

**MINUTES OF THE JANUARY 22, 2008 ANNUAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, January 22, 2008, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Phil Griffin, Jean Kinman, Barbara Knutson (by telephone for part of the meeting), Dave Newville and Phil Griffin. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Cliff Hardy, Yanira Vera and Jonia Pierce.

Chair Morrow called the regular meeting to order at 7:30 p.m. She mentioned that due to Commissioner Knutson's health, she would be attending only a portion of the meeting, so items needing Board approval will be moved on the Agenda to coincide with the time Barbara joins the meeting via telephone.

Commissioner Newville moved to approve the minutes of the December 18, 2007 meeting. The motion was seconded by Commissioner Kinman and unanimously approved.

We had one FSS graduate in the last month, Eleni Gialoyrake, who received a graduation check of \$912. Eleni was unable to attend the board meeting as she is now living in California. Further details are provided in the Families Served Report. As there was no public comment, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures and asked James about a payment to Loveridge Hunt & Co. James explained that Loveridge Hunt is our auditing firm, and the payment was a progress payment for the FY2007 audit.

James reported on the financial reports. Revenue for the month was \$955,923, and expenses were \$962,365 for a net income of \$6,442. Cash flow was a positive \$7,298. Due to the early cut-off for November invoices, as well as PTO cash-outs occurring in December, we are showing a lower than usual income and cash flow than usual.

Yanira and Cliff reported on families served. Total families served increased 5 to 1,877. We have had numerous move-outs lately, which is a bit unusual this time of year. Abbey is almost 100% occupied, except for the manager's unit. We are still struggling with occupancy at Woodside, but Yanira is going to work with the managers to market some lease-up incentives. We are pulling more off the Section 8 waiting list. Going through the waiting list involves verifying applicants are still eligible for the program, and most applicants are no longer eligible by the time we pull them. We've done some really large waiting list pulls lately, but once we get voucher utilization up we can do smaller, more frequent pulls. Dave asked about portability. Cliff explained that portability is still a

valuable feature of the Section 8 program, but due to recent funding cuts, HUD as changed port-outs rules to limit the payment standard to be no greater than the originating jurisdiction unless the receiving jurisdiction is absorbing port-outs.

In Mike's absence, Elise reported on maintenance and construction. We had a lot of move-outs again. Average time to complete work orders was 11.17 days. On demand turnover time was 10.96 days, which is higher than we prefer. Mike is currently working with architect Randall Yamada and contractor, LMC, to revise the scope of work for the rehab of Vittoria Square to a point where it will be within budget as well as acceptable to RD.

Under Unfinished Business, the draft planning retreat agenda was discussed. The Board Retreat is tentatively planned for February 8th from 10:00 to 6:30 at the HAYC office. Joyce is concerned that she will tire out if it is done in one day, but felt she might be okay if there is a larger break in the middle. It was decided to start at 8:30 instead of 10:00, have a longer lunch break, and to add a mid-morning break. Dave asked about the topic of potential changes in positions. Elise explained that the disposition of LRPB will likely result in needed changes and we should discuss these as a group.

Also under Unfinished Business was the renewal of Commissioner Morrow's term of office. The Yamhill County Commissions have approved renewal of a 4th 5-year term for Joyce. Her commission will begin January 1, 2008, and end December 31, 2013. Congratulations Joyce!

Under the category of New Business, information was provided regarding two board training opportunities: 1) the 2008 NAHRO Legislative Conference in Washington, DC from March 31-April 2, and 2) the PNRB-NAHRO 2008 Annual Conference in Spokane, WA from April 28-30. Joyce and Dave encouraged Phil to attend the Legislative Conference this year. Joyce mentioned she was planning on attending the PNRB-NAHRO Annual Conference in Spokane. Elise asked any commissioners that were interested in attending either conference to let her know as soon as possible so she could work on travel arrangements.

Joyce asked Elise to talk about her visit on Friday, January 18th to Lane County. Elise traveled to Lane County with Kathy George, Lee Means, Silas Halloran-Steiner and Jessica Dennison. Elise said that it was a very interesting trip and they started out by visiting the Sponsors Program. The Sponsors program has been around for 35 years and has been doing housing for 20 years. Sponsors are a non-profit group that provide ex-offender housing. They target their services to medium to high-risk offenders coming right out of the state prison system. Sponsors focuses on providing services to offenders such as multiple murderers or sex offenders as those are the groups with the greatest need to re-enter society in a structured environment which is what Sponsors provides. Sponsors has 102 beds in 6 buildings and have a staff of 15.4 FTE. The group then went to St. Vincent DePaul to talk to them about their programs. This branch of St. Vincent DePaul in Eugene was doing some very unique things with recycling, they recycle literally tons of "stuff" daily that they get out of what they call the "waste stream",

basically good garbage that is intercepted before it goes to the landfill. Not only was the recycling aspect of St. Vincent DePaul interesting and motivating but this group also has 850 units of housing that they own and operate in the area as well as serving 41,000 people a year through their emergency services program. St. Vincent DePaul works directly with the Sponsors program to house referrals from the Sponsors program in their scattered site housing and feel that this is a very good relationship between the two programs. The last people the group talked to were involved with the first Project Homeless Connect in Eugene. The event that occurred last February was extremely successful and they are currently working on preparations for the second annual event this February. Project Homeless Connect is a one-day, one-stop event sponsored by Mayors and other community leaders and designed to provide housing, services, and hospitality in a convenient one-stop model directly to people experiencing homelessness. In this case, participants were provided with breakfast and lunch utilizing the culinary students from a local community college. In only its first year, 322 community volunteers, from medical doctors to beauticians to counselors and child care providers, turned out to help meet the basic needs of the homeless. As a result, 1,007 homeless citizens received critical services and support during the event and learned about community resources to help them in the future. Some of the outcomes of the 2007 event included the following: 599 received housing information, 428 received basic needs assistance, 362 had vital signs checked by medical staff, 240 received hair cuts, 175 received pet care services, 131 received vision and hearing tests, 121 received clothing vouchers, 104 were seen by doctors and nurses on-site with 110 receiving vouchers for medical and dental follow-ups, 63 received flu shots, 104 received employment information and 100 received bike repairs, 40 received bike trailers and 80 received helmets. The trip was quite inspirational but also put into perspective for Elise how many agencies in Lane County are contributing to solving the housing problem while here in our area the Housing Authority seems to be trying to wear all of those hats and how some programs such as housing for ex-offenders seems to be better suited for a non-profit group that just focuses on that type of housing.

Commissioner Knutson joined the meeting via conference phone at 7:53 P.M. The board went back to Unfinished Business to vote on the adoption of the HAYC Bylaws which have been amended to exclude term limits for commissioners as approved at the December 2007 board meeting. Commissioner Knutson moved to adopt the amended Bylaws and Commissioner Kinman seconded the motion. There were three in favor of the motion: Commissioner Kinman, Commissioner Knutson and Commissioner Morrow and two opposed, Commissioner Newville and Commissioner Griffin. With the majority in favor of adopting the amended Bylaws, the Bylaws were adopted.

Chair Morrow stated that this is the annual meeting of the Board and it is time for election of officers for 2008. Commissioner Kinman nominated Commissioner Morrow to serve as Chair and Commissioner Knutson seconded the motion. The motion was unanimously approved. Commissioner Knutson nominated Commissioner Griffin to serve as Vice Chair and Commissioner Kinman seconded the motion. The motion was unanimously approved. Based on this, the slate of officers for 2008 remains the same as 2007.

Since Commissioner Knutson wanted to hear about Village Quarter, Mark presented his development report at this time.

Village Quarter: Construction continues. The footings and columns are mostly completed and both the cement and block walls are going up. Next will be the concrete deck on which the housing units will be constructed. We have positive indications that the railroad company will be willing to pay us \$150,000 for an easement to our property. Phil noticed that our new building is extremely close to the existing Veterinary building. Mark explained that the Vet building was placed much too close to the property line, and that it is an old building without a foundation that will likely be gone in 10 to 20 years. Our realtor for the commercial space told us that there were some people who are interested in opening a restaurant in the area, and were checking out the VQ site.

Heritage Place: Our attorneys have reviewed our Right of First Refusal and have indicated the contract has a “high level of ambiguity”. We will continue to work with them to clarify the legal issues.

Commissioner Knutson excused herself from the meeting at 8:03 p.m.

Joyce adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary