

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, February 17, 2022
At 1:30 P.M.

Commissioner Willoughby called the meeting to order at 1:32 P.M., February 17, 2022 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
Kathy Brigham – Via Zoom Video Conferencing
Lesli Langslet – Via Zoom Video Conferencing
Gary Mirata
Richard Willoughby

Commissioner Members Absent

None

Others Present

None

CDC Employees

Todd Crabtree – Executive Director
Lisa Judd – Housing Manager
Josh Killion – Asset and Development Coordinator – Via Zoom Conferencing
Lisa Pope – Controller
Joelle Strain – Office Representative I
Gwen Alvarado – Accountant – Via Zoom Conferencing

CDC Employees Absent

None

Members of the Public

Greg Damron – Via Zoom Conferencing

2. Approval of January 13, 2022 Minutes

Motion by Commissioner Deetz and Seconded by Commissioner Mirata to Approve the January 13, 2022 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted February 10, 2022.

4. Committee Reports (Standing Committees)

None

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written. CDC is working on a drafting an Injury and Prevention policy.

Todd is focusing on getting tenant commissioners. He may have one interested at Baechtel Creek Village. There are going to be tenant meetings at Walnut Apartments that he plans on attending and hopes to find someone who might be interested in filling the Coastal tenant commissioner vacancy.

Todd mentioned that CDC's insurance company can provide the Board members with The Brown Act training.

B. Accounting

Lisa Pope presented her report as written.

C. Development and Sustainability

Josh Killion presented his report as written. CDC installed dashcams in all of the CDC vehicles on February 15, 2022. This gives CDC the opportunity to see where everyone is and that they make it back to the office safely.

The Website should be up and running by April 1, 2022.

D. Housing

Lisa Judd presented her report as written. Today is the last day the Housing Choice Voucher Waitlist will be open. So far, we have 523 applications.

The Housing Program Specialists II have been working on the initial eligibility for the Plateau Waitlist as well.

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 #2050-22
Approving the Salary Schedule Effective February 20, 2022**

Motion by Commissioner Deetz and Seconded by Commissioner Mirata
Approving the the Salary Schedule Effective February 20, 2022

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

**B. Discussion and Possible Action Regarding Resolution #2051-22
Modification of:**

CHAPTER XXI PROJECT BASED VOUCHERS (PBV), AND

XXIX Emergency Housing Vouchers (EHV)

Motion by Commissioner Mirata and Seconded by Commissioner Deetz
Approving Modification of Chapter XXI Project Based Vouchers (PBV) and
Chapter XXIX Emergency Housing Vouchers (EHV) To the Housing Choice
Voucher Administrative Plan, which is a Supporting Document to the Public
Housing Annual Plan

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

**C. Discussion and Possible Action Regarding Resolution #2052-22
Approving Modification to Chapter VI of the Permanent Supportive
Housing Program Administrative Plan**

Motion by Commissioner Langslet and Seconded by Commissioner Brigham
Approving Modification to Chapter VI of the Permanent Supportive Housing
Program Administrative Plan

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

**D. Discussion and Possible Action Regarding Adoption of Resolution
#2053-22 Approving Changes to the Personnel Policy**

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

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

E. Discussion and Possible Action Regarding Committee Assignments and Composition

Budget/Audit Committee – Commissioner Willoughby and Commissioner Brigham

Executive Committee – Commissioner Langslet and Commissioner Willoughby

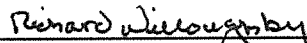
Development and Loan Committee – Commissioner Deetz

Orientation/Welcome Committee – Commissioner Mirata

11. Public Expression

None

12. Adjournment 2:20 p.m.



Richard Willoughby, Chairperson

ATTEST



Todd Crabtree, Executive Director