

**MINUTES OF THE MARCH 5, 2019 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, March 5, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:35 p.m.

***Roll Call:***

Commissioners present were Catherine Jones, Chair Joyce Morrow, Vice-Chair Fred Mickelson, Mike Gougler, and Phil Griffin. Management staff members present were Massey Casper (Executive Director), Megan Ramos, and Vickie Ybarguen. A management staff member absent was Yanira Vera, who was representing HAYC at the AHMA Conference in Washington DC and meeting with federal representatives. Guests present were Riverside Terrace residents Harriet Davenport and Teddy Collins.

***Approval of Minutes:***

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on January 22, 2019. Commissioner Jones moved to approve the minutes of the meeting held on January 22, 2019 as presented. The motion was seconded by Commissioner Griffin and unanimously approved.

***Public Comments:***

None.

***Reports of the Secretary:***

***Finance and Rehab Report by Vickie Ybarguen:*** Prior to the meeting the Commissioners reviewed the budget-to-actual comparison reports, and Chair Morrow asked about the budget overages on Admin Medical and Life Insurance and Communications. Vickie explained that it appears Admin Medical and Life Insurance was budgeted for 1.5 less FTEs than our currently staffing level. Additionally, the medical insurance annual increase was more than budgeted. For Communications Vickie explained that a Verizon bill of approximately \$750 from FY2018 was paid in FY2019, and the main office panic alarm monitoring was not included in the FY2019 budget (\$200 a quarter, currently paid for 2 quarters). Cash flow from operations was \$62,801 for the month and negative \$23,027 for the seven months year-to-date.

Commissioner Mickelson had questions regarding the potential negotiation of medical insurance costs. Vickie stated that we purchase insurance through Yamhill County who negotiates the costs. She will research when that negotiation will next take place and when we will receive the information from them.

Commissioner Morrow stated that governmental entities can adjust their budgets once a year and Commissioner Mickelson suggested the Directors provide the Board with potential budget adjustments at the 6 month mark.

Commissioner Morrow generously offered to assist with upcoming FY2020 budget process.. Commissioner Mickelson supported this action, and reminded all Commissioners and Directors that it is the duty of Commissioners to assist in their areas of expertise.

***Systems Report by Vickie Ybarguen:***

Vickie reported that she scheduled Miller Technology to meet with M. Casper on February 11, 2019, before finalizing install of Abbey Security Cameras. Commissioner Mickelson inquired as

to plans for security cameras at other properties. Vickie and Massey stated that properties would be reviewed and updated based on needs, costs, and HAYC funds (ROI).

*Asset Management/Rehab Report by Massey Casper for Yanira Vera:* For January physical occupancy increased .2% to 98.5%, and financial occupancy increased .2% to 96.7%. Commissioners requested definitions of the work order priorities to provide additional accuracy, and suggested adding a few more categories, including one for long term projects that are currently skewing the averages. Massey reported on the current status of grant funding. Commissioners appreciated the pictures of the 5 properties we are looking to acquire through the county.

*Housing Services Report by Megan Ramos:*

*Family Self Sufficiency:* In January 2019 we had 1 FSS graduate:

Tamila I. graduated the program with \$1,322, which she plans to use for car repairs and to start an emergency savings fund.

We were awarded \$216,000 in calendar year 2019 FSS funds, enough to fund our three positions. HAYC is proud to have been the 3<sup>rd</sup> highest awarded agency in Oregon.

*Housing Choice Voucher Program:* Going into 2019 we are working on maintaining our voucher utilization at a more steady number, currently we are paying HAP for 1365 households. We hired Yuya Matsuda as our newest Housing Specialist and he is in the midst of training.

*Housing Resource Center:* Nanette continues to work hard to utilize all of our existing programs.

*Executive Director Report by Massey Casper:* For January total families served decreased by 4 to 2,130. Some highlights of the many activities happening lately:

- Synergy Summit was held and attended by 28 individuals, including County Commissioners, our Board Chair, mayors, and city officials.
- Massey met with Mark Davis to discuss development.
- We contracted with Richard Stellner, HR consultant.
- Massey concluded negotiations with Neil Doshi regarding Meadow Brook apartments.
- All directors met with representatives from CASA of Oregon in regards to development opportunities.
- Massey concluded negotiations with HHS.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Properties:*

*Cumulus Avenue Property:* Massey provided an update regarding the potential sale of the Cumulus property to a medical group. The group plans to move forward with a letter of interest in the near future.

*YCAHC Housing Rehabilitation:* YCAHC in the final stages of taking possession of four additional dwellings for back taxes owed. YCAHC is also looking into a foreclosed property, which is a 20 acre parcel. Preliminary research indicates this property may not work for our rehab department; however we will be looking into it further. Commissioner Mickelson is interested in getting more information on the property, which will be provided.

***New Business:***

*Resolution 19-02 – Revision of Section 8 HCV Admin Plan:* We have requested to revise the admin plan to include a blanket tie down waiver. Commissioner Mickelson motioned to approve with one spelling correction. Motion was seconded and unanimously approved.

*Resolution 19-03- Approval to Change 457b Plan Sponsor:* We have requested board approval to change our 457b plan sponsor from IMCA-RC to Oregon Savings Growth Plan. Commissioner Jones motioned to approve, with Commissioner Griffin seconding. Motion was unanimously approved.

*Bilingual Differential-* Commissioners reviewed bilingual differential MOA and discussed approval should the union sign off on it. Commissioner Jones motioned to approve, with Commissioner Gougler seconding. Motion was unanimously approved

***Additions to the Agenda:***

None

***Executive Session:***

Chair Morrow moved into Executive Session at 6:41. She returned to the regular meeting at 7:18.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:18 p.m. The next meeting of the HAYC Board will be held at 6 p.m. on March 26th, 2019.

Respectfully submitted,

Massey Casper  
Executive Director/Secretary