

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
& HOUSING AUTHORITY**

HELD IN QUINCY ON JANUARY 21, 2025

ROLL CALL

The meeting is called to order at 9:00 AM. Chairperson Goss, Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Tom McGowan, and Commissioner Mimi Hall were present.

Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Finance Analyst Michelle Majeski and Board Secretary Kareen Twilley were also present.

ADDITIONS OR DELETIONS FROM THE AGENDA

It was requested to add the recent change in Chairperson and Vice Chairperson's for 2025. Commissioner Kevin Goss was chosen as Chairperson, and Commissioner Mimi Hall was chosen as Vice Chairperson. Commissioner Engel motioned for approval. Commissioner Ceresola seconded. Approved
No other additions or deletions.

APPROVAL OF CLAIMS

Claims for the period of December 18, 2024 through January 15, 2025 are presented for approval. Commissioner Engel motioned for approval. Commissioner Ceresola seconded. Approved. None opposed.

PCCDC General \$133,367.77(Checks 64908 – 65074)

USDA Operations \$56,268.31 (Checks 5749 – 5796)

PCCDC General \$398,590.01 (HAP Checks 100867 - 100914, HAP Direct Deposit 1032769 – 1033009)

APPROVAL OF MINUTES

The minutes from the October 15, 2024 Meeting, and the December 17th, 2024 Meeting were presented to the Board for approval. Commissioner Engel motioned for approval. Chairperson Goss seconded the motion. Approved.

PUBLIC COMMENT

Chairperson Goss inquired if there were any public comments from anyone present or attending by Zoom. There were no public comments.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

Chairperson Goss inquired if there were any announcements or reports from the Board of Commissioners. He requested the Zoom link, and all access information be added to each agenda as to not violate the Brown Act.

RESOLUTIONS

There were no resolutions to be presented to the Board.

DEPARTMENTAL MATTERS

A. PCCDC Budget Performance Update as of November 2024

Finance Director, Cindy Ramsey, presented the budget overview as of November 2024. There has been a small profit for Public Housing, and Valley Heights; the beginning of the year profits for Pine Meadows are decreasing; Wildwood Village had a small loss; and Section 8 shows a loss which was intentional to use the reserves. Mrs. Ramsey reported that all CSD programs continue to do well, and are being reimbursed fully. She mentions that the Finance Department has been working on a new allocation table for Administrative salary distribution. She reports the audit is going well, and completion is estimated for February which is a full month early. A short discussion about Commissioner Hall setting up meeting with Finance Director Cindy Ramsey to gain more insight about previous conversations.

B. Wild Fire Smoke Policy

Finance Director, Cindy Ramsey, referenced attachment. She explains that she worked with the Agency's Workers' Compensation Insurance Company to develop the policy with guidelines and information for employees. She specifies this policy applies to worksites where the current Air Quality Index (AQI) for airborne particulate matter (PM2.5) is 151 or greater and where it is reasonably anticipated employees could be exposed to wildfire smoke.

She shares that the Agency has purchased air purifiers, and gives additional breaks if needed. Commissioner Hall inquired about when the trainings happen. Cindy explained that PCCDC does trainings during their staff meetings through the year. Adding that they have included 2 additional virtual meetings.

Commissioner Engel motioned for approval. Commissioner Goss seconded. Approved. None opposed.

C. CSD Onsite Monitoring of LIHEAP Program

Finance Director, Cindy Ramsey, shared that last October they had received a routine monitoring by CSD. This monitoring was specific to the LIHEAP program to make sure we are in compliance with requirements. She states that in October she did not have the report available, but has it ready today to provide to the board for review. There were no findings on the report, and the department did very well. Cindy added the LIHEAP department has

gone through many changes over the last year, and she shared that she is very appreciative of the LIHEAP staff and happy they are succeeding.

D. Executive Director Retirement

Executive Director, Rodger Diefendorf, explains that they brought forth a recommendation to the board to hire from within the agency, upon retirement of the Executive Director. He stated the recommendation was approved, and he is informing the board that effective June 30, 2025 he will be retiring from the position of Executive Director. He shared that they will be flying the position internally, and expects to have at least one applicant that is qualified for the position, and they will present them at the next meeting. He references his memo and states it has been his pleasure to work with the board, and an honor to serve as Executive Director for the Housing Authority. He adds that he will still be available for the agency, and as general counsel.

It was asked if the board will be reviewing the employees who are qualified for the position, Mr. Diefendorf confirmed, yes. Commissioner Hall shares her experiences, explaining that flying the externally helps with transparency and making everything fair and open. She also understands that if an agency has someone internally, that she understands that route as well.

E. Executive Director Evaluation

Executive Director, Roger Diefendorf, explains that there was an evaluation done several months ago but CSD is requesting documentation of the evaluation. Chairperson Goss explains that this is normally done in a closed session. He requested a closed session be scheduled in next month's meeting, and then they would complete the paperwork so there is a record.

PROJECTS/PROGRAMS

There were no projects or programs to be presented to the Board.


ADJOURNMENT

Chairperson Goss inquired if there were any further comments from the public or anyone attending by Zoom. There were no comments. The Board adjourns the January 21, 2025 meeting at 9:17am.



Kevin Goss, Chairperson

Attest:



Tricia Romandia, Board Secretary