

**MINUTES OF THE MAY 24, 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, May 24, 2011, at the Housing Authority of Yamhill County, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Commissioners Joyce Morrow and Dave Newville and Commissioner Fred Mickelson (via phone). Staff members present were: Elise Hui, Mike Jager, Jonia Pierce, James Umfleet and Yanira Vera. Absent from the meeting was Commissioner Lynai Briggs. Excused from the meeting was staff member Mark Davis. Guests present were Beth Stevenson (Housing Specialist), Michael Crumpacker (FSS Graduate), and family members Peter Sr., Peter Jr., Mary, and Michael.

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

Public comments:

Beth introduced FSS graduate, Michael Crumpacker, and invited Michael to share about her experience on the FSS program. Michael shared some highlights of her experiences, and then expressed her gratitude for the FSS program. Beth presented her a graduation check and certificate of completion. The board members congratulated her, and thanked the Crumpackers for attending the meeting and sharing their stories. Beth and the Crumpackers were then excused from the meeting.

Minutes:

Commissioner Morrow moved to approve the minutes of the April 26, 2011 regular meeting. The motion was seconded by Commissioner Newville and unanimously approved. Commissioner Newville moved to approve the minutes of the May 9, 2011 special meeting. The motion was seconded by Commissioner Morrow and unanimously approved.

Bills and Communications:

List of expenditures - Joyce said she reviewed the list of expenditures and had previously contacted James with a couple questions, which were answered to her satisfaction.

Reports of the Secretary:

Financial Report:

James reported that in April we have a negative cash flow of \$4,395. We have learned our funding for Section 8 admin fees will be an approximate 85% pro-ration for the calendar year. This will mean a significant reduction of about \$10,000 per month, and so we have retroactively accrued the estimated decrease.

Asset Management Report:

Yanira reported that overall physical occupancy decreased .2% to 94.7%. Financial occupancy decreased to 92.7%. Bridges had only one vacancy, but at only 6 units available, it really affects the occupancy percentage. Heritage is down to 4 vacancies. Average days to complete work orders was only 3.7 days. There were many move-out work orders but only 4 move-out work orders completed so that drove up the move-order actual completion time quite a bit. As discussed at the previous meeting, we are now contracting 2 landscape companies to do grounds maintenance at most of our properties, and have eliminated our Maintenance Laborer position. Commissioner Newville said Meridian Street needs mowing; Mike said he thought it was mowed just today, and now that we have a grounds maintenance contract in place, it will be mowed regularly. Mike will double-check on this. Commissioner Griffin asked what happen when a staff member has an accident. Mike explained that when an accident does not involve a trip to a medical professional or time off work that it is written in the incident log but that it is not considered a reportable accident.

Housing Programs Report:

Joyce was pleased to see that we were awarded \$37,500 in rent guarantee funds from OHCS. It allows for a \$1,500 incentive against damage claims to landlords who rent to Ready to Rent graduates. We hired our recent practicum student, Jay Jaeger, as an FSS Coordinator on May 9th. We had 4 FSS graduates this last month: Sherrie Swanson, Hazel Quick, Shari Smith, and Michael Crumpacker. Altogether they received \$35,915 in escrow disbursements. Since the Section 8 waiting has begun to exceed 2 years, we have announced it will close on June 10th. Judi was excused from the meeting to attend to some personal matters. The Willamina Housing Rehabilitation grant program is progressing. We are continuing closing loans for the Mortgage Payment Assistance Program (MPA) as contracts are released from the State and verifications for the program will now be starting in July instead of June. Total families served by HAYC for the month was 2,040.

Systems & Development Report:

Meridian Street: Elise reported on Mark's behalf that the LUBA appeal is unofficially over, with the opponent's attorney missing the deadline to file a brief. We are now deciding when to start the design review process, and think it should be in conjunction with the preparation of the CFC application due next spring.

Other Development: We made an offer on the old Chemeketa Community College property off Hill road in McMinnville. We have been told they want to advertise the property publicly before considering any offers, which should be happening in the next few weeks.

Systems: We should be upgrading the office workstations soon, though the upgrade has progressed slower than anticipated. We are also upgrading our aging phone system to a VOIP system, and hope to have the new system operational the week of June 6th.

Executive Director Report:

Elise reported on her activities for the month. The GFU students are working on marketing ideas for us and have given Elise an outline of what they are planning to work on.

Reports of Committees:

OHA Meeting Report: Elise attended the OHA quarterly meeting May 12 and 13 in Salem. Items of interest discussed included (1) Legislative update from OHA staff which includes a positive revenue forecast for the next biennium, (2) OHCS updates from Acting Director Rick Crager (received 43 applications for 2011 CFC, 17 for new construction, and 11 for preservation), and (3) HUD Updates (concern about HUD administrative funding for 2011). We will be looking at the impact of the pro-ration on our programs and areas in which we may be able to cut costs. Clackamas Housing Authority has had consultants perform a “Lean” analysis of their Section 8 voucher program that they are willing to share with us.

Unfinished business:

Update on LRPD Disposition: Elise reported that no units were sold in April, and we remain at 58 units sold, and 12 units left to sell. The 10 to be sold to YCAHC are under renovation.

New business:

Village Quarter Leasing Contract Extension: The agreement with Barnard Commercial Real Estate expires at the end of May and we recommend extending the contract with them another year. Commissioner Morrow moved to authorize the Executive Director to sign an extension for one year of the leasing agreement for the Village Quarter retail space with Barnard Commercial Real Estate. The motion was seconded by Commissioner Mickelson and unanimously approved.

Additions to the agenda:

None

Commissioner Griffin adjourned the regular meeting at 7:45 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary