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**COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY**  
**Scheduled Meeting Agenda**  
**for Thursday, December 19, 2019 at 1:30 p.m.**

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**Baechtel Creek Village Community Room  
61 Alder Court  
Willits, CA 95890**

\*\*CDC Staff and Board Members will meet at 12:00 for lunch

1. **Roll Call**
2. **Approval of November 7, 2019 minutes** (Attached) - Pages 4-7
3. **Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on December 12, 2019.
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) - Page 8
    1. Executive Director's Report
  - B. **Accounting** - *10 Minutes* (Attached) - Pages 9-20
    1. Controller's Report
    2. 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. Mainstream HAP Tracking Report
    7. Mainstream Admin Tracking Report
    8. Permanent Supportive Housing Utilization Report
    9. Coordinated Entry Report
    10. BBN and PMF Revenues and Expenses Report
    11. State/Local Combined Summary Report

- C. **Development and Sustainability** - *10 Minutes* (Attached) - Pages 21-24
  - 1. Development & Sustainability Department Report
  - 2. Work Orders by Completion Report
  
- D. **Housing** - *15 Minutes* (Attached) - Pages 25-30
  - 1. Housing Manager's Report
  - 2. Housing Quality Standards Report
  - 3. Occupancy Move in/Move out Report
  - 4. TAR Report
  
- 6. **Announcements**  
None
  
- 7. **Board Correspondence**  
None
  
- 8. **Media/Information**  
None
  
- 9. **Unfinished Business**  
None
  
- 10. **Board Comments to Staff**
  
- 11. **New Business** -*15 Minutes*
  - A. Discussion and Possible Action Regarding Resolution 2021-19 Approving the Budget for Fiscal Year 2019/2020 - Pages 31-37
  
  - B. Discussion and Possible Action Regarding Resolution 2022-19 Modification of the Following Chapters to the Housing Choice Voucher Administrative plan, which is a Supporting Document to the Public Housing Annual Plan:
    - II Completion of Application, Preferences, Determination of Eligibility, and Selection of Families
  
    - XXVII 2017 Mainstream Voucher Program - Pages 38-82
  
  - C. Discussion and Possible Action Regarding Resolution 2023-19 Approving the Selection of a Section 8 Housing Choice Voucher Project Based Voucher Proposal for Orr Creek Commons - Pages 83-84
  
  - D. Discussion and Possible Action Regarding Adoption of Board Meeting and Holiday Schedule for 2020 – Pages 85-86
  
  - E. Discussion and Possible Action Regarding Election of Officers for 2020 – Page 87

## 12. Public Expression

## 13. 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 an accommodation due to a disability may request such an accommodation at any time during this process.



