

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, November 2, 2023
At 1:30 P.M.

Commissioner Willoughby called the meeting to order at 1:35 P.M., November 2, 2023 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
Lesli Langslet
Gary Mirata
Richard Willoughby

Commissioner Members Absent

Kathy Brigham

Others Present

None

CDC Employees

Todd Crabtree – Executive Director
Teresa DeSimone – Deputy Director
Josh Killion – Asset and Development Coordinator
Wendy McIntire – Controller
Joelle Strain – Office Representative I

Members of the Public

None

2. Approval of September 14, 2023 Minutes

Motion by Commissioner Mirata and Seconded by Commissioner Langslet to Approve the September 14, 2023 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted October 26, 2023.

4. Committee Reports (Standing Committees)

A. Orientation/Welcome Committee
None

B. Executive Committee
None

C. Budget/Audit Committee
The Budget/Audit Committee met on October 18, 2023 at 2:00 p.m. They reviewed the Audit RFP's proposals and have made a recommendation. The Recommendation is part of the Audit RFP action item for consideration.

D. Development and Loan Committee
None

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written. Todd met with the Economic Development Department from the County today. They talked about auditing and economic development. CDC has a new employee starting on November 27. She will be our Assistant Property Specialist.

B. Accounting

Wendy McIntire presented her report as written. Wendy recently changed the budget spreadsheets and she is very happy that the Board likes them. She also has implemented the new check process and it going very well. Four audit services RFPs were received and the committee felt that the best candidate was Cropper Rowe LLC.

C. Housing Assets

Josh Killion presented his report as written. CDC staff will have a safety training with the red cross on basic life support, cardiopulmonary resuscitation, automated external defibrillator and the administration of naloxone on January 25, 2024 at the Baechtel Creek Village property. CDC Signed a contract on the Tanya Lane siding. Work will begin on November 6, 2023. Trying to make Tanya Lane look like a bright spot in the neighborhood by painting it and removing abandoned vehicles.

D. Housing

Teresa DeSimone presented her report as written. Everything is looking really good for Housing Programs.

As of 10/1/2023, we have two FUP vouchers available. Waitlist and Eligibility has 6 FUP households searching for a unit.

As of 9/30/2023 CDC, can no longer issue EHV's. We still have 4 EHV households who have already been issued and are searching for a unit, hopefully they find housing as this will increase our EHV numbers. I

anticipate we will start to see the EHV utilization reduce as attrition takes effect. Our intention is to make every effort to maintain EHV households, however if they choose to relinquish their voucher or are not complying with program requirements CDC will move to terminate the rental assistance. CDC recently started pulling applicants for the Permanent Supportive Housing Program on a consistent basis, so our numbers should start to increase in the coming months. CDC's target is to reach 136 households housed and maintain that number. Our focus moving forward will be to fully utilize this program.

CDC has started to re-focus our efforts on Mainstream utilization and you should see these numbers increasing. CDC has 52 mainstream vouchers available to utilize.

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 #2092-23 Authorizing the Executive Director to Electronically Submit the Section Eight Management Assessment Program (SEMAP) Certification for FYE 09/30/2023.

Motion by Commissioner Langslet and Seconded by Commissioner Mirata Approving the Commission Audit for the 2021-2022 Fiscal Year.

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

B. Discussion and Possible Action Regarding Adoption of Resolution #2093-23 Approving Contract Bid for Audit Services.

Motion by Commissioner Langslet and Seconded by Commissioner Mirata Approving the Budget for Fiscal Year 2023/2024.

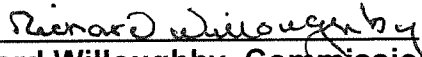
Ayes: Commissioner Deetz, Commissioner Langslet, Commissioner Mirata and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

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

11. Public Expression

None

12. Adjournment 2:16 P.M.



Richard Willoughby, Commissioner

ATTEST:



Todd Crabtree, Executive Director