

**MINUTES OF THE MARCH 6, 2018 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 6, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:10 p.m.

Roll Call:

Board Commissioners present were Catherine Jones, Fred Mickelson (Vice-Chair), Joyce Morrow (Chair), Mike Jager Gougler, and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Megan Ramos, Mike Jager, Yanira Vera, and Vickie Ybarguen. A guest present was Mary Starrett (Liaison County Commissioner).

Vickie Ybarguen was recently promoted from Systems Administrator to Director of Information Technology, and is our newest addition to the management team.

Prior to the meeting during the Board Retreat, HAYC's bylaws were adopted. Commissioner Mickelson suggested some changes to the bylaws, said bylaws are a picture of operational processes in place at the time, and suggested the board should review and, as necessary, modify regularly, at least once a year. Commissioner Mickelson also commented as to what makes a good vision statement and mission statement, and said that if everyone would send him a suggested vision statement sometime within the next 30 days he would create a process for the board to consider any change the board might desire.

Approval of Minutes:

Prior to the meeting the commissioners reviewed the minutes of the meeting held on January 23, 2018. With there being no changes needed, Commissioner Gougler moved to approve the minutes of the meeting held on January 23, 2018. The motion was seconded by Commissioner Griffin and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow and Commissioner Mickelson reviewed the list of expenditures, and did not have any questions that were not addressed in James Umfleet's memo.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James Umfleet: Prior to the meeting, the commissioners had reviewed the budget-to-actual comparison reports. Cash flow from operations was negative \$1,640 for the month and positive \$92,034 for the seven months year-to-date. Chair Morrow noted there was a large dollar amount of FSS escrow forfeitures; James Umfleet said it was mostly due to our first ever GRTHA FSS escrow forfeiture.

Asset Management Report by Yanira Vera & Mike Jager: Physical occupancy increased .4% to 96.6%, and financial occupancy increased .1% to 96.2%. We have been working hard on a lot of unit turnovers lately, including a unit at Village Quarter that was vacated with thousands of

dollars of damage. The average time to complete work orders increased 1.9 days to 12.1 days. We are finally very close to completing exterior repairs at Palmer Creek.

Housing Services Report by Megan Ramos:

Family Self Sufficiency: We had one FSS graduate for the month, Martha Santoyo-Cinta, who received \$9,757 total escrow while on the program. Megan Ramos said she is going to use her escrow funds to upgrade her vehicle.

Section 8: In January we reopened our fast track vouchers, and pulled a small number of people off the wait list. We continue to proceed cautiously with lease ups, as we await notice of our funding for this year. As anticipated, FSS coordinator Steven Stone left the agency at the end of February. We have completed the recruitment process to replace Steven, and have extended an offer to one of the applicants.

Executive Director Report by Elise Hui: Total families served was 1,996. We have a HUD compliance review coming up on March 13th, which will be a full Housing Authority review, not just Section 8. Elise Hui met with Mark Carlson of Covenant Church and Jeff Sargeant of YCAP to discuss housing possibilities for senior women, including potentially doing a cottage cluster. Elise Hui met with Jeffrey McMorris, a HUD regional administrator for Region X, to discuss HUD issues/concerns, and HAYC programs. They discussed the Trump Administration's proposed budget, which is not looking good for housing, and also talked about how frustrating it is to not know our HCV funding until nearly halfway into the year. Jeffrey McMorris acknowledged that HAYC provides a lot of services. We extended the lease agreement on the office leased space for another 2 years, which is covered under unfinished business.

Performance Measurement Charts: The annual performance measurement charts were reviewed and exception items were discussed. Sunflower Park and Palmer Creek have had a lot of maintenance costs in the last year. FSS participation has continued to be really high. Special needs property vacancies tend to stay vacant for several months at a time, as it takes longer working with Yamhill County Mental Health to screen applicants and fill the units.

Reports of Committees:

None.

Unfinished Business:

Status of Properties: The current lease for the office space next door at 133 NE Dunn Place is going to expire on April 30, 2018. Alexonet has been a good and stable tenant, so Elise Hui has extended the lease for another 2 years through April 30, 2020.

New Business:

FY2019 Goals: The departmental goals for FY2019 were reviewed and discussed during the retreat prior to the regular meeting. Commissioner Jones moved to approve the FY2019. The motion was seconded by Commissioner Mickelson, and unanimously approved.

FY2019-2023 Long-Range Planning: The FY2019-2023 long-range departmental planning items were reviewed and discussed during the retreat prior to the regular meeting. Commissioner Gougler moved to approve the long-range planning items. The motion was seconded by Commissioner Jones, and unanimously approved.

County Foreclosed Properties: During a YCAHC board meeting, the discussion about foreclosed properties came up, and Commissioner Starrett and HAYC staff decided to work

together to see what options there may be to assist families that were at risk of losing their homes or had been foreclosed on due to delinquent property tax payments. The first step is to have the Yamhill County Assessor notify individuals who may be impacted of our foreclosure prevention services, so we created a flyer that summarizes our services for the Assessor to use. Yamhill County owns various properties obtained through property tax foreclosure, and have begun communicating with the occupants to determine if they are interested and eligible in remaining on the property. If so, Yamhill County envisions a couple potential options:

1. Under ORS 275.180, the county can sell the property back to the former owner of record or their contract purchaser for no less than the amount of taxes owing plus interest and fees. In this situation, our non-profit could provide low interest funding to repurchase the property from Yamhill County, using the home as collateral.
2. Under ORS 271.330, the county can transfer ownership of the property directly to a qualifying nonprofit corporation for the purpose of providing low income housing. The transfer price is negotiable between the nonprofit and the county, with the county looking to recover at least the back taxes plus interest and fees. Our non-profit would assume ownership of the property and work directly with the homeowner to try and work out some way for them to remain in the home using existing grant, loan, or rent programs.

After discussion, the Board agreed that this partnership with Yamhill County would be very beneficial to many homeowners, and we should continue to pursue working with Yamhill County to help homeowners retain their ownership.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved into Executive Session at 5:50, and returned to the regular meeting at 6:12.

Adjournment:

Chair Morrow adjourned the meeting at 6:13 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on March 27, 2018.

Respectfully submitted,

Elise Hui
Executive Director/Secretary