

**MINUTES OF THE JANUARY 26, 2016 REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF YAMHILL COUNTY**

***Call to Order:***

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, January 26, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:10 p.m.

***Roll Call:***

Board Commissioners present were Catherine Jones, Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Mike Gougler, and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, and Mike Jager. Management staff absent were Judi Herubin, and Yanira Vera. Guests present were Caroline O'Brian, and Mary Starrett (Liaison County Commissioner) via conference call.

Chair Morrow introduced new Commissioner Catherine Jones, and asked her to tell everyone a little about herself. Chair Morrow thanked Commissioner Jones for joining the Board and said she looks forward to working with her.

***Hearings of Visitors:***

None.

***Approval of Minutes:***

Commissioner Griffin moved to approve the minutes of the meeting held on December 15, 2015. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about two payments to Yardi in the same month. James told her Yardi sends their invoices a whole month in advance, and we accidentally paid the January bill in late December. As a result, we will not have to pay a bill in January.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations for November was \$28,266 and for December was negative \$2,599. YTD cash flow for the 6 months year-to-date is \$141,634. Miscellaneous Expense was over budget due to holiday party food and gift cards. Chair Morrow said prior to the meeting she asked James about Leases & Maintenance Costs and Admin Other Benefits being over budget. James told her Leases & Maintenance Costs was over budget due to a double payment to Yardi (as mentioned in Bills and Communications), and buying more engineering blocks from Novacoast. Admin Other Benefits Expense was over budget due to longevity plaques and certificates given out during the holiday party for employee recognition. YCAHC Director Steve Olson has indicated he is interested in being the next Rehab CDGB grant recipient, but he will first have to discuss this with the City of Newberg Affordable Housing Commission.

*Asset Management Report by Elise in Yanira's absence, and by Mike:* Physical occupancy for December stayed the same as November at 97.5%. Financial occupancy increased 1.8% to 98.3%. The average time to complete work orders increased 2.6% to 5.9 days however we

completed 138 more work orders than in November including 54 work orders generated from Preventative Maintenance Inspection.

*Housing Services Report by Elise in Judi's absence:*

We ended the year with 99.3% overall voucher utilization which the board was very pleased with. We had 3 FSS graduates in the last month: (1) Jodi Gibson, who received \$9,756 total escrow, (2) Kimberly Corwin, who received \$573 total escrow, and (3) Candice Asher-Wafer, who received 5,048 total escrow. We currently have 32 active cases under the Oregon Foreclosure Avoidance (OFA) program, and expect this number to increase, as we will be temporarily providing OFA services for Willamette Neighborhood Housing Services (Linn, Benton, and Lincoln counties), as they lost their mortgage counselor. We have started marketing the down payment assistance program.

*Executive Director Report by Elise:*

Total families served in December was 1,964. Some of HAYC staff, including Elise, are helping with the Veterans Stand Down and Point In Time Homeless Count on January 27th.

***Reports of Committees:***

None.

***Unfinished Business:***

*Property Updates:* Our 133 NE Dunn Place space lease rate offered continues to look very competitive, but we haven't had any takers yet.

***New Business:***

*2015 Report to the Community:* Elise included our annual Report to the Community. The newest revision had been sent out by e-mail to all board members. The Board congratulated Elise on an excellent report. Commissioner Jones moved to approve the 2015 Report to the Community. The motion was seconded by Commissioner Mickelson, and unanimously approved. We will post a link to the report on our web site and distribute as widely as possible.

*2016 Planning Retreat Agenda:* Elise presented a draft agenda for the 2016 Planning Retreat for the Board's consideration. The Retreat will start at 3:00 p.m. on February 23<sup>rd</sup> prior to our regular monthly Board meeting which is scheduled to start at 5:30 p.m. Commissioner Griffin moved to approve the 2016 Planning Retreat Agenda. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

Chair Morrow excused the management staff, except for Elise, from the remainder of the meeting and moved into Executive Session at 6:35 to discuss personnel issues. She returned to the regular meeting at 6:39.

*Executive Director Review:* Chair Morrow said she and Commissioner Mickelson have completed Elise's 2015 performance review, and have a proposed wage and benefit package for 2016. Commissioner Gougler moved to approve the 2016 wage and benefit package for the Executive Director as presented. The motion was seconded by Commissioner Mickelson and unanimously approved.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:40 p.m. The next meeting of the HAYC Board will be held on February 23, 2016.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary