

**MINUTES OF THE MARCH 22, 2016 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 22, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:58 p.m.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Catherine Jones, Mike Gougler, and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, and Mike Jager. Management staff absent were Judi Herubin, and Yanira Vera. Guests present were Carol McCausland, and Sarah Wilson.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on February 23, 2016. The motion was seconded by Commissioner Jones, and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about the \$1,340 payment to C'Quest Graphics, which was for new mailing envelopes.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$44,582 for the month and \$248,520 for the 8 months year-to-date. We had negative expense for Leases & Maintenance Contract, as we paid the February Yardi Software bill at the end of January, and also because we received a \$3,011 refund from Ricoh for prior over-charging that Vickie discovered. Our non-profit arm, YCAHC, purchased a home in Norris Court McMinnville to renovate and resell.

Deskins Commons 2015 Audited Financials by James: The net loss for the year was \$616,424, which is \$4,654 more than budgeted. The Distribution of Cash Flow report shows there is enough cash available to pay HAYC the remaining \$20,000 deferred developer fee, and up to \$20,604 of the HOME grant loaned to the LP.

Sunflower Park 2015 Audited Financials by James: The net loss for the year was \$68,392, which is \$18,428 less loss than budgeted. The Distribution of Cash Flow report shows there is enough cash available to pay HAYC up to \$37,487 of the \$60,062 deferred partnership management fees.

Village Quarter 2015 Audited Financials by James: The net loss for the year was \$223,986, which is \$24,804 less loss than budgeted. The Distribution of Cash Flow report shows there is enough cash available to pay HAYC the remaining \$73,500 deferred developer fee.

Asset Management Report by Elise in Yanira's absence, and by Mike: Physical occupancy remained at 97.9%, and financial occupancy decreased 0.1% to 97.2%. We held poster drawing events at several properties for the Fair Housing Council of Oregon poster contest. Bruce received \$50 from the Yamhill County Cultural Coalition to apply toward art supplies for the poster drawing events. The average time to complete work orders decreased 1.4 days to 2.5 days. We are happy to have a full maintenance staff working again, after having one staff member out of medical leave for several weeks. We had a water drain line at Haworth Terrace cleared that had been clogged for several years by tree roots growing down the line. RD has agreed to let us use our maintenance crew to perform repairs on RD properties and pay for it with Replacement Reserves. We are still performing repairs at Village Quarter due to the fire suppression system flood that occurred. We are still performing dry rot repairs at Fresa Park and Palmer Creek.

Housing Services Report by Elise in Judi's absence:

We have learned what our HAP funding for 2016 is, and are pleased to see a large increase – an additional \$945,500, increasing our funding from \$8,245,983 to \$9,191,483. This should help to cover the potential increased HAP costs due to the increased Fair Market Rents. We also received notice from OHCS that the Resource Center Homeownership grant was extended through June 30, 2017, including being retroactive to July 2015 when the prior extension ended. We had one FSS graduate in the last month: Regina Akins, who received \$7,126 total escrow. Chair Morrow said she was happy to see Regina is moving to homeownership.

Executive Director Report by Elise:

Total families served in December was 1,962. Elise was pleased that Catholic Community Services Foundation provided 96 wool blankets for the Community Connect Event. Elise, Judi, Yanira, Teresa, and James met with US Representative Suzanne Bonamici and two of her aides at Deskins Commons to discuss affordable housing issues and to tour the property. Elise attended an HR webinar on building a WOW recognition culture to learn more good ways to recognize staff performance. Elise attended a State of the City meeting, which included the topic of homelessness specifically as it relates to the McMinnville downtown core area.

Reports of Committees:

None.

Unfinished Business:

Summary of Planning Retreat Actions: Elise provided the approved FY2017 Goals including revisions agreed to during the retreat, and the approved Long-Range Goals including revisions, and the Bylaws with recommended revisions by Commissioner Mickelson to be discussed under New Business.

Property Updates: We finally have a company interested in leasing the 133 Dunn Place space. They have asked for some modifications to the space, including installing a server room, that we have agreed to do. Vickie and Mike are working on securing bids for the renovations. Elise increased the amount of the lease \$50 per month to help recoup the cost of renovations. We are working with our architect to do a site study for the lots along Cumulus.

New Business:

Resolution 16-01 - Certification of Compliance with PHA Plans and Regulations: As part of our annual agency plan process, the annual certification of compliance with HUD rules was provided

for approval. Commissioner Gougler moved to approve the Certification of Compliance with PHA Plans and Regulations. The motion was seconded by Commissioner Griffin, and unanimously approved.

Resolution 16-02 – Adoption of Revised Bylaws: During the Planning Retreat last month Commissioner Mickelson volunteered to review the HAYC Bylaws for any needed revisions. He provided several minor corrections and additions for approval, with the most significant change being to the Manner of Voting section to reflect current practice. Commissioner Jones moved to approve the revised Bylaws. The motion was seconded by Commissioner Griffin, and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:40 p.m. The next meeting of the HAYC Board will be held on April 26, 2016.

Respectfully submitted,

Elise Hui
Executive Director/Secretary