

**MINUTES OF THE APRIL 28, 2015 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 28, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:57 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Mike Gougler, Phil Griffin, and Kevin Robertson. Management staff members present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera. Other staff members present were Jay Jaeger and Megan Ramos. Guest members present were Mary Starrett (Liaison County Commissioner) via conference call, Bree Trejo (FSS graduate), and Stephanie Teahn (FSS graduate).

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on March 24, 2015. The motion was seconded by Commissioner Robertson, and unanimously approved.

Hearings of Visitors:

FSS Graduate: Staff member Jay Jaeger introduced FSS graduates Bree Trejo and Stephanie Teahn. Bree and Stephanie shared some of their experiences that lead them to the FSS program, and their appreciation for being able to participate. Jay presented Bree and Stephanie certificates of achievement for successfully participating and graduating from the program. The Board members congratulated Bree and Stephanie on their accomplishment, and then Chair Morrow excused Jay, Bree and Stephanie from the remainder of the meeting.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about the \$7,413 and \$1,755 payments to Rentsch Construction (work done on the NSP (Neighborhood Stabilization Program) house on Walnut Street), and \$1,520 to Zaragoza (Tice Park move-out refund).

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$40,245 for the month, and \$127,567 for the 9 months year-to-date. Financial occupancy was 99.2% for the month, and Rehab Admin brought in \$20,829 in admin fees, and we were under budget on maintenance costs, which all contributed to the good amount of cash flow. Chair Morrow asked to change the Financial Summary report to show the unrestricted cash deficit instead of zero every month. James will make the change to future reports.

Asset Management Report by Yanira and Mike: Physical occupancy increased .2% to 98.3%, and financial occupancy increased .3% to 99.2%. Occupancy is high right now, but Summer is approaching and due to the nice weather and kids out of school, we anticipate a lot of turnover and possible decline in occupancy at that time. We had the Fair Housing Council provide the staff with Fair Housing Training. The average time to complete work orders decreased .4 days to 3.3 days. We have had a lot of work orders lately. Tice Park exterior repairs are slowly

progressing. The 3rd and final Village Quarter Commercial bay has been remodeled and is being leased to YCCO as of April 15th!

Housing Services Report by Judi:

Section 8: We are maintaining lease-up right near baseline, so due to a mild drop in lease-up in April, we will be taking in a few more applicants this month.

Family Self Sufficiency: We had three FSS graduates in the last month: Jessica Arnholtz, who received \$12,358 total escrow; Bree Trejo, who received \$3,697 total escrow; and Tina Sturgeon, who received \$4,447 total escrow. Judi included a written testimony by Tina Sturgeon.

Executive Director Report by Elise:

Total families served was 2,122. Elise and Yanira met with YCAP to discuss Harvest2Home, which is a YCAP program to obtain fresh produce to be distributed to low-income families. A partnership between YCAP and HAYC would allow large amounts of fresh produce to be distributed quickly. This is a program similar to programs currently operating in Portland and Eugene. Elise is really busy preparing for the Community Connect Event next month as well as working on local homeless/affordable housing issues.

Reports of Committees:

None.

Unfinished Business:

Property Updates:

3055 NE Cumulus Ave: Elise met with France with HDC to discuss the property. They are a bit concerned about not being able to fit enough units on the property to make it worthwhile. On April 22nd, Elise and France met with the McMinnville Planning Department to go over property specifics, and have concluded that the property may work out, possibly by putting parking below second story units.

New Business:

HAYC Operating and Capital Budget FY2016: Total budgeted operating revenues are \$14,135,190, total budgeted operating expenses are \$12,702,970, and total non-operating income/expense is \$1,279,045 expense for a net income of \$153,175. Cash flow from operations is \$580. Commissioner Mickelson asked for specific as to why the insurance premium is expected to increase so substantially. Elise explained that it is due to our being assigned to a high risk category, partially due to having had 3 vehicular accidents in a year and a half time span a few years back. We are encouraging risk management training for maintenance staff and property managers. Commissioner Robertson moved to approve the HAYC Operating and Capital budget for FY2016. The motion was seconded by Commissioner Gougler, and unanimously approved.

Resolution 15-02 – Section 8 Admin Plan Revisions: Judi is requesting approval to revise the Section 8 Admin Plan to allocate 10 vouchers for foreclosure counseling clients who due to a change in financial circumstance will not be able to remain in their homes and would not be able to rent without some type of assistance. Megan Ramos joined the meeting briefly to explain the need for these vouchers for her clients. At times foreclosure counseling clients don't have success keeping their home due to a drastic reduction of income or increase in expenses due to death, injury, or illness. To help these foreclosure clients maintain housing, we would like to offer fast track vouchers like we do for some other special needs clients. Commissioner

Mickelson moved to approve the Section 8 Admin Plan Revision to allocate 10 foreclosure vouchers. The motion was seconded by Commissioner Griffin, and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 7:10 p.m. The next meeting of the HAYC Board will be held on May 26, 2015.

Respectfully submitted,

Elise Hui
Executive Director/Secretary