

**MINUTES OF THE FEBRUARY 25, 2014 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 25, 2014 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 6:00 p.m.

***Roll Call:***

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

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on January 28, 2014. The motion was seconded by Commissioner Griffin, 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 a \$6,153 payment to Clancy Supply, which James said was for Niagara brand toilets that Mike purchased for several properties.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$31,265 for the month, and negative \$15,103 year-to-date. This is lower than the budget comparison report shows because after reports were sent out we discovered a duplicated journal entry for a \$5,000 rehab admin fee, and we paid a \$3,600 legal bill applicable to January. We received \$21,250 in rehab admin fees and \$13,258 foreclosure counseling admin fees, so it was a good month for admin fees. Joyce noted a surge in membership fees, and James said our annual NAHRO and OHA membership fees are paid around the beginning of the year. The Board asked to have the budget adjusted to reflect this. Also, the Board asked James to see if the budget should be adjusted for seasonable fluctuations of utilities. Workers compensation was negative because we received a premium refund from SAIF.

*Asset Management Report by Yanira and Mike:* Overall physical occupancy increased .6% to 98.1%, and financial occupancy increased .4% to 97.2%. We had 4 vacancies at Woodside, but have 4 applicants on the waiting list. The average time to complete work orders increased 2.0 days to 4.1 days. We should resume painting Tice Park sometime in March. We are nearing completion of the Self Evaluations for our RD properties. The toilets we're buying from Clancy Supply that Joyce asked about earlier under the list of expenditures are .8 gallons and therefore save on costs, but are still effective and we have not yet received a call-back on any of these particular toilets.

*Housing Services Report by Judi:*

*Section 8:* Now that it appears funding will be increasing for 2014, we are busy pulling many names from the waiting list to get voucher utilization back up.

*Family Self Sufficiency:* We had 2 FSS graduates in the last month: Jennifer Garrett, who wasn't able to earn any escrow as her family's income exceeded 30% of Fair Market Rent and she was required to graduate from the program, and Trisha Cooper, who earned \$3,837 total escrow.

*Housing Development Report by Jonia:*

*Deskins Commons:* Building construction continues, with most buildings at various stages of framing, roofing or siding work. Asset Management has begun to prepare to ramp up marketing efforts.

*Neighborhood Stabilization Program:* We have accepted offers for the homes on 10<sup>th</sup> Street and 12<sup>th</sup> Street.

*Executive Director Report by Elise:* Total families served was 2,027.

*Performance Measurement Charts:* Prior to the meeting Joyce noted Sunflower Park's operating cost per unit were running high. Mike said we have had to purchase several appliances lately, and with the light carpeting, we always have a lot of carpet cleaning costs. James pointed out that the budget line in the charts is the average budget for all the properties in the chart, and that Sunflower Park's expenses run higher than the other properties; however expenses are still within its own budget. Our FSS client participation rate is below our goal the past few months since we have had many graduations. Our FSS escrow account participation rate is over double the goal rate, indicating our success with that program. We have struggled with occupancy at Abbey Heights in recent months.

***Reports of Committees:***

None.

***Unfinished Business:***

*Low Rent Public Housing Disposition:* The four remaining units on Goucher Street and Russ Court in McMinnville are still on the market. We have received a little interest, but no offers yet.

*Village Quarter Commercial:* We are very close to finalizing and signing a lease agreement with Yamhill County Care Organization (YCCO) to lease one of the remaining 3 bays.

*Office Lease Space:* With 2<sup>nd</sup> Wind Sleep Equipment vacating our lease space a few weeks ago, we have been making minor repairs, and Elise is lining up a realtor to help market the space.

***New Business:***

*FY2015 Goals:* The goals for next fiscal year were discussed during the planning retreat prior to the regular meeting. Commissioner Griffin moved to approve the FY2015 goals including any changes discussed during the retreat. The motion was seconded by Commissioner Gougler and unanimously approved.

*Long-Range Goals:* The long-range goals were discussed during the planning retreat prior to the regular meeting. Commissioner Gougler moved to approve the long-range goals including any changes discussed during the retreat. The motion was seconded by Commissioner Griffin and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:25 p.m. The next meeting of the HAYC Board will be held on March 25, 2014.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary