

**Community Development Commission of Mendocino County**  
**Regularly Scheduled Meeting Thursday, December 21, 2023**  
**At 1:30 P.M.**

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Commissioner Willoughby called the meeting to order at 1:32 P.M., December 21, 2023 at the Baechtel Creek Village Community room, 61 Alder Court, Willits, CA 95490.

**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**

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

**CDC Employees Absent**

Todd Crabtree – Executive Director

**Members of the Public**

None

**2. Approval of November 2, 2023 Minutes**

Motion by Commissioner Deetz and Seconded by Commissioner Mirata to Approve the November 2, 2023 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 December 14, 2023.

**4. Committee Reports (Standing Committees)**

None

**5. Executive Director Report and Department Reports**

**A. Administration**

Todd was not present at this Board Meeting.

**B. Accounting**

Presented as written. The FDS (Financial Data Schedule) report was submitted and approved. When doing the FDS I found that the agency had quite a bit of overdue tenants and some that had credits on their accounts. After getting the FDS submitted I started working with Michelle Alvarez (Leasing & Property Specialist) and Brittany Short (Accountant) on getting letters out to tenants that owe money. We had a great response from the letters sent out and are beginning to get the past due money owed.

**C. Development and Sustainability**

Presented as written. There was a sewage loss due to overgrown roots and trees at 1530 Bush Street we have moved the tenants to our ZITA property while we sanitize the unit. It should take up to two months to get it done. Had an Inspire training last Friday. We will begin our preventative maintenance inspections starting next February or March. Siding repair at Tanya lane is 2/3 done. The front parking lot at the CDC building will be repaved by Valley paving.

**D. Housing Programs**

Presented at written. My vision and goals for 2024 is to improve CDCs public image and develop better public relations, education and communication to our community. One of the feedbacks that we get from people is that our programs are really complicated. In an effort to help them in January we are going to be creating an open hour on line session. Anyone can come. Also, we want to improve relationships with landlords so we are developing a new landlord orientation.

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

None

**9. Unfinished Business**

**A. Discussion and Possible Action Regarding Committee Assignments and Composition.**

## 10. New Business

### A. Discussion and Possible Action Regarding Resolution #2094-23 Approving the Salary Schedule Effective January 7, 2024

Motion by Commissioner Langslet and Seconded by Commissioner Deetz  
Approving the Salary Schedule Effective January 7, 2024.

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

### B. Discussion and Possible Action Regarding Election of Officers for 2024

Motion by Commissioner Mirata and Seconded by Commissioner Langslet  
Regarding Election of Officers for 2024.

**Chairperson** – Commissioner Leslie Langslet  
**Vice Chairperson** – Commissioner Dawn Deetz

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

### C. Discussion and Possible Action Regarding Adoption of Board Meeting and Holiday Schedule for 2024.

Motion by Commissioner Deetz and Seconded by Commissioner Langslet  
Regarding Adoption of Board Meeting and Holiday Schedule for 2024. With  
the exception to change the February meeting to February 22, 2024.

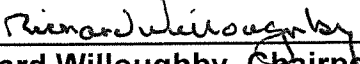
Ayes: Commissioner Deetz, Commissioner Langslet, Commissioner Mirata  
and Commissioner Willoughby. Noes: None. Abstained: None. Absent:  
Commissioner Brigham.

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


## 11. Public Expression

None

## 12. Adjournment 2:25 p.m.

  
Richard Willoughby, Chairperson

ATTEST:

  
Todd Crabtree, Executive Director

