

Community Development Commission of Mendocino County

**Rescheduled From April 18, 2019 to
Thursday, April 25, 2019 at 1:30 P.M.**

Chair person Jeff Warner called the meeting to order at 1:32 P.M., April 25, 2019. The meeting was held at the Fort Bragg Police Community Room at 250 Cypress Street, Fort Bragg, CA 95437.

1. Roll Call

The recording secretary took roll call and determined there was quorum present.

Commissioner Members Present

Kathy Brigham – In at 1:38 P.M.

Dawn Deetz – In at 1:38 P.M.

Gary Mirata

Jeff Warner

Richard Willoughby

Commissioner Members Absent

None

Others Present

None

CDC Employees

Heather Blough - Housing Manager

Todd Crabtree - Executive Director

Michelle Fox - Leasing and Property Specialist

Josh Killion - Sustainability and Energy Efficiency Specialist

Lisa Pope - Controller

Joelle Strain - Office Representative I

Members of the Public

Danny Fred, DFA Development LLC

2. Approval of February 21, 2019 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to approve the February 21, 2019 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted April 18, 2019.

4. Committee Reports

None

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written. Todd consulted with legal counsel regarding requirements for a resident Commissioner. He inquired if any tenants from the new properties that CDC just acquired would be eligible to be a resident Commissioner.

CDC will be storing data on the Cloud. The Cloud will be more reliable than having a backup server and you can access it from anywhere. CDC is using a company called TechSoup. They give discounts to non-profit organizations so there is no cost to CDC. CDC is still working on recovery of data from server that crashed.

B. Accounting

Lisa Pope presented her report as written. The auditor, Wallace Rowe, was here last week. He noted that CDC server crashed and data was lost.

C. Development and Sustainability

Josh Killion presented the report as written. Josh received a completed a cost estimate from an architect regarding the sidewalk project at Baechtel Creek Village.

D. Housing

Heather Blough presented her report as written with some updates. The Voucher Management System (VMS) is showing 898 under contract. This is an increase from 825 a year and a half ago. This increase was due to several factors, lease in place preference, landlord incentive and focusing on prevention to help keep people on the program.

The Community Health Improvement projects contacted CDC and wanted to know what they can do to help with the affordable housing situation in terms of landlord accepting vouchers.

A New community aid was selected at Baechtel Creek Village will start 5/1/2019.

CDC received three Project Based Voucher proposals. Heather is still evaluating the applications.

The lease in place preference is no longer applicable, as the Housing Choice Voucher Administrative Plan states that once the vouchers under contract are at 875 or higher for three consecutive months, this preference is no longer available to applicants.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

The Board said great job and Congratulations on VMS numbers.

11. New Business

A. Discussion and Possible Action Regarding on Resolution #2006-19 Adopting Updated Utility Allowance Schedules For Use In All Rental Assistance Programs With An Effective Date Of August 1, 2019

Motion by Commissioner Warner and Seconded by Commissioner Mirata Approving Resolution #2006-19 Approving Updated Utility Allowance Schedules for Use In All Rental Assistance Programs With An Effective Date Of August 1, 2019.

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

Board went into closed session at 2:09 P.M.

B. Discussion and Action Regarding Executive Director Yearly Evaluation (Closed Session) - Government Code 54956

C. Discussion and Possible Action Regarding Real Estate Transaction- (Closed Session) - Government Code 54956

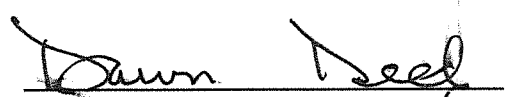
Board came out of closed session at 3:45 P.M.

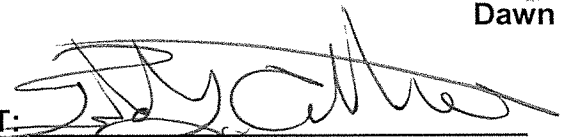
Report out of closed session is that the Board Ad Hoc Property Acquisition Committee of Dawn Deetz and Richard Willoughby will work with the Executive Director to review possibilities.

12. Public Expression

None

13. Adjournment 3:46 P.M.


Dawn Deetz, Chair

ATTEST: 
Todd Crabtree, Executive Director