

**MINUTES OF THE FEBRUARY 26, 2013 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 26, 2013 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Chair Morrow called the meeting to order at 1:55 p.m.

Roll Call:

Board members present were Chair Joyce Morrow, and Commissioners Mike Gougler, and Phil Griffin. Board members absent were Vice-Chair Fred Michelson, and Commissioner Cheri Strawn. Staff members present were Executive Director Elise Hui, James Umfleet, Jonia Pierce, Judi Herubin, and Mike Jager. A staff member absent was Yanira Vera.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on January 22, 2013. 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 did not have any questions or concerns.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James:

Finance: January was a breakeven month for cash flow from operations. Even though we were a negative \$445 for the month we still are under budget \$129,068 year-to-date. Chair Morrow noted that we were over budget on maintenance contracts, so Mike will look into why.

Asset Management Report by Mike: Overall physical occupancy increased .7% to 97.3%, and financial occupancy decreased 1.7% to 96.0%. The average time to complete work orders decreased .4 days to 1.7 days, which was one of our best months ever.

Housing Services Report by Judi:

Section 8: The on-site HUD SEMAP audit went well, and there were no findings. We continue to look for ways to streamline efforts and still comply with program regulations. HUD recently issued two notices on administrative changes that will potentially lessen some of the verification and reporting that is required. One of these changes requires Board approval, and will be covered later under New Business.

Family Self Sufficiency: The on-site HUD FSS audit went well, and there were no findings. The auditors recommended we have different job descriptions for FSS Coordinators versus Section 8 caseworkers at least for audit purposes, so we will be considering their recommendation. We received really good news from HUD that they recalculated the FSS funding using correct data, and we will be funded all 4 positions we applied for! We had one FSS graduate – Stacy Gentry, who received \$3,040 total escrow.

Housing Development Report by Jonia:

Deskins Commons: Design development was completed, and estimates exceeded the targeted budget so the team has been working to get back under budget without sacrificing quality. Elise, Jonia, our consultants and land use attorney met with Newberg officials last week and worked out the wording issues pertaining to owner equity in the rezoning agreement. The meeting went well, and we've since sent the information to Wells Fargo for their approval. Elise and Jonia attended a McMinnville urban renewal public hearing, where they learned more about the city's vision for the "Gateway District". OHCS is redesigning the CFC process, which will impact our ability to qualify for future funding. We just received the completed Phase I environmental assessment.

Executive Director Report: Elise provided a report of her activities in the last month. Total families served were 2,135.

Reports of Committees:

OHA Meeting: Elise attended the Oregon Housing Authorities meeting in Salem last week. Topics discussed included 2013 Section 8 funding, and the possibility of 9% across-the-board cuts due to the congressional sequestration (congressional budget cuts).

Unfinished Business:

Low Rent Public Housing Disposition: We placed "For Sale By Owner" signs in the yards and front windows of the 10 remaining units. We have two pending offers on 1680 Wright St, and 919B Charles St in Newberg, and are working with the buyer's realtors and banks to get toward closing.

New Business:

FY2013 Goals: The goals for fiscal year 2013 were discussed during the planning retreat prior to the regular meeting. Commissioner Griffin moved to approve the goals for fiscal year 2013 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 Griffin moved to approve the long-range goals for fiscal year 2013 including any changes discussed during the retreat. The motion was seconded by Commissioner Gougler and unanimously approved.

Resolution 13-01 – Revision to Section 8 Administrative Plan: As mentioned under Reports of the Secretary, HUD recently issued two notices on administrative changes that will potentially lessen some of the verification and reporting that is required. Commissioner Gougler moved to approve Resolution 13-01 to revise the Section 8 Administrative Plan. The motion was seconded by Commissioner Griffin and unanimously approved.

Resolution 13-02 – Adoption of Updated HAYC Bylaws: The bylaws were revised to include a recent change to the mission statement, and other small clean-up items. Commissioner Gougler moved to approve the updated HAYC Bylaws. The motion was seconded by Commissioner Griffin and unanimously approved.

Open Office Hours: The open hours of the office was discussed during the retreat prior to the meeting. In light of funding reductions recently, and resultant workforce reductions, management is recommending we close the office on Fridays to give staff uninterrupted work time. This would impact the main office staff only, not including maintenance and on-site

managers. Commissioner Gougler moved to approve supporting management's decision to close the office to the public on Fridays. The motion was seconded by Commissioner Griffin and unanimously approved.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the regular meeting at 2:30. The next meeting of the HAYC board will be held on March 26, 2013.

Respectfully submitted,

Elise Hui
Executive Director/Secretary