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**COMMUNITY DEVELOPMENT COMMISSION OF  
MENDOCINO COUNTY**

**Re-scheduled Regular Meeting  
Agenda**

**For September 22, 2022 at 1:30 p.m.\***

**\*The Board meeting was scheduled for  
September 15, 2022. Due to a projected lack of  
quorum, the regular meeting has been re-  
scheduled.**

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CDC Conference Room  
1076 N State St.  
Ukiah, CA 95482

1. **Roll Call**
2. **Approval of July 7, 2022 CDC Minutes** (Attached) - Pages 5-8
3. **Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on September 13, 2022.
4. **Committee Reports** (Standing Committees)
  - A. Orientation/Welcome Committee
  - B. Executive Committee
  - C. Budget/Audit Committee
  - D. Development and Loan Committee
5. **Executive Director Report and Department Reports**
  - A. **Administration - 10 Minutes** (Attached) - Pages 9-10
    1. Executive Director's Report
  - B. **Accounting - 10 Minutes** (Attached) - Pages 11-27
    1. Controller's Report
    2. Summary of Revenues and Expenses Summary Comments
    3. CDC and BBN Combined Summary of Revenues and Expenses Report
    4. HCV HAP Tracking Report
    5. HCV Admin Tracking Report
    6. HCV and MS CARES Admin Report
    7. Mainstream HAP Tracking Report

8. Mainstream Admin Tracking Report
9. EHV HAP Tracking Report
10. EHV Admin, Placement and Service Fee Tracking Report
11. Permanent Supportive Housing Utilization Report
12. Coordinated Entry Report
13. BBN and Business Activities Revenues and Expenses Report
14. State/Local Combined Summary Revenues and Expenses Report

**C. Housing Assets - 10 Minutes (Attached) - Pages 28-30**

1. Housing Assets Department Report
2. Work Order Analysis by Completion Month Report

**D. Housing Programs - None**

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

None

**10. New Business - 15 Minutes**

**A. Discussion and Possible Action Regarding Resolution #2066-22 Approving Modification of:**

**CHAPTER VI BRIEFING OF FAMILIES AND ISSUANCE OF VOUCHERS, AND**

**CHAPTER XVI PORTABILITY, AND**

**CHAPTER XXIX EMERGENCY HOUSING VOUCHERS, AND**

**CHAPTER XII ANNUAL AND INTERIM RECERTIFICATIONS, AND**

**CHAPTER XXVII MAINSTREAM VOUCHER PROGRAM, AND**

**CHAPTER VII HOUSING QUALITY STANDARDS**

**to the Housing Choice Voucher Administrative Plan, which is a supporting document to the Public Housing Annual Plan. - Pages 31-47**

**B. Discussion and Possible Action Regarding Resolution #2067-22 Modification of:**

**CHAPTER III OCCUPANCY STANDARDS, SECURING A UNIT, AND THE REQUEST FOR TENANCY APPROVAL (RFTA)**

## **CHAPTER VI RENT CALCULATIONS, LEASING PROCESS, AND SECURITY DEPOSITS**

**to the Permanent Supportive Housing Program Policies and Procedures Manual. - Pages 48-53**

- C. Discussion and Possible Action Regarding Resolution #2068-22 Approving Updated Utility Allowance Schedules for use in CDC's Rental Assistance Programs with an Effective Date of 12/01/2022. - Pages 54-61**
- D. Discussion and Possible Action Regarding Resolution #2069-22 Approving the Salary Schedule Effective September 15, 2022 - Pages 62-64**

### **11. Public Expression**

### **12. Adjournment**

## **PUBLIC EXPRESSION**

The Commission welcomes participation in the meeting. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Commission which are not on the posted agenda and items which have not already been considered by the Commission. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject. No action will be taken. Individuals wishing to address the Commission under Public Expression are welcome to do so throughout the meeting day. To best facilitate these items, please notify either the Chair of the Board, or a Commissioner.

## **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Commission complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Office Representative I by calling (707) 463-5462 x 121 at least five business days prior to the meeting.


## **ADDITIONS TO AGENDA**

The Brown Act identifies the following three situations in which a body is permitted to take action on a matter not on the posted agenda:

- (1) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines that the matter in question constitutes an emergency pursuant to Section 54956.5.
- (2) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines (by 2/3 of the total body, or by unanimous vote if less than 2/3 present) that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. However, the need for immediate action must have come to the attention of the body after the agenda had already been posted. This determination must be made by two-thirds of the total body or by

unanimous vote if less than 2/3 are present.

3) Pursuant to Section 54954.2(b)(3) when an item has been posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting which is held within five days of the meeting for which the item was properly posted. Under these circumstances, the item need not be posted for the subsequent meeting.

 Persons requiring a reasonable accommodation due to a disability may request such an accommodation at any time during this process.

