

**MINUTES OF THE MAY 22, 2012 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, May 22, 2012 at the HAYC Offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were Chair Phil Griffin, Vice President Fred Mickelson (via phone), and Commissioners Mike Gougler, Joyce Morrow, and Cheri Strawn. Staff members present were Elise Hui, Judi Herubin, Mike Jager, Jonia Pierce, James Umfleet, and Yanira Vera.

Chair Griffin called the meeting to order at 6:20 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the meeting held on April 24, 2012. The motion was seconded by Commissioner Strawn and unanimously approved.

Public Comments:

None

Bills & Communications:

List of Expenditures:

Commissioner Morrow said she reviewed the list of expenditures and questioned the \$3,500 payment to Colliers International. James said it was for a Deskins Commons market study.

Reports of the Secretary:

Financial & Systems Report by James:

We had a positive cash flow of \$55,000, but \$44,000 was to/from HAP and LRPB reserves, so net cash flow was positive \$11,000. Year-to-date cash flow is positive \$32,000.

Asset Management Report by Yanira and Mike:

Yanira reported that overall physical occupancy increased .7% to 97.9%, and financial occupancy increased .9% to 97.0%. We had 3 evictions at Woodside and are working to fill those units. We had an RD audit at Riverside, and are awaiting the results. Mike reported that average days to complete work orders was 1.8 days. Make Ready work orders come from move-outs. We have replaced the dry-rot around the dryer vents at Tice Park, but the property needs to be pressure washed and re-painted, which we hope to do soon.

Housing Services Report by Judi:

Section 8:

There have been a large number of clients leaving the program in recent months, so we continue to pull from the waiting list. It is always enjoyable informing new clients that they have been awarded a voucher. Yamhill County Health and Human Services is absorbing the Veteran's program through the county so that will assist us in tracking veteran's needs locally. The board may be asked to approve a request in the future specifically for Fast Track vouchers for homeless veterans.

Housing Resource Center:

To answer a question Fred asked last meeting, since December 2002 we have had 76 clients move to homeownership. This averages out to over 7 clients moving to homeownership each year.

Family Self Sufficiency (FSS):

We had four FSS graduates last month: Dionne Gillum, who earned \$2,528 total escrow; Eloisa Ayala, who earned \$4,216 total escrow; Jesica Hutchings, who earned \$10,441 total escrow, and Memory Pascua, who earned \$1,283 total escrow.

Housing Development Report by Jonia:

Housing Rehabilitation Loan Program: The rehab grant application for Newberg was delivered to OBDD at the end of March. OBDD asked for additional information for our application which we then responded to, we are now awaiting their final decision on funding.

Deskings Commons:

We continue to await OHCS's decision on our CFC application, and should hear from them between June 22nd and July 6th.

Neighborhood Stabilization Program:

Houses purchased with NSP funds continue to undergo rehabilitation. We have hired a second Construction Specialist to help rehab the NSP houses.

Executive Director Report:

Elise reported on her activities for the month and families served. Total families served were 2,151. We have been working on an application to become a HUD-approved housing counseling agency in order to potentially qualify for additional grant funding.

Reports of Committees:

Oregon ON & OHA Meetings:

Elise reported that she attended Oregon ON and OHA meetings. Topics discussed at the meetings included the Section 8 and Public Housing programs. While we have experienced cuts in Section 8 admin fees, there has not been any regulatory relief to make it easier and less expensive to run the Section 8 program. 12 of the member Oregon Housing Authorities submitted regulatory waiver request letters to HUD as well as sent a complete packet of all letters to Senator Merkley. HUD is reporting that they will be conducting informal meetings with local jurisdictions to discuss changes that can be made to assist agencies with the reduction in fees.

Unfinished Business:

LRPH Disposition Update: The partitioned units are getting new cabinetry and appliances installed, which should be the last rehab work needed on them prior to transfer to YCAHC in June. We continue to have no outside interest in the duplex on 3rd street in Newberg.

New Business:

HAYC Operating & Capital Budgets FY2013:

In the past we have budget based on existing employee benefits, but since the 3-year union agreement expires this August 31st, we have elected to budget based on benefits we intend to bargain with the union in coming months that will balance the budget. This includes no COLA or PTO cash-outs that would have normally been granted later this year. Joyce would like to see the travel expense budget lowered from \$7,000 to \$5,800, and would like to see some of the budget for maintenance salaries moved to maintenance contract labor. James will follow up on her requested changes. Commissioner Morrow moved to approve the HAYC Operating &

Capital Budget for FY2013 with the changes requested. The motion was seconded by Commissioner Gougler and unanimously approved.

HAYC Bylaws Revisions – Resolution 12-05:

As part of applying to become a HUD Approved Housing Counseling Agency, we must change our Bylaws to indicate our organization is authorized to provide housing counseling. Elise has incorporated our mission statement into our Bylaws and made a few additional minor changes to reflect current procedures. Commissioner Morrow moved to approve the HAYC Bylaws revisions. The motion was seconded by Commissioner Strawn and unanimously approved.

Village Quarter Leasing Contract:

Our agreement with Bernard Commercial Real Estate giving them exclusive right to lease the Village Quarter retail space expires at the end of this month. After checking in with Barnard, they elected not to renew our agreement with them. After discussion, the Board elected to direct Elise to market the property ourselves, and to enlist a realtor to help with a lease/sale contract when needed.

Additions to the Agenda:

Homeport Siding Contract:

Mike reported that we did an RFP for a contract to re-side Homeport. We have chosen LAT Construction, who was the low bidder at \$67,895, and who the Construction Contractors Board reports no negative information or complaints. Commissioner Strawn moved to approve the Homeport siding contract. The motion was seconded by Commissioner Morrow and unanimously approved.

Executive Session:

None

Chair Griffin adjourned the meeting at 8:20 p.m.

The next meeting will be held on June 26, 2012 at 6:30 p.m.

Respectfully submitted,

Elise Hui
Executive Director/Secretary