

**MINUTES OF THE MARCH 22, 2005 MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, March 22, 2005, beginning at 7:33PM at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Joyce Morrow and Jean Kinman. Commissioner Barbara Knutson had an excused absence due to illness. Commissioner Barry Philpott had an excused absence due to a family emergency. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager, James Umfleet, and Beth Stevenson.

Chair Newville called the meeting to order at 7:33PM. Guests Angela and Bill Franklin were introduced by Beth Stevenson. Angela Franklin is a recent graduate of the Family Self-Sufficiency Program. Chair Newville congratulated her on successfully completing the program and looking forward to home ownership. Angela was presented with a certificate and escrow check. She expressed appreciation for all the assistance she has received.

The minutes of the last meeting were reviewed. Commissioner Morrow moved to approve the minutes of February 22, 2005. The motion was seconded by Commissioner Kinman and unanimously approved.

The expenditures for February 2005 were reviewed. Chair Newville suggested dispensing with the review of expenditures in the future. Don stated that the review is required in the HAYC bylaws but that, if the Board chose to do so, they could designate a Board member to review the expenditures on behalf of the Board. Chair Newville then designated Commissioner Joyce Morrow to review the expenditures in the future. Commissioner Morrow agreed.

James then reported on the financial statements for the period July 2005 through February 2005. Housing Assistance Payment (HAP) expense was up in February since occupancy increased to 99%. This, however, puts us over the HAP amount budgeted by HUD and, with the new HUD policy on Section 8 funding, we must now remain within our budgeted amount for the year. A recent HUD notice did confirm that any HAP expenditures over budget for January – March 2005 would be funded from our Section 8 contract reserves. Don stated that staff is closely managing this area and will be making the changes in Section 8 as reported by Elise in her Resolution No. 05-04, subject to Board approval at this meeting. We will then need to adjust the voucher lease-ups each month in order to remain within budget for the year.

The Board discussed the possibility of having only one Board member receive the detailed, program-by-program, financial statements in the future. Currently, staff sends the complete set of financials to all Board members on a quarterly basis with the full set going to Commissioner Morrow monthly. Chair Newville said he would like to wait until all Board members are present before making that decision.

Elise reported on the Families Served Report. Overall occupancy is at 92.13%. Mary Jacques, formerly the assistant manager at Abbey Heights, has been selected as manager of the Villa del Sol property. Commissioner Morrow asked about Hendricks Place lease-up. Elise reported that staff is contacting all 8 applicants to work through the in-take process in preparation for the expected completion of construction in June. Elise stated that the FUFIL organization is doing a great job arranging for resident services.

Mike summarized the Maintenance & Construction report. Some of the new on-site managers had been incorrectly entering multiple work orders for units when just one work order should have been made. This created a larger than usual number of work orders in January. The Riverside window project is now complete. Mike reported that the Hendricks Place construction is going very well. Commissioner Kinman asked about the type of clientele that will live in Hendricks Place, and Mike explained that it is designated for developmentally disabled people. Mike also reported that the 2003 Low Rent Capital Grant has now been fully expended and closed.

Mark reported on development activity. Palmer Creek may still be a possible purchase based on a recent decision by the owner to accept the incentive offer presented by USDA (Rural Development). Don and Mark will be working with consultant Bonnie Johnson on this deal. Mark and Don recently looked at potential properties that meet the criteria for New Market Tax Credits. Oregon Housing & Community Services just notified Don this week that we have been selected as one of six organizations to receive a Technical Assistance Grant to prepare an application for New Market Tax Credits. These credits will be used for the homeownership program. Chair Newville asked about Vittoria Square. Mark reported that Rural Development still has not released the funding for our purchase of the project, but they state that the funding is coming. So, we are still on hold.

Under Unfinished Business, Don reported that staff has not completed the revisions to the Board/Community Room policy, and that the subject will likely be on the April Board agenda. Don also updated the Board on the upcoming tour of HAYC properties on April 4th. We will be leaving the HAYC office building at 12:00 Noon and will meet for lunch at Vittoria Square Apartments in Newberg.

The Board discussed the Regional Northwest NAHRO Conference coming up in May. Board members planning to attend are Chair Newville and Commissioner Kinman. Don will contact the two commissioners that are absent to see if they are planning to attend. Staff will send in registrations.

James presented Resolution No. 05-02 for approval. Annually, HUD requires a resolution to approve the Calculation of Operating Subsidy for the Low Rent Public

Housing Program. The formula shows that we are due \$171,775 in subsidy for fiscal year ending June 30, 2006. However, HUD will likely reduce the amount due to lack of funding. Commissioner Morrow moved to approve Resolution No. 05-02. The motion was seconded by Commissioner Kinman and unanimously approved.

Elise summarized Resolution No. 05-03, Certifications of Compliance with PHA Plans and Related Regulations. This resolution approves the submission of the 5-Year Agency Plan and the PHA Annual Plan. The changes made to the plans primarily impact the Section 8 Program that are explained further in the next resolution, No. 05-04. Commissioner Morrow moved to approve Resolution 05-03. The motion was seconded by Commissioner Kinman and unanimously approved.

Elise also presented Resolution No. 05-04, Revision of Section 8 Housing Choice Voucher Program Administrative Plan. Several policy changes are proposed in the plan for Section 8, including: Establishing a working family preference, establishing a local preference for families living or working in our jurisdiction, establishing a minimum rent of \$25, establishing restrictions on portability of vouchers to those that have the same or less payment standard than HAYC, and eliminating the double payment of HAP for partial months. Other changes were made to keep the plan in compliance with HUD requirements. Commissioner Morrow moved to approve Resolution No. 05-04. The motion was seconded by Commissioner Kinman and unanimously approved.

Don summarized Revision No. 2 to the HAYC Operating Budget for fiscal year ending June 30, 2005. The revision includes the addition of the Housing Resource Center, revisions to the Villa del Sol budget, elimination of the Jandina Park budget, changes to the Section 8 budget for HAP and administrative fees, changes to developer fee income, and other minor changes. The net effect of the revision is a decrease in total revenues of \$157,531, a decrease in total operating expenses of \$241,184, an increase in Non-operating income of \$17,687, an increase in Net Income of \$101,340, and an increase in cash flow before capital expenditures of \$119,812. Commissioner Morrow moved to approve Revision No. 2 to the Operating Budget. The motion was seconded by Commissioner Kinman and unanimously approved.

A revised list of Board members and their terms of office was distributed to the Board. Chair Newville asked about the status of the FSS positions. Elise reported that the FSS responsibilities are being re-distributed now that Karen Brummert has been assigned as Homeownership Specialist. Judi Herubin and Darcy Reynolds as well as Beth Stevenson will now perform some of the FSS duties.

The meeting was adjourned at 8:34PM.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary

