

**MINUTES OF THE APRIL 26, 2016 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 26, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:56 p.m.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Catherine Jones, Mike Gougler, and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), and 4 Village Quarter tenants: Barbara Harrington, Carol McCausland, Gayle Matthews, and Sarah Wilson.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on March 22, 2016. The motion was seconded by Commissioner Griffin, and unanimously approved.

Public Comments:

Village Quarter residents Barbara Harrington and Gayle Matthews expressed their disappointment and frustration with the circumstances surrounding the ongoing flood damage repairs. The main complaints were how long the repairs were taking, no compensation for their hardship and increased electric bills, the lack of communication from HAYC staff on the repair timeframe, finding their units unlocked a few times, and feeling that personal items were taken from their units. Chair Morrow thanked them for sharing their concerns, and assured them HAYC management will discuss the issues and get back to them soon.

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and didn't have any questions or concerns. She asked Commissioner Mickelson if he had any questions, and he said he did not.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$57,253 for the month and \$302,348 for the 9 months year-to-date. The large payments from Deskins Commons, Sunflower Park, and Village Quarter to HAYC were for deferred developer fees, deferred management fees, or loan interest, per the annual audited financial reports. Section 8 voucher utilization was still high at 98.2%, but we are having to intake a lot of applicants to keep utilization up.

Asset Management Report by Yanira and Mike: Physical occupancy increased 0.2% to 98.1%, and financial occupancy increased 0.1% to 97.3%. The average time to complete work orders increased 1.6 days to 4.1 days. We had a lot of work orders again with a total of over 360 completed. We have a maintenance staff member going on medical leave soon, so we'll hire some temporary help to fill in while he is out. We are still performing dry rot repairs at Fresa

Park and Palmer Creek, and drain line repairs at Haworth Terrace. We have nearly completed water damage repairs at Village Quarter, and will finish up with carpet cleaning in units affected.

Housing Services Report by Judi:

We have had a caseworker out on medical leave for a long time, so Judi said she is very proud of her staff for doing such an excellent job filling in for the absence. Our FSS program is still running strong, with 3 FSS graduates in the last month: Brandi Schaeffer, who received \$9,693 total escrow, Kersha Ruston-Williams, who received \$5,805 total escrow, and Kiri Withnell, who received \$19,845 total escrow. Chair Morrow said she was pleased to see that Kiri Withnell was moving on to homeownership with her FSS funds. In February we received notice that the Resource Center homeownership grant was extended to June 30, 2017, including being retroactive back to July 1, 2015 when the prior extension ended. We were also pleased to learn our VIDA funding for 2016 is \$30,000, which is \$10,000 more than the last time. The State is going to provide another round of MPA-type funding and we are expecting contract details to arrive by June.

Executive Director Report by Elise:

Total families served in March was 1,962. In trying to free up our primary Section 8 inspector to help the Housing Services staff, Judi and Elise talked with GRTHA about helping with inspections, but unfortunately it doesn't appear they will be able to help us. Elise has been helping facilitate a Collective Impact Homeless Outreach program. This Thursday the 28th we have a State audit of our NSP, NFMC, HOAP, and OFA programs. Elise is working with the VA on trying to get funding for 15 HUD-VASH vouchers for veterans. The next Community Connect event is on June 17th at Chemeketa Community College, and First Federal has promised a \$1,000 grant for the event which we hope to use for dental vans. Because some Sheridan officials have felt they have a disproportionate number of Section 8 tenants in their City, Commissioner Starrett asked Elise to provide some Section 8 statistics. The statistics showed that Sheridan does not have a disproportionate percentage of the population on Section 8. Judi reminded everyone that the vouchers are not issued to specific cities, and are portable, so the voucher holder can move to wherever they want.

Reports of Committees:

None.

Unfinished Business:

Status of HAYC Properties: We have completed almost all the renovation work that the new tenant requested in the 133 NE Dunn Place space. The new tenant will be moving in May 1st. In anticipation of selling our two lots along Cumulus Avenue, we had a comprehensive topographic survey done, and are having a space needs analysis completed. Our architect will then be able to determine how large of a building can be put there.

New Business:

None.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:32 p.m. The next meeting of the HAYC Board will be held on May 24, 2016.

Respectfully submitted,

Elise Hui
Executive Director/Secretary