

**MINUTES OF THE FEBRUARY 24, 2015 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 24, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 4:55 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair), Joyce Morrow (Chair), Kevin Robertson, Mike Gougler, and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on January 27, 2015. The motion was seconded by Commissioner Griffith, and unanimously approved.

Hearings of Visitors:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about the payment to All Aspects Renovations for \$1,222, which James said was for counter top replacements at Woodside Park.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$7,730 for the month, and \$90,668 for the 7 months year-to-date. Prior to the meeting Commissioner Mickelson asked why we were over budget on Travel Expense, Membership Fees, and Miscellaneous Expense. James explained that we were over budget on Travel Expense due to Megan's numerous trips to Salem for mortgage counseling services that he had not anticipated for the budget; Membership Fees were over budget because in addition to the usual monthly membership fees, in January we paid our annual membership fees for OHA (\$3,955) and NAHRO (\$2,410); and Miscellaneous Expense was over budget due to over \$3,400 spent on the Deskins Commons grand opening (although the contractor and HDC helped foot the bill, so there was some miscellaneous revenue to offset this). Chair Morrow suggested we adjust the Membership Fees budget to allow for the annual OHA and NAHRO payments, which James will do for future reporting.

Asset Management Report by Yanira/Mike: Physical occupancy increased 1.3% to 97.7%, and financial occupancy increased 2.2% to 97.2%. We filled the vacancy at Hendricks Place. We have a lot of interest in the 4 units available at Woodside, and should fill them quickly. The average time to complete work orders increased 2.0 days to 5.5 days. Effective tomorrow we are redirecting Ron Huntley to resume repairs and painting at Tice Park as weather permits. The fire damage at Haworth will cost about \$45,000 to repair, with insurance covering all but the \$1,000 deductible. Also at Haworth we have started on landscape and grounds repairs. Commissioner

Mickelson asked how much the smoke damage at Sunnyside will cost to repair; Mike said about \$3,000. The Sunnyside unit should be ready to re-rent within the next week or so.

Housing Services Report by Judi:

Section 8: We paid 1,352 HAPs, which is only 9 over our 1,343 baseline. This is the first time we've been over baseline since July 2013.

Family Self Sufficiency: We had two FSS graduates in the last month – Shannon Boston, who received \$1,864 total escrow, and Kris Burkett, who received \$15,894 total escrow. A handwritten testimonial from Shannon Boston was included. The Burkett family may be buying a home through the HCVH program in the location they are relocating to.

Executive Director Report by Elise:

Total families served was 2,118. Chair Morrow was pleased to see Elise's request to YCTA to provide free transportation at the next Community Connect event was approved. Elise attended a webinar on ethics, and plans to give a summary presentation to staff at the staff meeting in April. Commissioner Mickelson suggested Elise give the same presentation to the Board at the next Board meeting. Elise hosted the quarterly OHA meeting at Deskins Commons on February 19 and 20 and was happy to hear the extremely positive feedback from the other directors.

Performance Measurement Charts: The annual performance measurement charts were included. The Board did not have any questions.

Reports of Committees:

None.

Unfinished Business:

None.

New Business:

FY2016 Goals: The departmental goals for FY2016 were included. Chair Morrow asked Elise to add a goal of leasing up the office space to the FY2016 goals. Commissioner Mickelson moved to approve the FY2016 Goals as revised. The motion was seconded by Commissioner Robertson, and unanimously approved.

FY2016-2020 Long-Range Goals: The departmental Long-Range Goals for FY2016-2020 were included. Commissioner Gougler moved to approve the FY2016-2010 Long-Range Goals. The motion was seconded by Commissioner Griffin, and unanimously approved.

Sale of 635 SE Sheridan Road: Having received an environmental review back from Pacific Habitat Services, and talking with HDC, we have learned that we cannot use federal funds to develop the 635 Sheridan Road property because it is in a floodplain. With a shortage of other development funding available, Elise is recommending we sell the property. The Board agreed that we should sell the property, and Commissioner Gougler suggested we ask a realtor for a comparative market analysis to estimate the land's value. Elise will bring this number back to the board at the next board meeting for further action.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow excused staff except for Elise and moved to Executive Session at 5:32 to discuss the Executive Director's annual review. She returned to the regular meeting at 5:35.

Executive Director Review: Chair Morrow said she and Commissioner Mickelson have completed Elise's 2014 performance review, and have a proposed wage and benefit package for 2015. Commissioner Gougler moved to approve the 2015 wage and benefit package for the Executive Director as presented. The motion was seconded by Commissioner Griffin and unanimously approved.

Adjournment:

Chair Morrow adjourned the meeting at 5:40 p.m. The next meeting of the HAYC Board will be held on March 24, 2015.

Respectfully submitted,

Elise Hui
Executive Director/Secretary