

**MINUTES OF THE FEBRUARY 21, 2006 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, February 21, 2006, at Sunflower Park Apartments, 267 NE May Lane, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Barbara Knutson, and Joyce Morrow. Commissioners Phil Griffin and Jean Kinman had excused absences. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager, James Umfleet and Darcy Reynolds. Guests present were: Jenny McQueen.

Chair Newville called the meeting to order at 7:30PM. Darcy Reynolds came with Family Self-Sufficiency Program graduate Jenny McQueen. Darcy introduced her, and there was discussion of her experience on the program. She is now buying a home in Newberg with a couple different loans including a PAL loan from the State, and may apply for a Rehab loan through HAYC. She received an escrow check of over \$14,788! Tammy Story also graduated from FSS due to being over income. She was on the program for only six months. She did not attend the meeting. The Board congratulated both graduates.

Commissioner Morrow moved to approve the minutes of the January 24, 2006 Annual meeting. The motion was seconded by Commissioner Knutson and unanimously approved. Commissioner Morrow reported that she had reviewed the expenditures for January 2006 and had no further questions.

James reported on the financial reports. Income was a positive \$50,168 for January, partially due to recording another \$16,500 of the Sunflower Park developer fee, but largely due to very low HAP expense. We utilized only 1159 vouchers (89%), but the Section 8 staff is working hard processing applicants. Commissioner Morrow asked about Auditing fees and Interest Income-Other. James explained that he started accruing audit costs last fiscal year, but during last year's audit, the auditor asked him to discontinue the practice. Also, HUD asks for audit costs to be reported on a cash basis on their online system. Other Interest Income was substantially over budget for the month, as we recorded \$4,500 interest on the Local Fund loan for the Hendricks Place project, and we earned over \$1,200 on the Vittoria rehab funds awaiting utilization.

James also provided a summary of the fiscal audit report recently received from the auditor for fiscal year ending June 30, 2005. There were no findings or management letter. Net income for the year was \$510,882, and Assets increased 2.9 million to \$27 million. HUD still provides the bulk of our funding (74%) because of the large Section 8 Program. Chair Newville said it's nice to see such a healthy balance sheet. Don

mentioned that some Housing Authorities are Section 8 only and would not have as strong of a balance sheet. We are fortunate to be somewhat diversified.

Elise reported on families served. Overall occupancy increased .9% to 94.2%. We're still struggling with Fresa and Abbey, although we have applicants for the Abbey vacancies. Next month Sunflower will be added to the report, but only for units available. We're doing well filling the Sunflower units as they become available.

Mike reported on maintenance and construction. Average time to complete all work orders was down to 8.02 days. Some of the work orders wind up becoming multiple work items under one order, so we actually had a busier month than the report indicates. We had one accident: Jimmy Payne, our force account laborer, hurt his knee and will be out a couple months. Joyce asked about the siding bid at Fresa. Mike explained that we did not receive any bids the first time, but we are going to request bids a second time next month.

Mark summarized development activities. There was little activity in January. At Vittoria Square, we are still waiting on RD. Fortunately, the rehab work is not urgent. With the New Market Tax Credit project, we have made offers to purchase the buildings but have not heard back from them yet. We are offering twice what they paid 6 or 7 years ago, so the offers are quite reasonable.

Don disbursed a summary of Homeowner Rehab loan activity. We currently have 30 open loans that total \$614,000. We have over \$500k in funds in the investment account available to be utilized. Part of these funds will be used to purchase a home for the homeownership program if one can be found at the right price.

Don presented a summary of the decisions coming out of the recent Board/Staff Planning Retreat. The summary included the FY2006 Goals and the Long-Range Planning Goals as presented at the retreat. Commissioner Morrow moved to approve the FY2007 Goals and the Long-Range Planning Goals. The motion was seconded by Commissioner Knutson and unanimously approved.

Commissioner Newville, Commissioner Griffin and Don attended a Commissioner/Executive Director training course in Las Vegas in February. All three reported that the training was very good, and refreshingly non-political, as NAHRO conferences tend to become. The commissioners took tests on their training and passed with high scores. They were given certificates recognizing their accomplishment. The Nelrod Consortium also offers training to staff, and Chair Newville recommended that staff look at these training opportunities. Don mentioned that Nelrod provided two CDs that include a vast amount of information and documents, including a new performance review format that we will look at.

Don presented a new policy on Employment Reference Information. Our current unwritten policy is not to offer information on former employees other than dates of

employment, salary levels, and job title. But, this kind of policy creates a risk for not collecting enough information on potential employees, or not offering sufficient information to other employers. Careful giving of reference information per this policy will benefit us all. The policy refers to an Oregon Revised Statute, ORS 30-178, which provides some protection to employers for responding to reference check calls with performance information that is helpful to other potential employers. After discussion, Commissioner Morrow moved to approve the Policy on Employment Reference Information. The motion was seconded by Commissioner Knutson and unanimously approved.

Information on the Northwest NAHRO Conference to be held in April was provided to the Board. Don stated that he will be contacting Board members soon to see if they plan to attend.

Chair Newville adjourned the meeting and the Board went into executive session at 8:27PM. He called the Board back into regular session at 8:29PM. Commissioner Knutson moved to approve the Mutual Release of All Claims and Settlement Agreement received from our attorney regarding the Ziada lawsuit. The agreement releases all claims by both parties without further action by the court. The motion was seconded by Commissioner Morrow and unanimously approved.

The meeting was adjourned at 8:30PM.

Respectfully Submitted,

Donald A. Clark  
Executive Director/Secretary