

**MINUTES OF THE JANUARY 25, 2011 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 25, 2011, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin and Commissioners Joyce Morrow and Dave Newville. Excused from the meeting for Commissioners were Commissioners Briggs and Mickelson. Staff members present were: Elise Hui, Mark Davis, Judi Herubin, Jonia Pierce, James Umfleet, and Yanira Vera. Excused from the meeting for staff was Mike Jager.

The Mortgage Payment Assistance (MPA) Program team joined the Board for dinner, and shared their experiences administering the program. The MPA program team includes Megan, Brent, Claudia, Darcy, Vickie, and temporary hire Naida Paris, with Jonia leading the team. The team has diverse skills, which made for an overall competent team. We had a very small window of time to get 195 applicants submitted to the State, and with a pass rate of about 40%, were able to submit 245 applications. The Board expressed their appreciation for all the team's hard work making the program a success.

Chair Griffin called the meeting to order at 6:10 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the November 30, 2010 meeting. The motion was seconded by Commissioner Newville and unanimously approved.

Bills and Communications:

List of expenditures – Commissioner Morrow said she reviewed the list of expenditures for November and December 2010 and did not have any questions or concerns.

Public comments:

None

Reports of the Secretary:

Financial reports:

James reported that both November and December had positive cash flow thanks to MPA grant income of \$26,000 each month, and \$53,937 additional Section 8 admin fee subsidy in December from a 2010 proration adjustment. We had a \$24,798 positive cash flow in November, and \$62,800 in December.

Asset Management report:

Yanira reported that overall physical occupancy increased 1.0% to 95.3% in November, and increased another .2% to 95.5% in December. We are going to be adding a column for financial occupancy starting next month. We have hired back Teresa Velazquez, who used to manage Sunflower Park, to manage Village Quarter. Dave noted that Woodside Park is still not well lit at night, Yanira will follow-up on this concern. We had a leak at Village Quarter due to a leaking planter. The tenant feared the leak caused a mold issue, which we are looking into, but the tenant has been relocated in the meantime. In Mike's absence, Yanira reported that the average time to complete work orders was 3.4 days in November (which were all done by Ray alone) and 4.1 days in December.

Housing Programs report:

Judi reported on Section 8 department activities: We paid 1,353 HAPs in December, and totaled 16,116 for the year, which is exactly 100% lease up! The caseworkers are all working hard with full caseloads. In 2010 there were 3 indictments of past tenants for fraudulent activity of the Section 8 program. All 3 cases are still in process and we continue to work with HUD's Office of Inspector General and the US District Attorney's office. We have also terminated 2 landlords recently due to policy violations. Phil noted that these compliance enforcements show how well we manage our properties. We have issued 11 GRTHA vouchers, and 2 families have leased up and are beginning to receive HAP.

FSS Program: We had one graduate this month, Sharon Starr, with total escrow of \$9,119. Jonia reported on remaining program activity: We have been extremely busy lately administering the MPA program. We have adjusted schedules and responsibilities, learned new software, marketed the program, and will have worked with over 650 countywide applicants by the time we are done. We averaged about a 40% pass rate and were able to submit 245 applications to the State for consideration. Jonia expressed gratitude to the staff for their hard work. It has been tough, but rewarding.

Mark provided the Systems and Development report:

Meridian Street Newberg: We have spent the last month looking at alternate sites, and working with the Newberg Planning staff on conditions we would accept to get rezoning approval from the City Council. Of 16 alternate sites that were suggested, only 5 seemed feasible. We approached the owners of the 5 properties to buy or trade land, and none worked out. We reported these activities at our second meeting with the neighbors last night. We have a 3rd meeting with the neighbors tomorrow night. Dave asked if the additional cost of rehabbing the historical house would still result in a cash flowing property. Mark said it will and he will do a preliminary draft proforma financial report for the Meridian property and provide it at the next meeting.

Elise provided the Executive Director Report:

Elise reported her activities for the month.

Reports of Committees:

None

Unfinished business:

LRPH Disposition Update: Elise provided an update on LRPH disposition. We have received an offer on Border Lane, and hope to close on the unit in March. We have also just listed Third Street on the market.

Planning Retreat Draft Agenda: The Planning Retreat is scheduled for February 25th. Elise provided a draft agenda for official approval. Commissioner Morrow moved to approve the planning retreat agenda for February 25th. The motion was seconded by Commissioner Newville and unanimously approved.

New business:

Report to the Community - 2010:

Elise presented a report to the community and requested official board approval prior to putting the report on the website. Commissioner Morrow moved to approve the 2010 Report

to the Community. The motion was seconded by Commissioner Newville and unanimously approved.

Resolution 11-01 – Changes to Section 8 Admin Plan:

The admin plan has been reworded to increase a preference for families that meet the Yamhill County Health & Human Services Fast Track eligibility criteria from 2 up to 20 vouchers. Commissioner Morrow moved to approve Resolution 11-01. The motion was seconded by Commissioner Newville and unanimously approved.

Updated Board Roster:

An updated roster was provided.

Additions to the agenda:

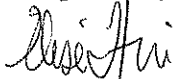
None

The board went into Executive Session at 7:35:

The board returned to Regular Session at 8:00.

Chair Griffin adjourned the meeting at 8:05 p.m.

Respectfully Submitted,



Elise Hui

Executive Director/Secretary

