

**MINUTES OF THE MAY 23, 2017 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, May 23, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

Roll Call:

Board Commissioners present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Mike Gougler, and Phil Griffin. A Commissioner absent was Catherine Jones. Management staff present were Elise Hui (Executive Director), James Umfleet, Megan Ramos, Mike Jager, and Yanira Vera. A guest present was Village Quarter tenant Sarah Wilson.

Public Comments:

None.

Approval of Minutes:

Elise handed out corrected minutes that reflect changing the word “November” that was under the Executive Director Report to “March”. Commissioner Gougler moved to approve the revised minutes of the meeting held on April 25, 2017. The motion was seconded by Commissioner Griffin, and unanimously approved.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and did not have any questions or concerns that were not addressed in James’s memo.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$18,355 for the month, and \$187,106 for the 10 months year-to-date. Since we have been overspending HAP, our HAP reserves were in the negative, so we drew \$150,000 HUD-held reserves to bring HAP reserves back into the positive. Commissioner Griffin asked where we can use the Meyer Memorial Trust rehab funds, which is all of Yamhill County.

Asset Management Report by Yanira and Mike: Physical occupancy increased .4% to 98.1%, and financial occupancy increased .5% to 97.2%. We have vacancies at Hendricks Place and Homeport, which are hard to fill being special needs properties that require a referral from the County. We’ve had 2 onsite managers resign recently, so Yanira has been working hard to fill those positions quickly. We have lowered the number of vacancies at Heritage Place from 3 at the end of April to 1 currently. The average time to complete work orders increased .8 days to 4.7 days. The new heat pumps for Homeport are scheduled to be installed sometime soon; we just need to get to the top of the installation company’s queue. Now that the weather has improved, we can proceed with the drainage work at Haworth Terrace.

Housing Services Report by Megan: We had 1 FSS graduates in the last month: Helinda Hayes, who received \$4,750 total escrow. We were awarded \$38,500 Valley Independent Development Account (VIDA) 2017 funding, which is quite a bit more than the prior year. We had a housing specialist resign recently, and are waiting for a while to fill the position in order to learn more about what our funding from HUD will be this year and next. We have also extended a limited

duration housing specialist position out a bit further through the end of September for the same reasons.

Executive Director Report by Elise: Total families served in was 2,098. Elise has been working hard on the upcoming Community Connect event. Elise has worked with the City of Lafayette in the past, which paid off, as they are contributing \$750 to the CCE which is the first time for a donation from a city. Elise attended a Foundation round-up workshop, with The Ford Family Foundation, Meyer Memorial Trust, M.J. Murdock Charitable Trust, Trail Blazers Foundation, and Spirit Mountain Community Fund.

Reports of Committees:

None.

Unfinished Business:

Status of Properties: HDC provided an NOFA application analysis for the Booth Bend Road project. A Mental Health Housing Funds NOFA was submitted on April 21st to OHCS for the development of 80 units of affordable workforce housing that would set-aside 17 units for persons with serious mental illness. OHCS declined review of the project for award consideration because the proforma was utilizing 9% tax credits and OHCS preferred 4% LIHTC pairing. There was a considerable gap in financing sources when structured as 4% LIHTC. Despite this, HDC is recommending we acquire the land now in anticipation of 9% LIHTC in 2018, and to proceed with environmental tests prior to finalizing acquisition. HDC also recommends installing a site security fence to prevent continued casual use of the site from area locals. After discussion, the Board agreed with HDC's recommendations to proceed with the development steps and acquisition of the Booth Bend Road property. Commissioner Mickelson moved to approve further development and acquisition of the Booth Bend Road property. The motion was seconded by Commissioner Griffin and unanimously approved.

New Business:

Resolutions 17-06 – Revision to the Housing Choice Voucher Admin Plan: Staff is proposing a revision to the Section 8 HCV Admin Plan to institute interim increases to take increases in a families countable income into consideration at the time of the increase. Commissioner Gougler moved to approve resolution 17-06 instituting interim increases in a families countable income. 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 6:23 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on June 27, 2017.

Respectfully submitted,

Elise Hui
Executive Director/Secretary