

**MINUTES OF THE MARCH 7, 2017 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 7, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:30 p.m.

Roll Call:

Board Commissioners present were Catherine Jones, Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), and Mike Gougler. A Commissioner absent was Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), and Village Quarter tenants Carol McCausland and Sarah Wilson.

Public Comments:

None.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on January 24, 2017 as amended to show the date at January 24, 2017 instead of 2016. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and didn't have any questions or concerns.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$7,734 for the month, and \$98,236 for the 7 months year-to-date. We paid our annual membership fees for OHA and NAHRO, putting membership fees over budget for the month. We were awarded a \$50,000 rehab grant from Meyer Memorial Trust, which will focus on manufactured homes built before 1978. Chair Morrow noted a large amount of laundry income, which is due to Yanira and Mike making coin collection a priority that month.

Asset Management Report by Yanira & Mike: Physical occupancy decreased .8% to 97.3%, and financial occupancy decreased .9% to 96.5%. Palmer Creek had 2 vacancies, which is a lot for a 10-unit property, so we are working to fill those units as quickly as possible. Deskins Commons has 117 on the wait list, which shows the strong demand for that property. The average time to complete work orders decreased .7 days to 4.0 days. We have all our maintenance staff back to work again, after one person was on medical leave for several weeks. We are 80% complete with dry rot repairs at Palmer Creek, and are waiting for the weather to improve to complete the last 20%. The RFP for heat pumps at Homeport is in review with McMinnville Water & Light (MW&L), since MW&L is funding the project with weatherization grant funds.

Housing Services Report by Judi: Section 8 is presently over-leased due to the push to maximize voucher utilization for 2016, so we don't anticipate pulling from the wait list until there is some attrition of voucher holders, and until we have a better idea of what will happen with program

funding for this year. We held our first post-purchase class, “Keys to Success” on March 4th, which went very well and had great reviews by participants.

Executive Director Report by Elise:

Total families served in November was 2,056. Elise attended a meeting at First Christian Church to talk about first steps for COMPASS Center, including advocacy for homeless individuals/families. Elise met with Jordan Robinson from Lutheran Community Services Northwest and Tom from Catholic Community Services who are interested in the Cumulus Avenue lot. Elise sent out requests for several different services they would like to provide at the 2017 Community Connect Event (CCE), which will be held at Linfield College this year. She met with Dawn Graff-Haight at Linfield College, who is going to be helping her find an intern to help with the CCE. Elise is participating in the McMinnville Affordable Housing Task Force, and attended a meeting recently that included discussion about Tiny Houses and the rezoning that would be required for them. Elise has spent a lot of time this reporting period getting ready to move forward on our SW Booth Bend Road development, including meeting the owner, creating an Option Agreement and Sales Agreement, selecting a architecture/engineering firm, and meeting with General Contractors interested in turning in a proposal. Elise and Judi met with West Valley Housing Authority to talk about several things, including our GRTHA program and our recent Yardi Voyager software upgrade.

Performance Measurement Charts: Performance Measurement Charts were reviewed. Commissioner Mickelson asked what was driving the high costs per units at end of 2016 and January 2017, which James said was due to increased Section 8 voucher utilization to maximize lease up for 2016. Palmer Creek’s costs per unit have been running high lately due to all the exterior repairs. The farmworker housing properties have historically run at a much higher cost per unit than other properties. FSS Client participation rate has been really high, particularly in the last year.

Reports of Committees:

None.

Unfinished Business:

Status of HAYC Properties: The potential buyer of the Sheridan Road property was unable to get financing to develop the property so we will just hold it a bit longer and see if we can find non-federal funding or if a private developer is interested in it. One of the community partners interested in the Cumulus Avenue lot is no longer interested in the property, but the other community partner is still interested in the possibility of developing the property.

New Business:

FY2018 Goals: The departmental goals for FY2018 were reviewed and discussed during the retreat prior to the regular meeting. Commissioner Mickelson moved to approve the FY2018 goals as amended during the retreat. The motion was seconded by Commissioner Gougler, and unanimously approved.

FY2018-2022 Long-Range Goals: The FY2018-2022 long-range departmental goals were reviewed and discussed during the retreat prior to the regular meeting. Commissioner Jones moved to approve the long-range goals. The motion was seconded by Commissioner Gougler, and unanimously approved.

Commissioner Gougler Extension of Term of Office: Commissioner Gougler's term of office expired on December 31, 2016, but he has agreed to remain on the board until a replacement can be found. The Yamhill County Commissioners officially approved a 5-year extension to his term of office on February 23rd. Once a replacement is found, we will request the replacement complete the remainder of Commissioner Gougler's term.

Resolution 17-01 – Change of Clientele at New Reflections: Yamhill County Health and Human Services has requested we change the wording in the agreement that we have with the state for the clientele served at New Reflections from a “transitional home for single parents and children in outpatient substance abuse treatment” to a “transitional home and peer-assisted crisis center program for individuals with co-occurring conditions who are in need of alcohol and drug free transitional housing and crisis recovery support services”, to be effective June 5, 2017. Commissioner Gougler moved to approve the change of language regarding the clientele served at New Reflections. The motion was seconded by Commissioner Mickelson, and unanimously approved.

2016 Report to the Community: Elise included her 2016 Report to the Community for review and approval. Chair Morrow pointed out a couple wording changes needed. Commissioner Gougler moved to approve the 2016 Report to the Community as amended. The motion was seconded by Commissioner Jones, and unanimously approved.

Additions to the Agenda:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:05 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on March 28, 2017.

Respectfully submitted,

Elise Hui
Executive Director/Secretary