

**MINUTES OF THE APRIL 26, 2011 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, April 26, 2011, at Vittoria Square Apartments, 3300 Vittoria Way, Newberg, Oregon. Board members present were: Chair Phil Griffin, Commissioners Joyce Morrow and Dave Newville. Staff members present were: Elise Hui, Mark Davis, Mike Jager, Jonia Pierce, James Umfleet and Yanira Vera. Excused from the meeting were Commissioners Fred Mickelson and Lynai Briggs. Guests present were Vittoria residents Chuck Condon and Ray Smith.

Chair Griffin called the meeting to order at 6:30 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the March 22, 2011 meeting. The motion was seconded by Commissioner Newville and unanimously approved.

Public comments:

Chuck Condon said he is very happy with his Vittoria Square unit and its residents, and thanked the Board for approving the use of the fireplace in the community room. Ray Smith also had good things to say about Vittoria Square, he has lived at Vittoria Square for about four years and really enjoys it there.

Bills and Communications:

List of expenditures - Joyce said she reviewed the list of expenditures and did not have any questions or concerns.

Reports of the Secretary:

Financial Report:

James reported that March was breakeven cash flow from ongoing operations, with MPA grant income of \$20,000, and Sheridan rehab grant admin fees of \$25,000. Year-to-date cash flow from ongoing operations is \$215,000. We sold the LRP house on Zee Court, and have only 6 duplexes left, 5 of which will be sold to our non-profit.

Asset Management Report:

Yanira reported that overall physical occupancy decreased .4% to 94.9%. Financial occupancy increased 1.8% to 94.9%. Joyce noted that the number of vacancies were not accurate on some properties; Yanira will check her formulas. Mike reported that the average days to complete work orders was only 3.6 days. The results of the Grounds Maintenance RFP is showing the arrangement that would save us the most money would be to contract out grounds maintenance to 2 different landscape companies, and eliminate one full-time Maintenance Laborer position and a part-time seasonal temporary employee. This would save us approximately \$19,000 a year.

Housing Programs Report:

Section 8: Judi reported that we filled the open Housing Specialist position, hiring Joyce Finckbone, who will be our Intake Specialist. We held our first Ready to Rent course, which went very well. Jonia commended Judi for the positive feedback she received from the Ready to Rent participants, and for managing to squeeze in the training into her already busy schedule.

Mortgage Payment Assistance: Jonia reported that we recently received word that we would soon start closing loans, and that we would be receiving an additional \$50 for every loan we close.

Systems & Development Report:

Mark said his note about looking at other parcels of land applies not only to Newberg, but to all of Yamhill County.

Meridian Street: The LUBA appeal is moving ahead as expected. The opponent's attorney has until May 9th to file a brief, and then our attorney's will have 21 days to file our response.

Executive Director Report:

Elise reported that she and Judi, Jonia, and Yanira all met with 5 George Fox University marketing students to discuss marketing ideas. It went very well and they already have received some good suggestions. The students are going to start developing a marketing plan for us. Elise, James, and Yanira attended more HDC AMPP training for 2 full days up in Portland.

Performance Measurement System: Performance charts were presented. Sunflower Park has had high turnover costs the last few months.

Reports of Committees:

None

Unfinished business:

Update on LRPD Disposition: Elise reported that in March we sold the Zee Court property, bringing total units sold to 58 with 12 units left to sell, 10 of which will be sold to our non-profit.

New business:

1st Quarter Client Survey Data: Client feedback surveys were provided with a summary of those that were "Good/Excellent" and "Fair/Mostly Good". Dave noted a tenant complained about the maintenance at Haworth Terrace. We are going to do envelope assessments at a few of our properties, including Haworth. One client complained that there are 15 pages to complete in order to enroll in the Section 8 program. Judi explained that the packet is indeed thick but that some of the additional paperwork that was sent out this time was just a one-time requirement so the normal packets should be a bit shorter.

HUD FSS Funding Notice: We were funded for an additional 4th FSS position this year, an increase of \$67,320 more than last year. Elise commended staff involved with the grant application for doing a great job.

Leave Time for Executive Director: Elise requested approval for vacation time from June 15th through June 27th; a total of 64 hours. Commissioner Newville moved to approve the leave request. The motion was seconded by Commissioner Morrow and unanimously approved.

Additions to the agenda:

None

Commissioner Griffin adjourned the regular meeting at 7:25 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary