

**MINUTES OF THE APRIL 24, 2018 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 24, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:26 p.m.

***Roll Call:***

Commissioners present were Commissioner Catherine Jones, Vice-Chair Fred Mickelson, and Chair Joyce Morrow. Commissioners absent were Commissioner Mike Gougler and Commissioner Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Megan Ramos, Mike Jager, Vickie Ybarguen, and Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), Caroline O'Brien, Harriet Davenport, Teddy Collin, Viamae McKnight, and Melanie Fletcher.

***Approval of Minutes:***

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on March 27, 2018. Commissioner Mickelson moved to approve the minutes of the meeting held on March 27, 2018. The motion was seconded by Commissioner Jones and unanimously approved.

***Public Comments:***

Viamae McNight shared the good news of having received the first two donations for the Riverside Terrace community room renovations! Since the Riverside Terrace tenant committee does not have a non-profit to offer tax-free donations; we have agreed to use our non-profit, YCAHC, for this purpose. Viamae McNight gave the donations to Elise Hui to deposit into the donation account. The local contractor the tenant committee selected has come up with blueprints and a list of materials needed, with total costs for the project totaling \$63,000. Elise Hui applied for a \$5,000 grant from First Federal, which unfortunately was not approved.

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures and Chair Morrow had asked James Umfleet about a \$4,050 payment to Butler Jr., which was an FSS graduation disbursement. Vice-Chair Mickelson said he did not have any questions that were not already covered in James' memo.

***Reports of the Secretary:***

*Finance and Rehab Report by James Umfleet:* Prior to the meeting, the Commissioners reviewed the budget-to-actual comparison reports. Cash flow from operations was \$2,839 for the month and \$58,804 for the nine months year-to-date. We were able to make the annual payments from the limited partnerships to HAYC for deferred items, like partnership management fees and loan payments, with the payments totaling \$101,110. Chair Morrow said she was pleased to see we were awarded 25 new VASH vouchers, which Elise Hui said will be effective June 1, 2018 to allow time for us to get ready to be able to lease up these vouchers more quickly.

*Systems Report by Vickie Ybarguen:* We had 63,430 total hits on our website. The top five PDF downloads stayed the same, but Farmworker Housing was in the top five pages visited, which is unusual. Provisioning is underway for a new email anti-virus and spam filtering system. We are researching for a firewall replacement as the typical life of a firewall is about 5 years and we want to stay ahead of any potential security risks.

*Asset Management Report by Yanira Vera & Mike Jager:* Physical occupancy increased .4% to 97.7%, and financial occupancy decreased 1.3% to 95.6%. There are usually a lot of move-outs this time of year due to improving weather and getting closer to summer months, which was the case at Sunflower Park where we had three vacancies last month. The average time to complete work orders decreased 2.4 days to 8.2 days. Since the weather is starting to improve, we should soon be able to start on the final exterior repairs at Palmer Creek. The Work Order Overview report shows a work order end balance of zero work orders, which Mike Jager said is not accurate, and he is working on getting a report to capture all the data. With the weather improving, we should soon be able to complete the final renovations at Palmer Creek. The reconfiguration of Bridges is in final design. The Village Quarter flower beds are still empty while we decide what to refill them with. We did not receive any proposals for grounds maintenance by the April 19<sup>th</sup> deadline, but Mike Jager said there was one company that had questions before being able to submit a proposal, so he extended the deadline to May 4<sup>th</sup> so that they could submit their proposal.

*Housing Services Report by Megan Ramos:*

*Family Self Sufficiency:* We had three FSS graduates last month: Jesse Taylor, who received \$2,934 total escrow while on the program; Suzanne Johnson, who received \$7,286 total escrow while on the program; and Angie Worthington, who received \$15,396 total escrow while on the program. Angie Worthington's testimonial on how the FSS program changed her life was included.

*Section 8:* The Section 8 department continues to work hard to manage our voucher utilization numbers and average cost per HAP. We will continue to proceed cautiously with lease ups. Jay Jaeger has resigned from his position as Housing Specialist effective April 6, 2018. Our newest Housing Specialist, Mary Leathers, will fill the FSS Coordinator position vacated by Jay Jaeger. Now we need to fill the final Housing Specialist position that is open, and we have started the process for this position. We have allocated three grants from our 2017 Down Payment Assistance funds and currently have four individuals shopping for a home. We continue to have issues allocating these funds due to the increase in home values, leading to families under 80% AMI being priced out of the market.

*Executive Director Report by Elise Hui:* Total families served was 2,007. Elise Hui said she has spent a lot of time in the last month on the Executive Director recruitment process, union contract negotiations, the Community Connect event, and working with the Riverside Terrace tenant committee on fundraising efforts.

***Reports of Committees:***

None.

***Unfinished Business:***

*HAYC Vision Statement:* Vice-Chair Mickelson said he received 25 vision statement suggestions from board members and staff, per his request at the March 6<sup>th</sup> meeting. The Board discussed the vision statement suggestions and narrowed the choices down to three of them. He had the Board members and staff at the meeting vote on which of the three they liked the most, and "Housing 4 Everyone" got the most votes. As agreed upon by the board, this will be our new vision statement.

*Status of Properties:* No updates this month.

### ***New Business:***

*Union Contract 2018-2021:* Union contract negotiation went smoothly and quickly this year. We met on April 9<sup>th</sup> and 12<sup>th</sup> and were able to wrap up negotiations in just two sessions! The union ratified the contract on April 18th. There were various simple language clean-up modifications, but significant changes to the contract include:

- a) *Article 3-Union Rights, Sec 9-Meeting Space and Facilities:* Added language to clarify that approval must be received from the Executive Director to hold meetings in HAYC's facilities.
- b) *Article 7-Probationary Period, Sec 4:* Revised language clarifying that the Union Steward would be the one providing the union contract to new employees at the union orientation instead of the current practice of the HAYC Accountant providing it to them during new employee orientation.
- c) *Article 12-Wages & Salaries, Sec 1-Wage/Salary Schedule:* COLA changed to: Year One=2.5%, Year Two=2.5% and Year Three=2.5%.
- d) *Article 12-Wages and Salaries, Sec 5-Bi-lingual Differential:* Bi-lingual differential increased from \$50 to \$75 per month and language changes that includes allowing the department head to determine if there is other employees that should qualify to receive the bi-lingual pay.
- e) *Article 15-Paid Time Off, Sec 2.4:* Changes wording so that PTO will not accrue during unpaid leaves of absence over 10 days in duration, rather than over 15 days.
- f) *Article 15-Paid Time Off, Sec 3.2-Initial Probationary employees:* Changes wording to allow PTO use in first three months of employment for bereavement due to the death of a family member. Also allows PTO use after three months of continuous employment for any type of leave, rather than only for illness or injury.
- g) *Article 15-Paid Time Off, Sec 5-PTO Cash-Out:* Removed suspension on PTO Cash-Out. Changes wording to require employee electing cash-out to have at least 80 hours of PTO remaining after the cash-out, rather than 40 hours. Removed wording specifying cash-outs were limited to payment with their December 7<sup>th</sup> paycheck, allowing the option to be exercised anytime during the calendar year.
- h) *Article 17-Health and Welfare, Sec 2-Contributions:* Changed calculation of employee's share of insurance premiums is from a weighted average increase to a straight 7% of the greater of Kaiser or Providence insurance premiums.
- i) *Article 24-Labor/Management Committee:* Wording changes throughout the Article to reflect current practice of quarterly meetings instead of monthly as well as the purpose of the committee.

Our management team members for the negotiations were Chair Morrow, Vice-Chair Mickelson, Elise Hui, and James Umfleet. Chair Morrow thanked the others for their time and effort in negotiations to come to an agreement with the union. Commissioner Jones moved to approve the union contract for 2018-2021. The motion was seconded by Commissioner Mickelson and unanimously approved.

*HAYC Operating & Capital Budgets FY2019:* Total budgeted operating revenues are \$16,071,390, total budgeted operating expenses are \$14,657,150, and total non-operating income/expense is \$1,051,588 net expense for a net income of \$362,652. Budgeted cash flow from operations is \$6,285. Commissioner Mickelson moved to approve the HAYC Operating and Capital budget for FY2019. The motion was seconded by Commissioner Jones, and unanimously approved.

### ***Additions to the Agenda:***

None.

***Executive Session:***

Prior to the start of the meeting, an Executive Session was held regarding the Executive Director recruitment process, which included Commissioner Gougler, but Commissioner Gougler could not attend the regular meeting. Chair Morrow moved to another Executive Session at 7:06, and returned to the regular meeting at 7:25.

*Executive Director Recruitment:* Chair Morrow said they have reached the end of the Executive Director recruitment process, and have chosen a candidate to replace Elise Hui as Executive Director. Chair Morrow offered the position to the candidate, who will consider the offer and get back to Chair Morrow with her decision soon. The offer is contingent upon passing background checks.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:27 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on May 22, 2018.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary