

**MINUTES OF THE APRIL 22, 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, April 22, 2014 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 5:50 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, Judi Herubin, Mike Jager, and Yanira Vera.

Approval of Minutes:

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

Hearings of Visitors:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked Elise about the \$8,533 payment to Randall Yamada. Elise said this was for needs assessments at our Rural Development (RD) properties, as required by RD.

Reports of the Secretary:

Housing Development Report by Jonia:

Deskins Commons: Construction continues in a timely manner, with substantial completion still expected in mid-July. Yanira began marketing efforts on April 21st and is now accepting applications, while Judi is now accepting applications for the 12 project-based Section 8 vouchers from those currently on the Section 8 tenant-based waiting list.

Neighborhood Stabilization Program: We sold our first NSP house, and while there was a \$46,340 loss on the books, that was anticipated, as the program was designed to whittle away the original \$500,000 working capital grant until it is eventually all gone.

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$34,101 for the month, and \$28,949 year-to-date. We had an early reporting cut-off this month, so expenses are likely under-stated by possibly \$10,000 to \$20,000. Prior to the meeting Joyce asked about the negative amounts for staff training and tenant screening. James said the negative amount for staff training was because a disbursement in February got voided in March, and the negative amount for tenant screening was due to receipting in screening fees from applicants in March, while the billing from the screening company didn't get paid until April.

Asset Management Report by Yanira and Mike: Overall physical occupancy increased .2% to 97.5%, and financial occupancy increased .1% to 97.2%. We are working on filling the 4 vacancies at Vittoria Square and 3 vacancies at Woodside. We started marketing for Deskins

Commons on April 21st, and have already received 16 applications. 3 of the applications are from tenants in our existing properties. The average time to complete work orders increased .9 days to 5.4 days. The increase is partly due to our having one maintenance staff person who has been on light duty for several weeks. We will be hiring a full-time maintenance staff shortly so that Ron can resume repairs and painting at Tice Park. The maintenance person will then assist with Deskins Commons and the other Newberg properties.

Housing Services Report by Judi:

Housing Resource Center: We continue to pull names from the Section 8 wait list in an effort to get our voucher utilization up. We are accepting applications from current applicants on the tenant-based Section 8 waiting list for the 12 Deskins Commons project-based vouchers, as well as accepting applications for the additional 8 GRTHA vouchers we are administering.

Family Self Sufficiency: We had one FSS graduates in the last month: Mary Weber, who earned \$5,439 total escrow. We are paying close attention to our FSS numbers reported in HUD's PIC system, since we've been told next year's funding will be based solely on those amounts.

Executive Director Report by Elise: Total families served was 2,050. We have been actively working on this year's Community Connect event, including submitting a grant application for Veterans Stand Down funding. The Event will have the Veterans Stand Down component as well as a job fair attached this year.

The State audited our administration of their Cover Oregon program, which went very well. They were pleased with our organization of the pertinent information and had just one correction to our reporting. Commissioner Michelson had asked what difference the reporting correction was. Elise reported that she submitted updated reports for November, December, January, and February. Previously we were reporting solely on the number of families which was 59 during these four months. With the updated reporting, Elise went back through applications and reported the total number of individuals within these families so the new number was 152 for a 258% increase.

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. Our additional marketing efforts seem to be working well, as interest has increased quite a bit lately. We have received offers on the two units on Goucher street, which we have accepted, so we'll see if the deal goes through this time. There has been interest on the Russ Court units, but we have not received any offers yet.

Village Quarter Commercial: On March 6th we signed a lease agreement with Yamhill County Care Organization (YCCO) to lease the western-most bay, and have begun working with the architect to finalize plans for the space. As of April 14th, we have an addendum in place to allow us to pour the cement floor in bay 2 at the same time as bay 1. This addendum stipulates that if YCCO does not exercise its option to lease or purchase bay 2 that they will reimburse us for costs involved with the additional work. This should allow us to save overall costs by having both floors poured at the same time.

Office Lease Space: We recently signed an agreement with Bella Casa Real Estate Group, who will assist us in finding a new lessee. They have installed a large advertisement sign at the corner of Cumulus and Dunn Place. In addition, the space has been activated in the Portland Metro Realtors Multiple Listing system and is also up on our website.

New Business:

None

Additions to the Agenda:

None

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:30 p.m. The next meeting of the HAYC Board will be held on May 27, 2014.

Respectfully submitted,

Elise Hui
Executive Director/Secretary