

**MINUTES OF THE APRIL 23, 2019 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 23, 2019 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, Mike Gougler, Phil Griffin and Catherine Jones. Management staff present were Massey Casper (Executive Director), Vickie Ybarguen, Megan Ramos, and Yanira Vera. Guests present were Teddy Collins and Harriet Davenport.

***Approval of Minutes:***

Corrections to the minutes from the March 26, 2019 meeting were provided all members present. Commissioner Jones moved to approve the minutes of the meeting held on March 26, 2019 with the changes submitted and clarified. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Public Comments:***

None

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting, Chair Morrow reviewed the payment summary. She requested that Deskins Commons, Sunflower Park, and Village Quarter each have individual reports and not combined.

***Reports of the Secretary:***

*Finance Report by Vickie:* Prior to the meeting, Chair Morrow inquired as to why Admin Medical and Life Insurance was \$3,343 over budget. Vickie explained that we paid final insurance payments on behalf of former staff, in this case our former Accountant and Director of Finance. Chair Morrow also noted that Yanira had done a great job bringing maintenance costs down for another month. Cash flows from operations was positive \$33,508 for the month and positive \$424,645 for the eight months fiscal year-to-date.

*Systems Report by Vickie:* Vickie reported that equipment selection and design for the Abbey security system was complete and that we are just waiting for a pole to come in to complete the project. Security equipment has been installed and set up at Heritage Place, and the site manager has received training on the system. Initial reports on the systems are very favorable. A bid for cameras at Woodside is being finalized. The first draft of the new website architecture and navigation has been completed.

*Asset Management and Rehab Report by Yanira:* Physical occupancy decreased .6% to 97.9%, and financial occupancy also increased .5% to 97.2%. Yanira noted that we have hired a new site manager for Woodside Park, and that other site managers have been assisting with coverage in the meantime. Yanira stated that she is working on updating the work order process to better reflect actual completion times. She explained that the numbers on her asset management report were slightly off due to an error in the spreadsheet formulas. She stated she would be sending

out corrected numbers to all board members. Commissioner Griffin asked if we were seeing more turn-over at Deskins, which Yanira confirmed, due to the new complex in the area. Yanira also gave the board a heads up that our legal expenses may be higher next month due to a costly eviction at Deskins which required legal representation.

Yanira provided an update on the Housing Rehab program, highlighting that Darcy would be applying for a CDBG grant with the City of McMinnville for \$500,000. Commissioner Jones noted a typo which Yanira stated she would be correcting. Commissioner Morrow asked for additional information on the due date of the CDBG application as well as asking if we would be able to fully expend our OHCS Veteran's Revolving Loan fund by the May 31, 2019 deadline. Yanira will be getting clarification on these answers and providing them to the board. Yanira reported that she and Darcy had been working to revamp the Rehab report in order to provide more information on specific projects.

*Housing Services Report by Megan:* Megan reported we had two FSS graduates in February; Kelly M. who received \$10,779.63 total escrow, and Jennifer G. who received \$1,258.59 total escrow. The Housing Choice Voucher program is currently over leased at 101.4% voucher utilization. While we are excited about the excellent work done to get to this point, they now must work on reducing this number and maintaining at a lower percentage. March was the last month OHSI's Mortgage Payment Assistance program accepted applications, although they continue to offer their remaining programs. All Down Payment Assistance funds have been allocated and Nanette is waiting for a new RFP to come out. One person started a new VIDA account in March.

*Executive Director Report by Massey:* Massey reviewed his activities for the month, highlighting our new hires, board retreat preparation, meetings with Meyer Memorial Trust and other various community partners. Commissioner Morrow asked about what UNIDOS was, and Yanira explained that it is a group focused on serving the needs of the Latino community, including offering citizenship classes. Massey also gave an update on things that had happened since the month of March, including completing many of our budgets, and applying for a million dollars in grants.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Various Properties and Opportunities:* Massey provided an update, highlighting a \$200,000 OHA grant that Yanira had submitted, upcoming grant opportunities with Meyer Memorial Trust, and the refinance options for Haworth, and New Reflections.

***New Business:***

Resolution 19-02, which approves a civil rights disclosure for our annual plan was presented for approval. A motion to approve was made by Commissioner Griffin, seconded by Commissioner Gougler, and unanimously approved.

Commissioner Morrow brought up a letter that Harriet Davenport had provided to the board and Massey at the last meeting regarding the community room and explained that Massey and Harriet had met to discuss the letter and provide clarification regarding her concerns.

***Additions to the Agenda:***

None.

***Executive Session:*** Chair Morrow moved into Executive Session at 6:52 pm and returned to the regular meeting at 7:02 pm.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:02 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on May 28, 2019.

Respectfully submitted,

Massey Casper  
Executive Director