

Housing Authority of Yamhill County

Current News

Posted: February 2016

On February 24, 2016, the board held a planning retreat along with Housing Authority management staff for the purpose of planning for the upcoming fiscal year 2017 which begins July 1, 2016 and ends June 30, 2017.

At the board meeting following the retreat, the board approved short-term goals for fiscal year 2017 as well as long-range planning goals for fiscal year 2017 through fiscal year 2021. We invite you to take a look at our statements of vision, mission and values as well as short-term and long-range goals as we move forward as an organization. Please feel free to let us know if you have any additional thoughts or questions regarding our goals.

Please scroll down to view our short and long range goals.

HAYC
GOALS FOR FY2017 (July 1, 2016 – June 30, 2017)

Accounting/Technology/Rehab (James)

1. Timely and accurate financial reporting to:
 - HAYC Board – monthly budget comparisons, disbursements, Housing Choice Voucher tracking, and financial summary.
 - HUD REAC – annual unaudited and audited financials in FASS (Financial Assessment Submission System).
 - HUD REAC – monthly Housing Choice Voucher statistics in VMS (Voucher Management System).
 - USDA Rural Development – annual budget and actuals for RD funded and subsidized properties (Fresa Park, Palmer Creek, Riverside Terrace, and Vittoria Square).
 - USDA Rural Development – monthly Project Worksheets (loan payment and rental assistance).
 - OHCS – annual financials for HOME or LIHTC funded properties (Abbey Heights, Deskins Commons, Haworth Terrace, Hendricks Place, Heritage Place, Homeport, Riverside Terrace, Sunflower Park, and Sunnyside) in their Web Compliance Management System (WCMS).
 - PNC – quarterly financials for Sunflower Park and Village Quarter.
 - All above and other lenders and business partners – annual audited financial report.
2. Clean audits by independent CPA of HAYC, Sunflower Park LP, Village Quarter LP, Deskins Commons Housing LLC, and Yamhill County Affordable Housing Corporation (YCAHC).
3. Have annual operating budgets for HAYC, Sunflower Park, Village Quarter, Deskins Commons, and YCAHC prepared no less than 30 days prior to the beginning of their fiscal years.
4. Continue to market and enroll landlords/vendors and tenants in electronic fund transfers (EFTs) instead of checks with a goal of having 100% of all landlords enrolled in EFTs by June 30, 2017.
5. Keep website updated with current information.
6. Make fillable PDFs available on website in lieu of current forms.
7. Update all software and hardware to Windows 10 requirements prior to upgrading main office workstations around Fall 2016.
8. Evaluate current Firewall and determine if it needs to be replaced.
9. Utilize available revolving loan and Community Development Block Grant (CDBG) funds to meet the health and safety needs of residents county-wide, and earn at least \$90,000 admin fees to sustain the program.
10. Spend down 100% of the McMinnville CDBG funds available for construction, and complete all the final draw requirements.
11. Submit a City of Newberg CDBG application.
12. Continue assisting residents with health and safety issues with the revolving rehab loan fund.
13. Partner with available resources in the community to maximize opportunities for housing rehab clients.
14. Rehabilitate and sell a home through the housing rehabilitation home ownership program.

Housing Services (Judi)

1. Exhaust all revenue opportunities to support existing and new service programs (with concentration on adding a rental services component that includes vacancy listings, a screening co-op and deposit funds.
2. Partner with available resources in the community to maximize opportunities for clients.
3. HAYC/YCAHC owned homes matched to existing clientele for sale in compliance with program.
4. Submit relevant applications for continued funding for existing programs.
5. Timely submit all draw requests and reports for uninterrupted funding.
6. Market programs.
7. Maintain Voucher utilization at or near 1,343, or that number dictated by HUD funding and our ratio of average HAP.
8. Maintain SEMAP High Performer Status in all areas.
9. Maintain an average FSS program participation of 97% or better, continue recruitment outreach for new FSS clients.
10. Evaluate and refine Grand Ronde Tribal Housing voucher program as necessary.
11. Refine landlord training/orientation: evaluate and update course material, presentation and scheduling as appropriate what would be covered.
12. Refine Ready To Rent (R2R) Program: evaluate and update course material, presentation and scheduling as appropriate and apply for on-going program support funding and Rent Guarantee funds.
13. Refine policies and procedures as necessary to ensure a streamlined and efficient work flow for all department staff.

Asset Management (Yanira)

1. Maintain physical occupancy percentage at a minimum of 96% and financial occupancy percentage at a minimum of 95%.
2. Delinquencies at all properties reviewed on a monthly basis in effort to minimize bad debt. Goal of 1.5 % or less of total rental revenue.
3. Maintain quality control reviews/surveys.
4. Maintain “make ready: repairs and cleaning in 15 days (average)
5. Complete routine “on-demand” requests for repairs in 72 hours (average).
6. Site Managers to schedule and complete preventative maintenance inspections for all properties annually.
7. Complete 4 additional Capital Needs Assessments by June 30, 2017.

Safety/Wellness Committee (Mike)

1. Complete scheduled safety exercises.
2. Review, update and retrain staff on all Codes of Safe Practices applicable to their positions.
3. Complete annual safety inspections of properties.

Management/Housing Development (Elise)

1. Continue work with all departments to increase financial security for agency with goal to have a positive amount in local reserves available for development after deducting the operating contingency reserve.
2. Review agency operations to determine where additional efficiencies may be feasible.
3. Explore options for developing additional revenue.

4. Serve as lead agency for annual Community Connect Event and provide assistance for Point In Time Homeless Count.
5. Take necessary steps for Sheridan land based on board direction.
6. Take necessary steps for property in front of HAYC based on board direction.
7. Continue looking for potential properties to develop or acquire/rehab with LRPH proceeds.
8. Analyze possible affordable housing stock purchases when these properties become available for sale in order to preserve them in the affordable housing inventory including moving forward with Jandina Park if CASA can get appropriate funding.
9. Continue to purchase, repair and sell NSP homes as opportunities arise in compliance with program.
10. Create succession plan for board and management positions.
11. Continue to support COMPASS Center/Tiny House Village development however possible.
12. Meet with YCCO to discuss purchase of VQ Retail Spaces.

HOUSING AUTHORITY OF YAMHILL COUNTY

**LONG-RANGE PLANNING GOALS
FY2017 – FY2021**

ACCOUNTING/TECHNOLOGY/REHAB:

1. Continue to move toward more electronic fund transfers and away from checks whenever possible.
2. Expand web site capabilities and outreach
3. Expand availability of technology to residents if financially feasible.
4. Review functionality of Yardi Systems; assist staff in implementing changes where possible (by HAYC or Yardi) to improve efficiency, productivity and workflow.
5. Improve connectivity with staff outside the main office using such tools as laptops, tablets, smart phones, etc.
6. Continue to maintain computer systems with needed hardware and software upgrades, including performing network assessment for long range IT planning.
7. Utilize available revolving rehab loan and CDBG funds to meet the health and safety needs of residents county-wide, and to sustain the program.
8. Continue to seek additional Rehab funding and partnering opportunities.

HOUSING SERVICES:

1. Continue to monitor and fully explore and pursue all revenue opportunities to support existing and new housing service programs.
2. Continue to improve/expand services to clients and landlords within funding limitations.
3. Yardi – Continue to analyze feasibility of utilizing mobile inspections when Yardi has software ready.

ASSET MANAGEMENT:

1. Implement where useful additional Yardi software features for the Affordable module.
2. Implement where useful additional Yardi software features for preventative maintenance inspections information entered directly to Yardi software instead of paper format.
3. Complete Capital Needs Assessments at all properties. Review replacement reserve amounts to ensure adequacy.

MANAGEMENT/HOUSING DEVELOPMENT:

1. Actively participate with cities, county and community to advocate for affordable housing and to assess housing need and demand.
2. Develop affordable housing according to identified needs and funding availability in communities with infrastructure and support services necessary to make the project successful.
3. Land-bank property when feasible for future development.
4. Analyze possible affordable housing stock purchases when these properties become available for sale in order to preserve them in the affordable housing inventory.
5. Continue to seek out affordable homes to support the Home Ownership programs.
6. Continue work on 10-year ending homelessness plan including supporting community efforts toward ending homelessness. Serve as lead agency for annual Community Connect Event. Assist with annual Point In Time Homeless Count.
7. Look at potential to implement a Boys & Girls Club in conjunction with one or more HAYC-owned developments.
8. Working with management team, review all programs in detail to determine feasibility of continuing programs or revising program to be more efficient. Review agency operations to determine where additional efficiencies may be feasible.
9. Continue work with all departments to increase financial security for agency with goal to have a positive amount in local reserves available for development after deducting the operating contingency reserve.
10. Explore options for developing additional revenue.
11. Become mortgage free on office building by the end of 2028.
12. Establish 6 months operating reserves.

Revised: February 24, 2016