

Community Development Commission of Mendocino County
Regularly Scheduled Meeting Thursday, May 21, 2026
At 1:30 P.M.

Commissioner Willoughby called the meeting to order at 1:34 P.M., May 21, 2026 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

Marco Alvarez
Curtis Dightman
Gary Mirata
Richard Willoughby

Commissioner Members Absent

Dawn Deetz

Others Present

None

CDC Employees

Todd Crabtree – Executive Director
Teresa DeSimone – Deputy Director
Josh Killion – Housing Assets Manager
Wendy McIntire – Controller
Joelle Strain – Public Service Representative
Shanna Drake – Senior Housing Specialist

Members of the Public

Juliana Sanchez – Via Zoom

2. Approval of February 19, 2026 Minutes

Motion by Commissioner Mirata and Seconded by Commissioner Alvarez to Approve the February 21, 2026 Minutes.

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

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted May 14, 2026.

4. Committee Reports (Standing Committees)

A. Orientation/Welcome Committee

None

B. Executive Committee

None

C. Budget/Audit Committee

None

D. Development and Loan Committee

None

5. Executive Director Report and Department Reports

A. Administration

Presented as written.

B. Accounting

Presented as written. Wendy completed coursework to become a Certified Leave Management Specialist, enhancing her expertise in leave administration and compliance.

C. Housing Assets

Presented as written. CDC maintained 100% occupancy across all units, reflecting continued strong utilization and effective property management efforts.

D. Housing Programs

Presented as written. CDC transitioned 30 EHV households to the HCV program effective March 1, 2026, and anticipates transitioning another 20 by September 2026, leaving approximately 7 households to remain on EHV until funding is exhausted.

CDC continues to monitor federal funding developments related to the Permanent Supportive Housing program. HUD has announced CDC's renewal award for the PSH program for the period of July 1, 2026 through June 30, 2027, in the amount of \$2,366,301. This represents an increase of \$153,496 from the prior funding period.

HUD is expected to release the next Notice of Funding Opportunity by early June 2026, which will provide additional information regarding anticipated funding levels for the 2027–2028 program year.

In 2025, CDC's Mainstream Voucher Program was in a shortfall position, and HUD awarded CDC set-aside funding to cover the projected shortfall amount. That set-aside funding is included in CDC's total budget authority for the following year (2026).

For 2026, CDC's current spending projections indicate that, if no additional Mainstream vouchers are issued, the program may end the year with approximately 16.1% of its total budget authority unspent. This represents a

significant amount of funding that would not be utilized for rental assistance in the community and could place CDC in an offset position, meaning HUD may recapture or reduce future funding. Although HUD is aware of CDC's current spending projections, HUD has advised that CDC may not issue additional Mainstream vouchers at this time. After extensive communication with HUD, staff were informed that any housing authority that was in a shortfall position in 2025 continues to be treated by HUD as being in shortfall until HUD formally determines otherwise. As a result, CDC remains restricted from issuing additional Mainstream vouchers in 2026 until HUD determines that CDC is no longer in a shortfall status.

Over the past couple of years, our Housing Programs Specialists in collaboration with the Fiscal Department have worked together on Fraud Recovery, and the results have been nothing short of phenomenal. Through diligent work identifying unreported income, ensuring both participants and landlords repay overpaid HAP, and consistently sending demand letters, this team has dramatically improved our fraud recovery efforts.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

A. Discussion and Possible Action Regarding Executive Director Yearly Evaluation (Closed Session) – Government Code 54957.

10. New Business

A. Discussion and Possible Action Regarding Resolution #2124-26 modification of:

**Chapter III. Completion of Application, Preferences,
Determination of Eligibility, and Selection of Families,**

Chapter VII. Housing Quality Standards and Inspections,

Chapter IX. Payment Standards

Chapter XIII. Veterans Affairs Supportive Housing Program

Chapter XXIII. Informal Hearings and Reviews

**to the Housing Choice Voucher Administrative Plan, which is a
supporting document to the Public Housing Annual Plan.**

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

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

B. Discussion and Possible Action Regarding Resolution #2125-26 Approving Revision of the CDC Procurement Policy

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

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

C. Discussion and Possible Action Regarding Adoption of Resolution #2126-26 Approving Changes to the Personnel Policy

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

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

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

11. Public Expression

None

12. Adjournment 2:10 P.M.


Dawn Deetz, Chair

ATTEST: 
Todd Crabtree, Executive Director