

ATTACHMENT IV.A

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

HELD IN QUINCY, CALIFORNIA ON FEBRUARY 20, 2024

ROLL CALL

The meeting is called to order at 9:08 AM. Chairperson Hagwood, Commissioner Ceresola, Commissioner Goss, Commissioner Engel and Commissioner McGowan were present. Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Audit Manager Poonam Sharma and Board Secretary Tricia Elliott were also present.

ADDITIONS OR DELETIONS FROM THE AGENDA

There were no additions or deletions from the Agenda.

APPOINTMENT OF NEW CHAIR AND VICE CHAIR FOR 2024

The Board appointed Greg Hagwood as Chairperson and Dwight Ceresola as Vice Chairperson.

APPROVAL OF CLAIMS

Claims for the period of December 19, 2023, through February 15, 2024, are presented for approval. Commissioner Goss motioned for approval. Commissioner Engel second the motion. Approved.

PCCDC General \$456,463.61 (Checks #63477 - 63723, Checks #100264 - 100370)

USDA Operations \$69,125.69 (Checks #5365 - 5434)

PCCDC General \$623,007.00 (Direct Deposits #103030 - 1030688)

APPROVAL OF MINUTES

The PCCDC Minutes from the meeting of December 19, 2023, were presented to the Board for approval. Commissioner Engel motioned for approval. Commissioner Engel second the motion. Approved.

PUBLIC COMMENT

There was no public comment from anyone in the Board of Supervisors Conference Room or by anyone on Zoom.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

There were no announcements or reports from the Board of Commissioners.

RESOLUTIONS

Authorizing the Execution of all Contracts with the California Department of Community Services & Development (CSD) Resolution 2024-001; discussion and possible action. **Roll call vote.**

Finance Director Cindy Ramsey presented Resolution 2024-001 to the Board requesting the authorization for Executive Director Roger Diefendorf and Finance Director Cindy Ramsey to enter into all State of California Community Services and Development contracts, agreements, memoranda of understanding and other arrangements that advance the mission of PCCDC, that is, to serve those with low income or designated service areas.

Commissioner Goss motioned to approve Resolution 2024-001. Commissioner Engel second the motion.

Roll Call

Ayes: Commissioner McGowan, Commissioner Ceresola, Chairperson Hagwood, Commissioner Engel and Commissioner Goss

Noes: None

Abstain: None

Absent: None

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

A. Presentation of 2022 PCCDC Audit Report

Auditor Manager, Poonam Sharma, of Harshwal & Company LLP Certified Public Accountants presented the June 30, 2022 audit report remotely. The audit report had no findings and the Board unanimously accepted the audit.

B. Big Giant Budget (BGB) through December 2023

Finance Director Cindy Ramsey presented the Big Giant Budget through December 2023 remotely. The Public Housing and USDA programs continue to focus on occupancy. The Maintenance Department has focused on turnarounds to get the units ready for new tenants. All of the programs are significantly doing better financially this fiscal year than last year. Section 8 vouchers continue to increase with December's vouchers at 601. The CSBG programs are also doing well. The 2022 LIHEAP contract was closed in December 2023. The

closeout package was submitted timely with nearly 93 percent of the contract spent out. The 2023 CAA regular contract and the 2023 CAA Discretionary contract were both extended until May 31, 2024, to make sure the subgrantees would fully expend their contracts. All of PCCDC's personnel are working together to minimize expenses and meet the requirements of each contract and program.

C. HUD NSPIRE Inspection

Executive Director Roger Diefendorf remotely reported the HUD inspections have a new name called NSPIRE. There are some changes in the inspection protocol. HUD itself does not do the inspections. They have contract inspectors. PCCDC did poorly on last year's inspection mainly due to loose external outlets. Diefendorf conducted NSPIRE training with all of the PCCDC maintenance and housing managers because there is an upcoming inspection on March 4, 2024. As part of the training, Diefendorf reviewed all of the inspection items. PCCDC has a new maintenance staff so it was important for them to understand the inspection items. It was decided at the meeting that the housing managers and maintenance staff conduct a full inspection prior to the inspection on March 4th. PCCDC's maintenance crew is working on any potential issues. Typically the inspections are every two to three years depending on how well the housing authority scores on the inspection. Because PCCDC scored so poorly on the last inspection PCCDC is on an annual inspection basis. PCCDC is looking to improve on the score substantially this year. The maintenance crew is working well together, and everyone came out of the meeting with good direction on things that needed to be looked at and things that needed to be improved. Diefendorf felt confident that the upcoming inspection will go well.


PROJECTS/PROGRAMS

A. Lassen-Plumas-Sierra Community Action Agency (LPSCAA) Contracts/Organizational Standards/CSD Annual Report Training/Annual Report

Executive Director Roger Diefendorf reported the Organizational Standards were submitted and PCCDC received a score of 96 percent. The only reason the score was not 100 percent was because of the late audits. Diefendorf and Ms. Elliott went to an Annual Report training that was conducted by CSD. It was the first in-person training since Covid19. They came away with some good information and relationships with CSD counterparts.

ADJOURNMENT

The Board adjourns at 9:36 AM to meet in a Regular Meeting at 9:00 AM on April, 16, 2024, due to conflicts in March 2024. Claims will be reviewed at 8:45 AM.



Greg Hagwood, Chairperson

Attest:

A handwritten signature in cursive script, appearing to read "Tricia Elliott", written in black ink.

Tricia Elliott, Board Secretary