline payroll processing and enhance user experience. More details, including training resources and login instructions, will be provided in the coming weeks to ensure a smooth transition.

##### C. Housing Assets

Presented as written. CDC finished the fence at Glass Beach yesterday

##### D. Housing Program

Presented as written. On March 17, 2025, President Trump signed the *Full-Year Continuing Appropriations and Extensions Act, 2025*, which extends federal funding through the end of September 2025.

Important update regarding our Emergency Housing Voucher (EHV) program. As of now, we have 67 households housed under this program. Based on our current funding levels, we project that we can continue making housing assistance payments through December 2026.

Please note that there will be no additional funding for the EHV program beyond that point. In preparation for this, we have developed a transition strategy with the goal of moving all EHV households into our Housing Choice Voucher (HCV) program, subject to eligibility and availability.

There was a recent federal policy shift affecting the Permanent Supportive Housing (PSH) program. Previously, while immigration status was listed in our eligibility criteria, it was not enforced as part of our verification process when enrolling individuals into the PSH program.

Due to updated federal guidance, immigration status must now be verified as part of the eligibility determination for all new PSH applicants. This change is effective immediately and is required for compliance with federal funding regulations.

With our Mainstream Voucher Program, we are currently projecting a program shortfall of approximately \$350,000 by the end of the calendar year. HUD has notified us that CDC has been referred to its Shortfall Prevention Team. Once engaged, we anticipate submitting a formal request for shortfall funding to cover the projected over expenditures for 2025.

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

None

**10. New Business**

None

**A. Discussion and Possible Action Regarding Adoption of Resolution #2112-25 Approving Changes to the Personnel Policy**

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

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

**B. Discussion and Possible Action Regarding Resolution 2113-25 Approving Revision of the CDC Procurement Policy**

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata Approving Revision of the CDC Procurement Policy

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

**C. Discussion and Possible Action Regarding Resolution #2114-25 modification of:**

**Chapter XXI. Project Based Vouchers**

**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 Dightman Approving modification of Chapter XXI. Project Based Vouchers

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

**Commissioner Mirata made a motion to go into closed session at 1:30 p.m. Motion Seconded by Commissioner Willoughby.**

**Report out of closed session:**

**D. Discussion and Possible Action Regarding Executive Director yearly evaluation (Closed Session) – Government Code 54957**

The Board has begun the process of its annual evaluation of the Executive Director.

**Board came out of closed session at 1:38 p.m.**

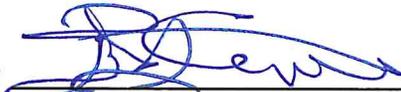
**Commissioner Mirata made a motion to close the CDC Board meeting Motion Seconded by Commissioner Dightman.**

**11. Public Expression**  
None

**12. Adjournment 1:39 p.m.**

  
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Lesli Langslet, Chairperson

**ATTEST:**

  
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Todd Crabtree, Executive Director