

**MINUTES OF THE JANUARY 22, 2013 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, 2013 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were Chair Joyce Morrow, Vice-Chair Fred Mickelson (via phone), and Commissioners Cheri Strawn, Philip Griffin, and Mike Gougler. Staff members present were Elise Hui, James Umfleet, Jonia Pierce, Judi Herubin, Mike Jager, and Yanira Vera.

Chair Morrow called the meeting to order at 6:25 p.m.

Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on December 18, 2012. The motion was seconded by Commissioner Strawn and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Commissioner Morrow said she reviewed the list of expenditures and did not have any questions or concerns.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James:

Finance: Cash flow from operations was \$61,992, and \$129,730 year-to-date. We are doing better than budget in almost all categories. Health insurance expense is lower than budgeted, partially because the premium increase in September was about 4.5%, and the budget is 8%.

Systems: We finished deploying new Windows-7 PCs at the remote sites.

Rehab: We have started processing applications from Newberg residents, and the City is working on the first draw requirements. We are considering applying for a new grant-CDBG the State is offering. As opposed to a loan-CDBG, the grant-CDBG would not be paid back to us by the applicants however could potentially serve a client base that do not qualify currently for the loan-CDBG.

Asset Management Report by Yanira and Mike: Overall physical occupancy decreased 1.3% to 96.6%, and financial occupancy increased .1% to 97.7%. We have one vacancy at Palmer Creek and three vacancies at Abbey Heights, Mary is currently working through the applicants on the waiting lists. The average time to complete work orders decreased .5 days to 2.1 days. We had the lowest number of work orders overall for the month than we have had in quite a while.

Housing Services Report by Judi:

Section 8: HUD will be in our office tomorrow to perform a SEMAP audit. We ended the year at 98.5% lease-up – we added 220 new Section 8 clients in 2012 with 179 clients leaving the program for various reasons during the year.

Family Self Sufficiency: When HUD auditors are here to audit SEMAP, they will also be performing our first ever FSS program audit.

Loss Mitigation: We have had great interest in the Innovations grant to manufactured homeowners to rehab their homes. The main issue that we are finding is roof repairs needed.

Housing Development Report by Jonia:

Deskins Commons: OHCS still requests 50% of the grant funds they originally obligated back, due to the increase in realized equity we are getting from Wells Fargo. We are currently working to determine the type of response we will be formulating. Our lawyers and Wells Fargo are discussing wording to satisfy underwriting on zoning issues, and once we have a decision we'll be meeting with Newberg's lawyer and planning director to get this resolved. We continue to work with HUD on commitment of project based vouchers. We still haven't received an official denial letter but the word is that they won't give approval until we have lender commitment letters and we not have commitment letters prior to closing.

Neighborhood Stabilization Program: We've received just shy of \$10,000 from McMinnville Water & Light for window, weatherization and heat system upgrades on three homes

Executive Director Report: Elise provided a report of her activities in the last month. Total families served were 2,183. Elise and Judi met with Grand Ronde Tribal Housing Authority about the possibility of increasing the tribal vouchers by 5 from 12 to 17. We received grant funds from our insurer, HARRP, to put toward Fair Housing training for the whole staff, which is tentatively planned to happen in March.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: Sale flyers went out to all HAYC clients the week of November 12th. Elise continues to work with a Section 8 family that is interested in the 1680 Wright Street duplex. All remaining units went onto the open market on December 20th. We currently have an offer on 919B Charles Street in Newberg with an expected closing date of mid-February.

New Business:

Report to the Community: Elise provided her 2012 Report to the Community which will be posted to our website after board approval and sent electronically to community members and partnering agencies. Commissioner Strawn moved to approve the 2012 Report to the Community. The motion was seconded by Commissioner Griffin and unanimously approved.

Planning Retreat Draft Agenda: The Planning Retreat is scheduled for February 26th, from 9:30 to 5:00. The draft agenda proposed a discussion of our Statements of Vision, Mission and Values. Chair Morrow suggested we make changes to the Statements of Vision, Mission and Values now, versus waiting until the Retreat, so that the revised Employee Handbook to be approved at this meeting will include any changes. Commissioner Mickelson suggested adding the word "inclusive" after "vibrant", and all agreed. Commissioner Griffin moved to approve the revised Statements of Vision, Mission, and Values. The motion was seconded by Commissioner Strawn and unanimously approved. Having reviewed and revised the Statements of Vision, Mission and Values, that part of the Retreat agenda was removed and all other agenda items moved 15 minutes earlier. Commissioner Gougler moved to approve the Planning Retreat Agenda with the changes discussed. The motion was seconded by Commissioner Griffin and unanimously approved.

Deskins Commons Arborist Contract: Only one company responded to our solicitation with a written proposal, being Oregon Tree Care. The contract is in the amount of \$41,743 (budget of \$45,000), and includes an additional 10% contingency approval by the Executive Director or designee. Commissioner Michelson moved to approve the arborist contract for Deskins Commons. The motion was seconded by Commissioner Strawn and unanimously approved.

Revised Employee Handbook: The Employee Handbook was last revised and approved on July 26, 2011. This proposed revision for consideration includes changes that have occurred since then, including changes needed due to union contract negotiations, as well as a substantially revised attendance policy. Commissioner Gougler moved to approve the revised Employee Handbook. The motion was seconded by Commissioner Strawn and unanimously approved.

Additions to the Agenda:

NAHRO Handbook for Commissioners: Elise gave Commissioners Gougler and Strawn a NAHRO Handbook for Commissioners. Commissioner Mickelson asked if there were any instructions in the handbook on the responsibilities of Commissioners and the Executive Director that conflicts with the way we want to operate. Elise said she thought the handbook did a good job of defining the different roles which confirm how we currently operate and had tabbed those sections of the handbook.

Executive Session:

Chair Morrow excused Staff and moved into Executive Session to discuss personnel and/or property issues at 7:30. She returned to the regular meeting at 8:10. Commissioner Mickelson moved to approve the performance review for the Executive Director. The motion was seconded by Commissioner Strawn and unanimously approved.

Chair Morrow adjourned the meeting at 8:15.

The next meeting of the HAYC board will be held after the Planning Retreat on February 26, 2013.

Respectfully submitted,

Elise Hui
Executive Director/Secretary