

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, May 19, 2022
At 1:30 P.M.

Commissioner Willoughby called the meeting to order at 1:41 P.M., May 19, 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 at 2:00 p.m.

Lesli Langslet

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

Lisa Pope – Controller

Joelle Strain – Office Representative I

CDC Employees Absent

None

Members of the Public

Mary Bunn

2. Approval of April 21, 2022 Minutes

Motion by Commissioner Mirata and Seconded by Commissioner Deetz to Approve the April 21, 2022 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted May 12, 2022.

4. Committee Reports (Standing Committees)

None

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree Presented as written. The website was live as of Tuesday night, however there are still some work to be done on it.

B. Accounting

Lisa Pope presented her report as written.

C. Development and Sustainability

Josh Killion presented his report as written. We have completed the camera installation at Baechtel Creek Village.

Our next big project is the siding at Sea Cliff. It should be completed by the end of August.

D. Housing

Lisa Judd presented her report as written. CDC has hired a Housing Program Specialist she started work with us this week. We posted the Assistant Property Specialist Position internally.

Todd and Lisa Judd met with HUD. CDC was identified as having high leasing potential. HUD discussed the possibility of an offset of \$500,000 unless there is a higher utilization of vouchers. We are using several strategies to increase our voucher count including higher occupancy/subsidy standards and the Lease in Place preference.

CDC is planning on opening the Housing Choice Voucher Waitlist in June.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. New Business

A. Discussion and Possible Action Regarding Adoption of Resolution #2057-22 Approving Updated Injury and Illness Prevention Plan Policy of the Community Development Commission of Mendocino County

Motion by Commissioner Deetz and Seconded by Commissioner Langslet Approving Updated Injury and Illness Prevention Plan Policy of the Community Development Commission of Mendocino County

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 #2058-22 Approving Modification of:

CHAPTER III COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY AND SELECTION OF FAMILIES, AND

CHAPTER VI BRIEFING OF FAMILIES AND ISSUANCE OF HOUSING VOUCHERS

To the Housing Choice Voucher Administrative Plan, which is a Supporting Document to the Public Housing Annual Plan

Motion by Commissioner Deetz and Seconded by Commissioner Marata Approving Modification of: Chapter III Completion of Application, Preferences, Determination of Eligibility and Selection of Families, and Chapter VI Briefing of Families and Issuance of Housing Vouchers 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 #2059-22 Approving Modification to the Occupancy Standards to Chapter III of the Permanent Supportive Housing Program Administrative Plan

Motion by Commissioner Lanslet and Seconded by Commissioner Deetz Approving Modification to the Occupancy Standards to Chapter III 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 Resolution #2060-22
Approving Modification to Update the Community Development
Commission Owned and Managed Admissions and Continued
Occupancy Policy, Section 8 Occupancy Standards**

Motion by Commissioner Marata and Seconded by Commissioner Deetz
Approving Modification to Update the Community Development Commission
Owned and Managed Admissions and Continued Occupancy Policy, Section
8 Occupancy Standards

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

**E. Discussion and Possible Action Regarding Resolution #2061-22
Approving the Salary Schedule Effective May 18, 2022**

Motion by Commissioner Deetz and Seconded by Commissioner Langslet
Approving the Salary Schedule Effective May 18, 2022

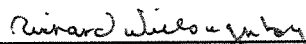
Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner
Langslet, Commissioner Mirata and Commissioner Willoughby. Noes: None.
Abstained: None. Absent: None.

**Commissioner Deetz made a motion and Seconded by Commissioner Mirata to
close the CDC Board meeting.**

11. Public Expression

None

12. Adjournment 2:16 p.m.



Richard Willoughby, Chairperson

ATTEST: 

Todd Crabtree, Executive Director