

**MINUTES OF THE FEBRUARY 21, 2012 REGULAR 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, 2012, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Philip Griffin, Vice-Chair Fred Mickelson, Commissioners Mike Gougler, Joyce Morrow, and Cheri Strawn. 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 regular meeting to order at 2:35 p.m.

***Minutes:***

Commissioner Morrow moved to approve the minutes of the January 24, 2012 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 for clarification on a few payments, which were answered to her satisfaction.

***Reports of the Secretary:***

*Financial and Systems Report by James:*

James reported that for January we had a negative cash flow of \$9,407, but \$20,166 was from HAP and LRPH reserves, so net cash flow was positive \$10,759. Year-to-date cash flow from ongoing operations is negative \$15,810. Fiscal year-to-date financial occupancy was 95.1%, which is the first time it has exceeded the budget of 95% since we started tracking it. We were really pleased to see our average HAP drop \$9 to \$534, as our Section 8 admin plan changes continue to take effect. Our average HAP goal is \$516.

*Asset Management Report by Yanira:*

Yanira reported overall physical occupancy increased in January .8% to 98.5%, and financial occupancy increased 1.0% to 96.7%. We will see vacancies increase next month due to some move-outs and a tenant passing away at Heritage Place. We closed 470 work orders with an average completion time of 15.2 days. With Mike out on medical leave, Yanira printed a different work order report, which the Board liked, and felt would be a good management tool. The Board suggested Mike annually use the new reports, analyze them, and report to the Board any observations he made by property.

*Housing Program Report by Jonia:*

Rehab is completed on the 1020 NE 12<sup>th</sup> Street house, and the other 4 houses are in various stages of completion. We are still looking for a sixth home to purchase, hopefully in Newberg.

*Housing Services Report by Judi:*

*Section 8:* Staff continues to do an excellent job despite all the demands on them these days.

*Family Self Sufficiency:* We had one FSS graduate in January: Merisa Hunt, who earned \$13,237 total escrow, and plans to use it for a down payment on a home.

*Housing Resource Center:* We were awarded \$90,000 more reallocated VIDA funds that were not used by other agencies, but have only until February 24<sup>th</sup> to allocate it all! We also applied for \$126,000 more 2012 VIDA funds, and should hear from CASA in April or May. We have 197 signed loan documents for the MPA program, and are getting few new ones at this time. We will be applying for 50 MPA-U (Mortgage Payment Assistance - Unemployed) slots soon.

*GRTHA:* In 2011 we paid \$63,745 total HAP, serving 11 families and 35 individuals.

*Development Report by Mark:*

*Deskins Commons:* Mark reported that we have submitted an application for \$135,000 in Oregon Health Authority funds. Next month we will be providing a proforma budget, which will accompany our CFC application to OHCS that is due by the end of March. The project will be another tax credit limited partnership.

*Sheridan Land Purchase:* The request to annex the land we are interested in purchasing goes before the Sheridan Planning Commission on February 13<sup>th</sup>, and the City Council February 21<sup>st</sup>, with closing expected to take place before April 30<sup>th</sup>.

*Executive Director Report by Elise:*

Elise reported on her activities for the month and families served. Total families served was 2,254 (and if you multiply by 2.5 average family members is about 5% of the County's population). We have been working with community and government partners on letters of support and a MOU for Resident Services for Deskins Commons.

***Reports of Committees:***

*None.*

***Unfinished business:***

*LRPH Disposition Update:* Elise reported that no units were sold in January, and we remain at 58 units sold, and 12 units left to sell. Fence replacement is almost complete on the partitioned units and we also have cabinet replacement that needs to occur to ready them for sale to YCAHC. We received official approval from HUD to reduce the listed price on 1535/1634 E. 3<sup>rd</sup> Street in Newberg and are hoping this reduction will help to sell this property.

***New business:***

*Revised Statement of Vision, Mission, and Values:* These were discussed during the planning retreat prior to the regular meeting. Phil asked for approval including any changes suggested earlier. Commissioner Morrow moved to approve the revised Statement of Vision, Mission, and Values with the changes discussed. The motion was seconded by Commissioner Strawn and unanimously approved.

*FY2013 Goals:* These were discussed during the planning retreat prior to the regular meeting. Phil asked for approval including any changes suggested earlier. Commissioner Strawn moved to approve the FY2013 Goals as amended. The motion was seconded by Commissioner Gougler and unanimously approved.

*Long-Range Goals:* These were discussed during the planning retreat prior to the regular meeting. Phil asked for approval including any changes suggested earlier. Commissioner Mickelson moved to approve the Long-Range Goals as amended. The motion was seconded by Commissioner Morrow and unanimously approved.

*Resolution 12-02 – Rejection of FY2012 Capital Fund Grant:* We still have a lot of excess operating funds to use up, so we are asking for approval to reject the \$18,295 capital fund grants (OR016P01650112 in the amount of \$15,681 and OR016R01650112 in the amount of \$2,614) we are eligible to apply for. Commissioner Strawn moved to approve Resolution 12-01. The motion was seconded by Commissioner Mickelson and unanimously approved.

***Additions to the agenda:***

*None.*

The next meeting will be held on March 27th, 2012 at 6:30 p.m.

The board went into Executive Session at 3:55 p.m.

The board returned to Regular Session at 4:24 p.m.

*Executive Director Review:* Commissioner Morrow moved to approve the performance review and compensation plan for the Executive Director effective January 1, 2012. The motion was seconded by Commissioner Strawn and unanimously approved.

Chair Griffin adjourned the meeting at 4:35 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary