

**MINUTES OF THE JANUARY 28, 2014 ANNUAL 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 28, 2014 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 5:57 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Kevin Robertson, and Phil Griffin. A board member absent was Mike Gougler. Management staff members present were Elise Hui (Executive Director), James Umfleet, Jonia Pierce, Judi Herubin, Mike Jager, and Yanira Vera. Additional staff members present were Beth Stevenson and Doug Berry. Guests present were FSS graduates Heidi Powell-Bryson and Lamonica Bryant.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on December 3, 2013. The motion was seconded by Commissioner Robertson, and unanimously approved.

Hearings of Visitors:

Family Self Sufficiency: Doug Berry introduced FSS graduate Heidi Powell-Bryson. Heidi shared some of her experiences while on the program, and expressed her appreciation for the opportunity to participate. Doug presented Heidi a certificate of completion, and a check for her graduation escrow payment. The Board members congratulated Heidi on her accomplishments, and then Chair Morrow excused Doug and Heidi from the remainder of the meeting. Judi then read a letter from FSS graduate Mary Elizabeth Rendon telling of her experience with the program, and thanking the Board and staff for providing such a wonderful program. Beth Stevenson introduced FSS graduate Lamonica Bryant. Lamonica shared some of her experiences while on the program, and expressed her appreciation for the opportunity to participate. Beth presented Lamonica a certificate of completion and a check for her graduation escrow payment. The Board members congratulated Lamonica on her accomplishments, and then Chair Morrow excused Beth and Lamonica from the remainder of the meeting.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about two payments – the first to Northwest Techrep (new network equipment), and the second to Taurus Power Controls (office lighting system batteries).

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: For December, cash flow from operations was negative \$1,204 for the month, and negative \$46,368 year-to-date. For November, cash flow from operations was positive \$27,380 for the month, and negative \$45,125 year-to-date. In November we had a nice surge of resource center and Cover Oregon operating grant money. We were pleased to learn that the RD rental assistance funding for Riverside Terrace was not lost after all, but just delayed a few months. Maintenance costs are well over budget, due to many more move-outs than normal, and several bed bug treatments. Chair Morrow congratulated Judi on the Section 8 Program's 99.5% lease-up for 2013.

Asset Management Report by Yanira and Mike: In November, overall physical occupancy increased 1.9% to 97.3%, and financial occupancy increased 1.6% to 95.6%. In December, overall physical occupancy increased .2% to 97.5%, and financial occupancy increased 1.2% to 96.8%. All the vacancies at Tice have been filled in January. There was only one vacancy at Woodside, which is very good for that property. We are already getting calls from people interested in Deskins Commons. The average time to complete work orders increased .5 days to 2.1 days. For all of 2013, average time to complete work orders was 1.8 days, which our best time ever. We usually have 10 or 11 move-outs in a month, but in December we had 18.

Housing Services Report by Judi:

Section 8: In a NAHRO newsletter, we learned that the Omnibus Spending Package the President has signed includes non-sequestration level funding for the Section 8 program. So with cautious optimism, we are slowly working through some of the names from the waiting list, and are geared to quickly increase the intake rate once we learn of the actual funding. The Grand Ronde Tribal Housing Authority has asked us to administer 8 more vouchers for them, bringing total vouchers to 20.

Family Self Sufficiency: We received notification that we were again awarded funding for 4 FSS coordinator positions, though at a slight proration (98.3%) from last year. We had 5 FSS graduates in the last 2 months with combined \$57,809 escrow earned.

Housing Resource Center: We continue to administer the latest State-funded mortgage assistance program, the Down Payment Assistance program, which will provide 8 first-time homebuyers with \$5,000 down payment assistance funds. Staff member Claudia Sanchez is now a State-certified foreclosure counselor, and is taking some burden off of staff member Megan Ramos.

Housing Development Report by Jonia:

Deskins Commons: The wet weather back in November caused quite a bit of contingency funds to be used, so we are keeping a close eye on change orders and any other extra costs. The dry weather of late has been helpful, and the entire site is buzzing with activity. The buildings are in various stages of construction. The property is looking really nice already, and should be a beautiful place to live.

Neighborhood Stabilization Program: Two homes in McMinnville are still listed for sale, and we received offers for both. We accepted the offer on the 10th street house and hope to close on the sale soon. Unfortunately, the financing didn't work out for the person who made an offer on the 12th street house.

Executive Director Report by Elise: Total families served in November was 1,991, and December was 2,029. The 2014 Community Connect event will be held on June 18th, and we've already received a grant from First Federal in the amount of \$2,600 to cover the dental vans for the event. Tomorrow six HAYC staff members are participating in this year's homeless count.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: The four remaining units on Goucher Street and Russ Court in McMinnville are still on the market, and have received a little interest, but no offers yet.

Update on Commissioner positions: We received a letter from Yamhill County Commissioner Kathy George appointing Kevin Robertson to the Resident Commission position. Chair Morrow thanked Commissioner Robertson for volunteering, and congratulated him on his appointment.

New Business:

2013 Report to the Community: The annual Report to the Community will be posted on our web site, and sent electronically to community partners. The Board agreed we should reword the accomplishment on the refinancing of properties to remove the dollar amount of cash flow saved. Commissioner Mickelson moved to approve the 2013 Report to the Community as amended. The motion was seconded by Commissioner Robertson and unanimously approved.

Planning Retreat Agenda: Elise provided a draft agenda for the upcoming Planning Retreat. We will have a mini planning retreat this year from 4:00 to 5:30 on February 25th followed by the regular monthly board meeting. Commissioner Robertson moved to approve the Planning Retreat Agenda. The motion was seconded by Commissioner Griffin and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved to Executive Session at 7:07 to discuss personnel and/or property issues. At 7:22 she excused management staff except for Elise to discuss personnel issues. She returned to the annual meeting at 7:30

Executive Director Review: Chair Morrow said she and Commissioner Mickelson have completed Elise's 2013 performance review, and have a proposed wage and benefit package for 2014. Commissioner Griffin moved to approve the 2014 wage and benefit package for the Executive Director as presented. The motion was seconded by Commissioner Robertson and unanimously approved.

Adjournment:

Chair Morrow adjourned the meeting at 7:35 p.m. The next meeting of the HAYC Board will be held on February 25, 2014.

Respectfully submitted,

Elise Hui
Executive Director/Secretary