

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

HELD IN QUINCY, CALIFORNIA ON JUNE 18, 2024

ROLL CALL

The meeting is called to order at 9:00 AM. Chairperson Greg Hagwood, Commissioner Dwight Ceresola, Commissioner Kevin Goss, Commissioner Jeff Engel and Commissioner Tom McGowan were present. Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Finance Analyst Michelle Majeski and Board Secretary Tricia Romandia were also present.

ADDITIONS OR DELETIONS FROM THE AGENDA - None

APPROVAL OF CLAIMS

Claims for the period of May 17, 2024, through June 13, 2024, are presented for approval. Commissioner Goss motioned for approval. Commissioner Ceresola second the motion. Approved.

PCCDC General \$104,309.39 (Checks #64149 - 64216, Checks #100519 - 100568)

USDA Operations \$12,952.62 (Checks #5543 - 5563)

PCCDC General \$320,726.00 (Direct Deposits #1031376 - 1031602)

APPROVAL OF MINUTES

The PCCDC Minutes from the meeting of May 21, 2024, were presented to the Board for approval. Commissioner Goss motioned for approval. Commissioner Engel second the motion. Approved.

PUBLIC COMMENT

Chairperson Hagwood 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 Hagwood inquired if there were any announcements or reports from the Board of Commissioners. There were no announcements or reports.

RESOLUTIONS - None

DEPARTMENTAL MATTERS

A. PCCDC Budget Overview through April 2024

Finance Director Cindy Ramsey, presented the PCCDC Budget Overview through April 2024.

It shows the fiscal year data for the Public Housing properties (Green Meadows and Sierra Meadows) as a loss; however, Ramsey noted that they actually had small profits in April. This indicates that the small changes the Agency has made over the last year is working. We will continue to make changes where necessary to align with the budgets.

Section 8 is remaining consistent and stable.

LIHEAP has continued to focus on spending the remaining of the 2023 contract. This contract was extended through the end of the year, but we have plans in place to have it spent in July or August. The WX side of the contract has already been spent out.

SLIHEAP is also already spent out and closed last month. The closeout package will be submitted to CSD early. Due in June, submitted in May.

The other two LIHEAP programs don't close until the summer of 2025. Now that the 2023 contract is nearly spent out, the Agency can expect these other two contracts be spent faster.

Both the 2023 CAA and 2023 CAA Discretionary contracts were extended until last month. Both contracts are fully spent out and the closeout packages have already been sent to CSD and have preliminary approvals.

The 2024 CAA contract is still in the early stages of the contract. Sub-grantees are beginning to submit for their reimbursement. There is a CAA board meeting next week in which I will go over the current data to help ensure each county works with their sub-grantees to spend their allocations.

B. PCCDC Spring Staff Meeting

Finance Director, Cindy Ramsey, reported the Agency held their annual spring full-staff meeting at the end of May. Nearly all employees were able to attend. There were many wonderful questions and clarifications. Particularly, the budget overviews and education around the budgets was well received. Ramsey created a budget overview that provides details of the line items that they can impact. It shows the current month's activity and compares it to the percent that it should be at based on what month of the fiscal year we

are in. Ramsey believes this education and continual updates to our employees will help ensure budgets are adhered to. Many employees agreed and also thanked us for the transparency.

We had Animal Control as guest speakers. They went over options of what the Agency can and cannot do when it comes to tenants' animals, signs to look out for when it comes to abuse, tactics for violent animals, as well as some of the equipment they use to stay safe.

Another notable topic at the meeting was the implementation of "Triple M" – Mandatory Movement Monday. The Agency provided each employee a small notebook to write down various ideas, situations, issues, concerns, and/or praises. Essentially, once a week, employees are to take a short walk, like 15 minutes, to clear their head. This allows them to focus on their mental health by getting fresh air but also allows them to see what is happening around them. It's a short break from the typical day-to-day tasks. So far we've heard/seen a few great ideas that may be able to be implemented in the future.

C. CSD Desk Audit

Finance Director, Cindy Ramsey, reported the board may recall back in December, the Agency met with the Executives from CSD and was ultimately required to have a "Special Conditions Audit". While we do not have the official report yet, she was pleased to announce that the audit has been completed. Michelle Majeski and Ms. Ramsey continued to work with the auditor, Corinne Rivera, at CSD over the last six months to provide samples for the audit as well as provide procedural information. We also submitted monthly financial reports. During the exit conference last week, Ms. Rivera went over the various items that were audited and gave a brief overview of the findings the Agency will receive. Nearly all of the findings were items the Agency has either already addressed or is actively addressing at this time. Once the official report is given to the Agency, we will create a performance plan outlining what steps have been taken or will be taken to mitigate the findings. Ramsey will keep the board updated on the progress as well.

D. 2024 LPSCAA Discretionary Contract

Each year, the Agency receives two contracts for Community Action. Occasionally, there may be supplemental or additional contracts, but typically there are just the two. The regular contract is the larger, main contract that the CAA board allocates to the three counties who then allocates their portions to sub-grantees. The discretionary contract is a supplement to that contract but is generally used at the Agency's discretion to support one particular goal within Community Action. For several years, this year included, that goal is: healthy food knowledge and distribution. Unfortunately, the awarded amount of the contract is considerably lower than it has been in the past. On a positive note, the Agency is using this as an opportunity to evaluate how the funds are used. Particularly, we are looking to work with a grant writer to receive additional funding as well as use some of the funds to build community connections and public relations.

E. Modernization of PCCDC

Finance Director, Cindy Ramsey, reported for many years, PCCDC has pieced together its technology. As many of us know, there are limited options. PCCDC has been looking into options to increase productivity and efficiency while also cutting costs. Recently, we have begun to change the phone systems to all be with the same carrier. This process has not been without its challenges but it's been worth it because of the added features we've received. We are also looking into updating our website, software within our computers, and paperless options.

Executive Director, Roger Diefendorf, stated that PCCDC's Finance Department has taken over a finance structure that was approximately 30 years old and bringing the Agency into the modern age. It has been a real benefit.

F. Repositioning

Executive Director, Roger Diefendorf, reported the three-year repositioning process is slowly moving forward in developing the strategy of options. There are numerous options so the Agency has to weigh each of the options. Public Housing site requires a Capital Need Assessment to determine what needs to be modernized and how much modernization is going to take place. There are different funding sources that need to be looked into such as CDBG funding, property loans and bonds. Diefendorf believes within a couple of months he should have a prospective program to present to the Board.

G. Project Based Vouchers

Executive Director, Roger Diefendorf, reported that the two project based voucher developers that PCCDC has committed to since December 2021 are both moving forward. The Palm Communities, which is in Red Bluff is getting quite close to breaking ground. They just submitted their National Environmental Policy Act (NEPA), and through PCCDC put a request into Regional Tribal Commission to see if the Commission has any input regarding the property.

Diefendorf had a meeting in Lassen County with a private developer that thought she was going to break ground on a project. PCCDC does not have any Project Based Voucher paperwork completed for this project so it is unclear where this project is headed.

The Executive Director of Community Housing Improvement Program (CHIP) is also interested in doing a Project Based Voucher program. PCCDC is limited to devoting 30 percent of the Section 8 vouchers to Project Based Vouchers as long as the project is for elderly and disabled.

Diefendorf has not heard of any progress regarding the Plumas County Project Based Voucher program that the Board allocated 30 vouchers.

PROJECTS/PROGRAMS - None

ADJOURNMENT

Chairperson Hagwood inquired if there were any further comments from the public or anyone attending by Zoom. There were no comments. The Board adjourns at 9:229 AM. Claims were reviewed at 8:45 AM.



Greg Hagwood, Chairperson

Attest:



Tricia Romandia, Board Secretary