

**MINUTES OF THE FEBRUARY 23, 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, February 16, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 4:55 p.m.

***Roll Call:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), Catherine Jones, Mike Gougler, and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera. Guests present were Sarah Wilson, Carol McCausland, and Caroline O'Brian.

***Hearings of Visitors:***

None.

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on January 26, 2016. The motion was seconded by Commissioner Griffin, 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 a payment to Yardi Systems near the end of January (was for February service), and a payment to "Do Not Use-VEBA" (old vendor code with old PO Box, so check will be voided and reissued).

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$65,709 for the month and \$209,022 year-to-date. We received \$13,000 admin fees for the McMinnville Rehab CDBG, and \$22,735 additional admin fees for Housing Services due to increased proration. Also, OHCS has finally renewed the Housing Resource Center homeownership grant, and backdated it to July 2015, so we accrued \$12,425 grant income for July 2015 through January 2016. The offer we made on the Norris Court house was accepted, and we will close on the sale tomorrow. Our non-profit, YCAHC, bought the house, and will soon begin the process of renovating it for resale to a low income buyer.

*Asset Management Report by Yanira and Mike:* Physical occupancy increased .4% to 97.9%. Financial occupancy decreased 1.0% to 97.3%. The Harvest to Home (H2H) program, which involves transferring surplus food from the YCAP food bank to the community rooms of a couple of our properties for the benefit of our tenants, has been going really well, and the tenants are very appreciative of the free food. The average time to complete work orders decreased 2.0 days to 3.9 days. We had a major water leak from the fire suppression system at Village Quarter. We are awaiting the fire department report for an official cause. Repairs have begun, and may take up to an additional 2 to 4 weeks to complete. Fortunately there were no injuries. Elise thanked Yanira and Mike for doing such a good job handling the situation. We have a maintenance employee who is out on medical leave, so we're working hard to fill in for his

absence. We had to have some trees removed at Haworth Terrace due to the roots ruining the drainage system.

*Housing Services Report by Judi:*

HUD recently published new Fair Market Rents (FMR), and the rates that we use increased substantially! The increase of the FMR also increases the Voucher Payment Standard (VPS) we use to calculate rent assistance, and with an average VPS increase of 27%, we expect to see a gradual buildup of our HAP spending this year. There may be some future contingency funding that we may qualify to apply for. For 2015 we had paid out \$100,458 in rent assistance and utility reimbursement for GRTHA voucher holders which we were then reimbursed for from Grand Ronde. We had one FSS graduate in the last month, Regina Akins, who received \$7,126 total escrow.

*Executive Director Report by Elise:*

Total families served in December was 1,987. Elise and Linfield College students assembled about 1,000 hygiene kits to be distributed at the Point In Time Homeless Count, Veterans Stand Down, and Community Connect Events being held this year. Elise is also bringing these hygiene kits to the monthly Piecing Community Together Events that she assist with.

*Performance Measurement Charts:* Performance Measurement Charts were provided. The dry rot repairs at Palmer Creek and Fresa Park caused operating expenses to go up last summer and Fall. We've had a lot of FSS graduates move to homeownership lately which we love to see. Commissioner Mickelson said he agrees with the annual reporting of the charts, instead of quarterly as done previously.

*Reports of Committees:*

None.

*Unfinished Business:*

*Property Updates:* Our realtor conducted a walkthrough of the 133 Dunn Place space, but we have yet to hear if the interested party wants to lease the space.

*New Business:*

*FY2017 Goals:* The departmental goals for FY2017 were discussed during the retreat prior to the regular meeting. The Board requested the addition of two more goals: adding a goal to enroll all landlords in electronic fund transfers (EFTs) by June 30, 2017, and completing at least 4 more Capital Needs Assessments (CNAs) by June 30, 2017. Commissioner Jones moved to approve the FY2017 goals as amended during the retreat. The motion was seconded by Commissioner Mickelson, and unanimously approved.

*Long-Range Goals:* The long-range (FY2017-2021) departmental goals were discussed during the retreat prior to the regular meeting. The Board asked to add the two more goals: completing CNAs for all properties, and attaining an unrestricted cash reserve equivalent to 6 months operating expenses. Commissioner Mickelson moved to approve the long-range goals as amended during the retreat. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Additions to the Agenda:***

Commissioner Mickelson volunteered to review the Bylaws of the Housing Authority for any updates or changes. Chair Morrow agreed he should do this. Suggestions for revised bylaws will be brought back to the March board meeting for consideration.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:17 p.m. The next meeting of the HAYC Board will be held on March 22, 2016.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary