

**MINUTES OF THE MAY 24, 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, May 24, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:57 p.m.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Mike Gougler, and Phil Griffin. A board member absent was Catherine Jones.

Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, and Mike Jager. Management staff absent was Yanira Vera. Guests present were 4 Village Quarter tenants: Carol McCausland, Jerry Stutzman, Karen Sears, and Sarah Wilson.

Approval of Minutes:

Chair Morrow pointed out that in the minutes of the April 26th meeting on page 2 under Unfinished Business, it should be "Our architect", rather than "Out architect", and on page 1 under Approval of Minutes, it should say the Board approved the minutes of the March 22nd meeting, rather than February 23rd. Commissioner Gougler moved to approve the minutes of the meeting held on April 26, 2016 as amended. The motion was seconded by Commissioner Griffin, and unanimously approved.

Public Comments:

Village Quarter residents Jerry Stutzman, Karen Sears, and Sarah Wilson relayed their concerns about various things at Village Quarter. Jerry Stutzman said the flood damage repairs took a really long time to complete, and created a lot of stress and anxiety to several residents. Sarah Wilson complained that the second floor outdoor patio area has a lot of leaves that needs cleaning up, and the Eco Roof needed to be addressed as it is nothing but weeds now, and that pest control services were needed, and that it's been a long time since we've held a fire drill. She complimented the maintenance staff on their timeliness and kindness. Karen Sears said she is concerned about lots of rules being posted without any consultation with the residents beforehand, and that a lot of lights are on all day and night, including in the community room, which is using a lot of electricity. She felt like the tenant meeting regarding the flood should have been open to all tenants instead of just the tenants affected, and that the carpet cleaners cleaning up the flood damage didn't clean the hallways, and she thinks the front door should be locked during the day, as some people that are not tenants come in and use the restrooms, etc. Chair Morrow thank them all for expressing their concerns and said the management staff will be looking into them.

List of Expenditures: Chair Morrow noted that in James's memo he mentioned a \$5,454 payment to Integrity Builders for Village Quarter water damage repairs, but there was also a second payment to them for \$4,905, for a total of \$10,359. James confirmed the second payment was also for water damage repairs.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$36,242 for the month and \$290,914 for the 10 months year-to-date. Miscellaneous expenses were over budget due to a \$2,034 Abbey Heights move-out refund adjustment, and \$1,538 payment to Leland

MacDonald & Associates for a survey of our Cumulus Avenue lots. Judi and her team increased voucher utilization a bit to 98.6% in April.

Asset Management Report by Elise in Yanira's absence, and by Mike: Physical occupancy increased 0.2% to 98.3%, and financial occupancy increased 0.7% to 98.0%, so occupancy is looking really good. The average time to complete work orders decreased 1.2 days to 2.9 days. We had a lot of work orders again, and have been working hard to fill in for one staff member out on medical leave. Rural Development has accepted our work plan for exterior repairs to Fresa Park, including using our own maintenance crew. Exterior repairs are ongoing at Palmer Creek. Drainage repairs are continuing at Haworth Terrace.

Housing Services Report by Judi:

We are going to be advertising for a second Housing Specialist position that has opened up recently due to a separation of service by Marie Karjalainen. We recently filled a long-time vacant Housing Specialist position to be in charge of Intake, which was a promotion of our front desk Administrative Assistant through the internal posting process, Maricela Morales Garcia. We will soon be advertising for the Administrative Assistant position.

Executive Director Report by Elise:

Total families served in April was 1,973. Elise has been working hard on the Community Connect Event, which is rapidly approaching. We recently received the results of our State audits of the Rehab, NSP, HOAP, NFMC, and OFA programs, and didn't receive any findings on any of them.

Reports of Committees:

None.

Unfinished Business:

Status of HAYC Properties: Our new tenants moved into the 133 NE Dunn Place space on May 1st, with a two-year lease in place. Elise met with potential buyers of the Cumulus Avenue lots, and with our architect, Marcia Mikesh. Marcia is going to come up with scenarios to see if the space meets the potential buyer's needs. YCCO would like to extend their option to buy the Village Quarter commercial space for an additional year; after discussion the Board was agreeable to this.

New Business:

HAYC Operating and Capital Budget FY2017: Total budgeted operating revenues are \$14,827,275, total budgeted operating expenses are \$13,354,880, and total non-operating income/expense is \$1,237,105 expense for a net income of \$235,290. Cash flow from operations is \$6,200. Prior to the meeting Chair Morrow asked James why some budgeted expenses didn't change much even though annualized actuals were lower. James explained that some expenses were running lower than usual, and cited prior year totals that supported the budgeted amounts. We are adding one full time position in Housing Services, and a half time position in Asset Management. Commissioner Gougler moved to approve the HAYC Operating and Capital budget for FY2017. The motion was seconded by Commissioner Griffin, and unanimously approved.

Additions to the Agenda:

Commissioner Griffin said he has been in discussion with John Anderson, director of the Albany Boys and Girls Club. Commissioner Griffin said he would like to have John Anderson attend one of our future Board meetings, and discuss partnering with them. The Board agreed that this is be a good idea and would like to do this.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:48 p.m. The next meeting of the HAYC Board will be held on June 28, 2016.

Respectfully submitted,

Elise Hui
Executive Director/Secretary