

**MINUTES OF THE FEBRUARY 23, 2010 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 23, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Joyce Morrow, Commissioners Fred Mickelson, and Dave Newville. Staff members present were: Elise Hui, Mark Davis, Mike Jager, James Umfleet, Yanira Vera, Cliff Hardy and Jonia Pierce. Absent was Lynai Briggs.

Chair Griffin called the meeting to order at 3:40 p.m.

***Minutes:***

Commissioner Newville moved to approve the minutes of the January 26, 2010 meeting. The motion was seconded by Commissioner Morrow and unanimously approved.

***Public comments:***

None

***Bills and Communications:***

*List of expenditures* - Joyce said she reviewed the list of expenditures and did not have any questions or concerns.

***Reports of the Secretary:***

*James reported on financial reports:*

James reported on the financial reports. Total revenue was \$1,115,916, total operating expenses were \$1,078,146 and total non-operating income was \$85,495 for a net income of \$123,265. Approximate cash flow for the month was a positive \$296,371. We received a \$16,000 administrative fee for administering the Sheridan rehab grant. We sold 2 LRPD duplexes for proceeds of \$307,056, bringing total sales as of 1/31/10 to 18 duplexes and 8 houses.

*Yanira and Cliff reported on families served:*

Yanira reported on our properties. Overall occupancy increased .2% to 93.6%. Total families served decreased 16 to 1,841. Woodside and Vittoria will have a few move-ins in February, so we hope to be up to about 94% occupancy overall.

Cliff reported that we are pulling regularly from the waiting list. Leon Ramos has announced he will be leaving the Housing Authority in a couple weeks. The Board suggested we do exit interviews with departing employees, using standardized questions. Fred will send Elise some examples.

*Mike reported on maintenance and construction:*

Average time to complete work orders was 3.7 days, which is very low. We had only one reportable injury in 2009, which is an improvement over prior years. Unfortunately we have already had a reportable injury this year, as an employee stepped on a nail.

*Jonia reported on Housing Programs:*

*Housing Programs:* She and Cliff have been working closely together to make improvements to the Section 8 processes and procedures.

*Homeownership:* We recently handed over the house keys to a new HCVH client, who very ecstatically received them. In reference to the Board's desire to have more FSS clients attend meetings, Jonia said she talked with the FSS caseworkers who confirmed that most clients are too intimidated to attend. Jonia suggested having staff attend the meetings and be the focus of attention, and clients may or may not accompany staff and not be in the limelight. The Board could get to know more of the staff better, and be recognized for their efforts, and there is less pressure and intimidation to clients. The Board supported this idea.

*Mark reported on development:*

*VQ Commercial Space:* Mike is working with the contractor to get the floor and wall built. West Coast Bank, our mortgage lender raised the possibility of wanting another appraisal done, but we came to an agreement with them to apply the sale proceeds plus an additional \$75,000 of the tenant improvements reserve toward the loan, which alleviated the concern about loan to value. Phil commended Mark's resourcefulness.

***Unfinished business:***

*Update on LRPD Disposition* - Elise provided an update on LRPD disposition. As of January 31st we have sold 17 duplexes and 8 houses. Mike has received a few responses on the RFP for duplex partitioning work, and we hope to finalize a contract soon. There was a slow down on offers recently, but they have picked up again lately.

***New business:***

No new business.

***Management report:***

No discussion.

***Additions to the agenda:***

*Short-term goals* – Commissioner Morrow moved to approve the short-term goals as discussed at the board retreat. The motion was seconded by Commissioner Mickelson and unanimously approved.

*Long-term goals* – Commissioner Newville moved to approve the long-term goals as discussed at the board retreat. The motion was seconded by Commissioner Morrow and unanimously approved.

*Vision, Mission, Values* – Commissioner Mickelson moved to approve the statements of vision, mission and values as discussed at the board retreat. The motion was seconded by Commissioner Newville and unanimously approved.

*Bylaw Changes* – Commissioner Mickelson moved to approve the bylaw changes as discussed at the board retreat which included changes as to the way voting for the officers was conducted, that election of officers would occur at the meeting prior to the annual meeting with new officers being in place beginning at the annual meeting and allowing for alternative ways of participating in meetings. The motion was seconded by Commissioner Newville and unanimously approved.

All final documents will be presented to the board as part of the March board packet.

Commissioner Griffin adjourned the regular meeting at 4:35 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary