

**MINUTES OF THE MARCH 25, 2014 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 25, 2014 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Kevin Robertson, Mike Gougler, and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Jonia Pierce, Mike Jager, and Yanira Vera. A management staff member absent was Judi Herubin.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on February 25, 2014. The motion was seconded by Commissioner Gougler, and unanimously approved.

Hearings of Visitors:

None.

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 \$9,275 for the month, and negative \$5,153 year-to-date. We received a lot of admin fees in February: \$17,429 for foreclosure counseling and \$4,700 for the VIDA program. Chair Morrow noted garbage was over budget, and James said there were a few January garbage bills paid in February. Commissioner Griffin asked about Recovered Funds Retained. Recovered Funds Retained is FSS Escrow accounts that had to be forfeited due to the client being terminated from the program.

Sunflower Park 2013 Audited Financials by James: The net loss for the year was \$85,340, which is \$6,900 less loss than budgeted. The Priority of Distribution of Cash Flow report shows there is enough cash available to pay to HAYC the remaining \$9,000 deferred developer fee, and up to \$9,338 of the deferred partnership management fees.

Village Quarter 2013 Audited Financials by James: The net loss for the year was \$254,389, which is \$1,500 more loss than budgeted. The Priority of Distribution of Cash Flow report shows there is enough cash available to pay to HAYC up to \$28,204 of the \$118,720 deferred developer fee.

Asset Management Report by Yanira and Mike: Overall physical occupancy decreased .8% to 97.3%, and financial occupancy decreased .1% to 97.1%. We had 5 vacancies at Vittoria Square; one due to eviction, and another due to the tenant moving to assisted living. We have been working with YCAP on a program to provide housing for youth from ages 16 to 21. Yamhill Community Action Partnership (YCAP) has received a 5-year grant from Health and Human Services' Administration on Children and Families. The grant will be implemented by

the Youth Services Department, Youth Outreach. The Project is called "SafeShelter Transitional Living Program" for youth ages 16-21 and will provide long-term residential services to homeless young adults for up to 18 months. The project will provide stable, safe living accommodations, and services that help them develop the skills necessary to become independent. Some of the services that will be provided through this project include:

- Basic life-skill building, including consumer education and instruction in budgeting, the use of credit, housekeeping, menu planning, food preparation and parenting skills;
- Interpersonal skill building, including enhancing young people's abilities to establish positive relationships with peers and adults, make decisions and manage stress;
- Educational opportunities, such as GED preparation, post-secondary training and vocational education;
- Assistance in job preparation and attainment, such as career counseling and job placement;
- Education, information and counseling to prevent, treat and reduce substance abuse;
- Mental health care, including individual and group counseling, and;
- Physical health care, including routine physicals, health assessments and emergency treatment
- No alcohol or drugs on the property.
- No overnight guests.

The average time to complete work orders increased .4 days to 4.5 days. Chair Morrow noted the ending balance for January was 18 more than the beginning balance for February. Mike said he made an error on the report, but will be more careful in the future.

Housing Services Report by Elise in Judi's absence:

Housing Resource Center: In February OHCS announced they are extending the Rebuilding American Homeownership Assistance Pilot Program (RAHAPP) to cover the entire state. The announcement from OHCS was not included in the packet so she handed it out to everyone.

Housing Development Report by Jonia:

Deskins Commons: Construction continues, and the site is finally 100% dried in. The flooring we had chosen is no longer being manufactured, so we had to find something similar since all the colors are based on the flooring.

Neighborhood Stabilization Program: Yesterday we closed on the 10th street house; our first NSP house sale!

Executive Director Report by Elise: Total families served was 2,039. Judi, Yanira and Elise met with Cara Carter from the Housing Authority of Jackson County to discuss project-based vouchers, since we'll have 12 of those vouchers at Deskins Commons. We were not approved for the Cover Oregon sponsorship application for Community Connect funding however Elise has turned in an application for Veterans Stand Down funding which if received would allow for a Veterans Stand Down to be held in conjunction with this year's Community Connect Event.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: The four remaining units on Goucher Street and Russ Court in McMinnville are still on the market. We have received a little interest and Elise has walked several families through the units, but no offers yet.

Village Quarter Commercial: On March 6th we finally signed a lease agreement with Yamhill County Care Organization (YCCO) to lease the western-most bay! We have begun work on preparing to install a vanilla shell. The agreement includes a provision to expand to a second bay down the road.

Office Lease Space: We recently signed an agreement with Bella Casa Real Estate Group, who will assist us in finding a new lessee.

Summary of Planning Retreat Actions: Elise provided the final FY2014 Goals and Long-Range Planning Goals as amended during the planning retreat.

New Business:

Resolution 14-01 – Certification of Compliance with PHA Plans and Regulations: As part of our annual agency plan process, our annual certification of compliance with HUD rules was provided for approval. Commissioner Mickelson moved to approve the Certification of Compliance with PHA Plans and Regulations. The motion was seconded by Commissioner Robertson, and unanimously approved.

Additions to the Agenda:

Sheridan Street Land: Yanira had an opportunity to talk with Ester Salinas with Rural Development (RD) about funding for construction of senior housing on the land next to Riverside Terrace. Ester said RD is currently offering funding for the construction of farmer worker housing properties only.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:50 p.m. The next meeting of the HAYC Board will be held on April 22, 2014.

Respectfully submitted,

Elise Hui
Executive Director/Secretary