

**MINUTES OF THE JANUARY 23, 2007 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 23, 2007, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Phil Griffin, Jean Kinman, Barbara Knutson, and Joyce Morrow. Staff members present were: Elise Hui, Mark Davis, James Umfleet, and Karen Brummert. Guests in attendance were Brandy Hailey, FSS graduate.

Chair Newville called the meeting to order at 7:30 PM. Chair Newville welcomed FSS graduate Brandy Hailey who was attending the meeting. Karen introduced her and outlined her experience in the program. After several words from Brandy regarding her experience with the program, Dave congratulated her and presented her a certificate of completion as well as a graduation check of over \$12k.

Commissioner Morrow moved to approve the minutes of the December 5, 2006 meeting. The motion was seconded by Commissioner Knutson and unanimously approved.

Commissioner Morrow stated that she reviewed the list of expenditures and had asked about a couple of payments. After getting an explanation she didn't have any further questions or concerns.

James reported on the financial reports. We recently learned from our auditor that he doesn't agree with the practice of deferring unutilized HAP revenue. After double-checking with a HUD official, who agreed with our auditor, we agreed to reverse prior deferrals, and discontinue further deferrals. While we felt it was appropriate to match our HAP revenues to our HAP expenses, it seems the auditor and the HUD official feel we should account for it in a cash basis. As a result, we will show large net income in past months that we didn't utilize all HAP funds, and net losses in future months when we over-spend in order to use up previously unutilized funds. For the month of December, we showed a net income of \$33k, and YTD net income of \$169,146, most of it due to the Section 8 program. James mentioned the audit report is nearly completed and should be presented to the Board in next month's packet. Dave & Joyce reminded James that they still wish to meet with the auditor once the report is done. James will remind the auditors of that meeting and arrange it.

Elise reported on families served. Total families served increased 24 to 1,937. Dave commented that 1937 is the highest amount that he can remember. Overall occupancy increased .63% to 98.5%. Elise praised the Section 8 staff for getting us leased up to 100% by January, just as they planned.

With Mike absent, Elise reported on maintenance and construction. Average time to complete all work orders was only 3.98 days. Dave made the comment that it was too bad that Mike wasn't here to report on one of his staff's best times ever.

Mark reported on Development.

Palmer Creek: Closing occurred on December 29th! We are now the proud owners of this 10-unit project located in Dayton for elderly and disabled. The threat of having to change signers from Don to Elise at January 1st seems to have really motivated RD to close the deal before then!

Vittoria Square Rehab: The appraisal is done, and we await word from RD, who is waiting for Congress to approve their budget.

Jandina Park (Tamarack Winds): We are working on the budget to determine if we can get enough money to rehab the project and be able to keep the rents affordable. This project is also dependent on funding yet to be approved by Congress.

Village Quarter: The design team have been reviewing schematics and providing feedback to the architects. Unfortunately, we are back to being required to get a parking variance. This has been a complex project, with many political and environmental issues and concerns. Construction is still scheduled to begin this July.

Elise summarized the agenda for the upcoming Board Planning Retreat to be held on February 2nd and 3rd at Barry Philpott's residence in Depoe Bay and received approval to proceed with the agenda as presented.

Elise asked for a motion to officially approve the holiday gift cards that were disbursed in December. The disbursement of \$100 holiday gift cards to staff was authorized by the Board over phone last month. This motion is to formally approve it. Joyce suggested that next year we choose a different store for the gift cards due to some problems with the gift cards being used at Fred Meyer. Dave read a thank you letter he received from employee Wilma Lanouette at Vittoria thanking the Board for the gift card. Commissioner Morrow moved to approve the gift cards and Commissioner Kinman seconded the motion. The motion was unanimously approved.

Under New Business we had Resolution 07-01, Village Quarter Signing Authorization which was a resolution to change signing authorization of legal documents from Don to Elise. Commissioner Morrow moved to approve the motion, Commissioner Knutson seconded the motion, and the motion was unanimously approved. We also had Resolution 07-02, Village Quarter Fair Housing Resolution confirming HAYC compliance with fair housing laws. We also had state forms necessary to change signing authorization to Elise including an Authorization and Acceptance Form for the VQ partnership and Affirmative Marketing Certification. Commissioner Morrow moved to approve the motion, Commissioner Knutson seconded the motion, and the motion was unanimously approved.

Chair Newville stated that this is the annual meeting of the Board and it is time for election of officers for 2007. Commissioner Morrow nominated Commissioner Griffin to serve as Chair. Commissioner Griffin declined indicating that he felt he would like to have at least a year more of experience on the board prior to stepping into this role.

Commissioner Knutson then nominated Commissioner Morrow to serve as Chair. Commissioner Morrow agreed to do so. Commissioner Griffin seconded the motion. Commissioner Newville asked for any more nominations and hearing none, moved that nominations be closed. The motion was unanimously approved. Commissioner Morrow nominated Commissioner Griffin to serve as Vice Chair and Commissioner Kinman seconded the motion. Commissioner Newville asked for any more nominations and hearing none, moved that nominations be closed. The motion was unanimously approved.

Elise updated the Board on replacing her role as Housing Services Director. The hiring committee's selection to replace her, Linda Morris, who had previously accepted the position, has now declined the position. She required much more time to relocate from Long Beach California than we were able to accommodate. Elise has decided to keep the responsibilities of supervising the Asset Manager and the Housing Resource Center, so her previous position will be downgraded to Housing Supervisor. We have re-posted the new position. Dave expressed his support of her decision. Dave asked for an updated organizational chart. Elise said there will be one provided in the Retreat packet.

Elise expressed concerns about the Labor-Management Committee, which was established during last union negotiation, and charged with creating an incentive based performance evaluation for employees at Step 7. The Committee has met twice so far on a monthly basis. Elise hopes to get input from Phil on how to proceed. Joyce asked about the compensation survey in which HAYC is participating. Joyce said the Board members would like to receive it when completed. Elise said she hasn't heard lately from the firm conducting the survey, but will follow up.

Dave mentioned that at a future board meeting he would like to discuss the idea of moving to a travel per diem policy versus the current reimbursement system. Elise said preliminary work by Don on it indicated we should consider per diem just for food and not lodging, as many NAHRO training locations are expensive. It will be discussed further at a future board meeting.

Dave brought up various trainings and conferences. He suggested Phil attend the annual NAHRO Legislative Conference, as the other Commissioners have already attended it. Elise asked that any Commissioners interested in attending training to just let her know so that she could begin working on arrangements.

Phil wondered if we have ever considered constructing housing for assisted living facilities. Joyce added that we wouldn't get involved with the social services, just the housing side, like we do at Sunnyside. Mark mentioned that funding to build assisted living facilities has dwindled in recent years, but he will check with Vince Chiotti, who is the Regional Assistant Director (RAD) with the state, on current funding possibilities.

Phil said Kathy George expressed great interest in Village Quarter and he would like to use that as a leverage to convince the Austins to incorporate affordable housing at their

Newberg development. Elise added that we are working on a Powerpoint presentation for this purpose that we will get to him to look at.

Barbara thanked Dave for 2 years of leadership as Board Chair.

The meeting was adjourned at 8:45 PM.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary