

**MINUTES OF THE JANUARY 24, 2012 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 24, 2012, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Philip Griffin, Vice-Chair Fred Mickelson, Commissioners Joyce Morrow and Cheri Strawn. Commissioner Mike Gougler was excused. Staff members present were: Elise Hui, Mark Davis, Judi Herubin, Jonia Pierce, James Umfleet and Yanira Vera. Staff member Mike Jager was excused.

Chair Griffin called the Annual meeting to order at 6:20 p.m.

***Minutes:***

Commissioner Morrow moved to approve the minutes of the November 29, 2011 meeting. The motion was seconded by Commissioner Mickelson and unanimously approved.

***Public comments:***

None

***Bills and Communications:***

*List of expenditures* – Commissioner Morrow said she reviewed the list of expenditures and had previously asked James about a few payments, which turned out to pertain to Deskins Commons and a trustee fee for our main office bond.

***Reports of the Secretary:***

*Financial and Systems Report by James:*

For November we had a negative cash flow of \$29,000, but \$34,000 was from HAP and LRPB reserves, for a net positive cash flow of \$5,000. For December we had a negative cash flow of \$17,000, but \$39,000 was from HAP and LRPB reserves, for a net positive cash flow of \$21,000. We paid exactly 100% of our 1,343 vouchers in December.

*Asset Management Report by Yanira:*

Yanira reported overall physical occupancy increased .4% to 97.7%, and financial occupancy decreased .1% to 95.7%. Only Bridges, Haworth and Homeport are below 95% occupancy, although we will see improvement at those properties in January. We have had water leaks at Sunflower, Village Quarter, and Heritage Place that have caused some damage and repair costs. Average days to complete work orders was only 2.5 days.

*Housing Program Report by Jonia:*

Jonia reported that she has begun to shadow the development department and worked with HARRP and Elise to clarify the contracting processes.

*Housing Rehabilitation:* We presented the opportunity for 2012 Housing Rehab funding to the Newberg City Council, and received their full support to apply on their behalf.

Phil said there was a nice article about the rehab loan program in the Newberg Graphic, which was good to see.

*Housing Services Report by Judi:*

*Section 8:* Due to funding cuts this year, we will not be replacing the position vacated by Joyce Finckbone, so the Section 8 staff has been really busy keeping up with the workload. We will be issuing certificates to Ready to Rent graduates later this month.

*GRTHA:* We will soon be issuing the 12<sup>th</sup> and last GRTHA voucher.

*Housing Resource Center:* We were approved for the new HOAP funding for the Resource Center. The award is \$70,000 for 18 months, which will be split 60/40 with Polk CDC getting 40%.

*Development Report by Mark:*

Mark reported that he and James attended an award luncheon for West Coast Bank (WCB), who had earned a community spirit award from Federal Home Loan Bank of Seattle. In appreciation for Mark speaking during the luncheon, WCB turned over the \$5,000 monetary part of the award to us and one other WCB customer that spoke at the award ceremony. We received a \$2,500 gift!

*Other Development:* We have settled on a purchase price of \$276,000 for the 4.1 acres of land adjacent to Riverside Terrace in Sheridan. The sale is contingent on the owner getting the land annexed into the City for multi-family use, and the owner has applied for the annexation. There are hearings before the Sheridan Planning Commission and City Council tentatively scheduled for February. No opposition is expected. Sale closing is expected to occur by April 30<sup>th</sup>.

*Deskins Commons:* We continue to refine the basic layout of the property, but remain at 56 units of workforce housing, which includes 8 units for people with mental illness. We are applying for \$135,000 funding from the Oregon Health Authority, covered in a separate memo under New Business.

*Executive Director Report by Elise:*

Elise reported on her activities for the month and families serviced. Total families served was 2,305. Elise took a Senior Professional in Human Resources (SPHR) certification test in Portland, and passed. Fred thanked her for contributing many after-work hours to read and study for the test.

***Reports of Committees:***

*None.*

***Unfinished business:***

*LRPH Disposition Update:* Elise reported that no units were sold in November or December, and we remain at 58 units sold, and 12 units left to sell. Some final renovations are being made to the partitioned units to ready them for sale to YCAHC. We received an appraisal on the Third street property which is lower than the current asking price, so we have sent a waiver to HUD asking to reduce the listed price.

***New business:***

*LRPH Fencing Contract:* We wish to replace the fencing at the 10 partitioned units to ready them for sale to YCAHC. Town & Country Fence and Deck was the only bidder at \$36,436. Commissioner Mickelson moved to approve the award of the LRPH fencing

contract to Town & Country Fence and Deck. The motion was seconded by Commissioner Strawn and unanimously approved.

*Development Services Agreement:* We have worked out all but some fine details of the development consulting agreement with Housing Development Center (HDC), and would like to move forward with signing. The Board asked to amend the memo requesting approval to state the agreement is to pay HDC up to \$25,000 to help prepare the first phase CFC application, and any fee above \$25,000 would require another Board approval. Commissioner Morrow moved to approve the request as amended. The motion was seconded by Commissioner Strawn and unanimously approved.

*Resolution 12-01 – Authorizing Funding Application:* Since we are designating 8 units at Deskins Commons to people with chronic mental illness, we are qualified to apply for grant funds from the Oregon Health Authority. Our application for funding has been drafted in conjunction with Yamhill County Health and Human Services, with whom we have partnered on 4 previous projects. This should increase the likelihood of this grant being approved. Commissioner Mickelson moved to approve Resolution 12-01 authorizing the Executive Director to apply for Deskins Commons funding from the Oregon Health Authority and to sign all documents related to the application. The motion was seconded by Commissioner Morrow and unanimously approved.

*Board Planning Retreat Agenda:* Elise provided the agenda for the Planning Retreat to be held on February 21, 2012 starting at 9:00 a.m. Elise asked to include discussion of upcoming union negotiations in the strategic planning section, to which the Board was agreeable. Commissioner Strawn moved to approved the board planning retreat agenda. The motion was seconded by Commissioner Morrow and unanimously approved.

*2011 Report to the Community:* Elise provided the 2011 Report to the Community, which will be uploaded to our website upon approval. Fred provided some minor clerical adjustments, which Elise will incorporate. Phil asked for approval with revisions. Commissioner Morrow moved to approve the 2011 report to the Community. The motion was seconded by Commissioner Mickelson and unanimously approved.

*Election of Officers for 2012 –* Chair Griffin stated that we needed to have an official election of officers for 2012 since we had not done that at our last meeting. Commissioner Morrow nominated Commissioner Griffin to serve as Chair, the nomination was seconded by Commissioner Mickelson and unanimously approved. Commissioner Morrow nominated Commissioner Mickelson to serve as Vice-Chair, the nomination was seconded by Commissioner Griffin and unanimously approved.

Based on this, the slate of officers for 2012 is as follows:

Chair – Commissioner Griffin

Vice-Chair – Commissioner Mickelson

*Board Roster:* An updated Board roster was provided. Cheri provided an updated email address.

***Additions to the agenda:***

*Mailing address change:* We have a new mailbox on Dunn Street, so we have closed our PO Box. All mail should now be sent to 135 NE Dunn Place. We have begun changing the address on all our documents and web site.

The next meeting will be held after the Board Retreat at 3:30 on February 21, 2012.

Chair Griffin adjourned the meeting at 8:00 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary